

**FIRCREST CITY COUNCIL  
REGULAR MEETING  
AGENDA**

**TUESDAY, MAY 09, 2023  
7:00 P.M.**

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
  - A. [Council Agenda Look Ahead](#)
- 5. CITY MANAGER COMMENTS**
- 6. DEPARTMENT HEAD COMMENTS**
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing \*9 on your phone.)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
  - A. Administration
  - B. Environmental, Planning, and Building
  - C. Finance, IT, Facilities
  - D. Other reports
- 10. CONSENT CALENDAR**
  - A. Approval of [vouchers/payroll checks](#)
  - B. Approval of Minutes: [April 11, 2023, Regular Meeting](#)
  - C. Setting a public hearing on May 23, 2023, at 7:15 pm or thereafter to receive comments on the 6-year Transportation Plan Update.
  - D. [Registering no objections to the Royal Thai Liquor License Renewal](#)
- 11. PUBLIC HEARING**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
  - A. [Resolution: Honoring Police Chief Cheesman](#)
  - B. [Resolution: Approval of the 2023 Stormwater Management Program \(SWMP\) Plan Update](#)
  - C. [Resolution: Adoption of a Health Reimbursement Arrangement \(HRA\) Plan](#)
  - D. [Resolution: Personnel Policy HRA Amendment](#)
  - E. [Information Only: 1<sup>st</sup> Quarter Financial Report](#)
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**
  - A. Per RCW 42.30.110 (1)(i) To Discuss Potential Litigation
  - B. Per RCW 42.30.110(1)(g) To Evaluate the Qualifications of an Applicant for Public Employment
- 16. ADJOURNMENT**

**Join the Zoom Dial-in Information: 1-253-215-8782 Webinar ID: 838 2218 0448 Password: 312044**

## Agenda Topics

(Subject To Change/ May 1, 2023)

- **May 9, 2023, 6 pm Chief Reception**
- **May 9, 2023, Regular – 7 pm**
  - Proclamation: Honoring Cheesman
  - City Manager Comments: WSDOT & Tacoma Center Stree/ Hwy 16 Report
  - City Manager Comments: AWC Conference and Voting Delegates
  - 1<sup>st</sup> Quarter financial report
  - Resolution: Adoption of the Stormwater Mgmt Program (SWMP)
  - Resolution(s): VEBA approvals
  - Executive Session: Potential Litigation: Prose Development Project
  - Executive Session: Qualifications of a public employee
- **May 10, 2023, 6 pm Pizza w/ Chief @ Rec Center**
- **May 15, 2023 Study**
  - Rec Center Closeout Report
- **May 23, 2023, Regular**
  - Information Only: Stormwater Drainage Service Charge Impacts Report
  - Ordinance: Stormwater Drainage FMC text Amendments
  - Resolution: Information Systems Managed Services Agreement
  - Resolution: AWC & Voting Delegates (6/20 – 23 Spokane)
  - Public Hearing: Comments on 6-year TIP
  -
- **May 27, 2023, Pool Season Opening – 11 am**

(Newsletter out 5/20)
- **June 13, 2023, Regular**
  - Fun Days Contracts
  - Trademark & Use Agreement (Murphy)
  - Resolution: Approval of the 6-year TIP
  -
- **June 20, 2023 Study** (Moved from 6/19/2023 due to holiday)
  - Volunteer Policy – *Jeff Grover should have a draft* (L&I)
  - MOU with Fircrest Parks & Rec Foundation Discussion – *Jeff Grover should have a draft*
  - Orchard/Center Intersection
  - CM Dawn Masko Welcome
  - RHS
  - Proclamations
  - ERR Review
  - CRC Replacement Funding

- **June 24, 2023, Special Meeting (Sat. 9-2)**
  - Strategic Planning & Goals Session
  - Training/Budget
  
- **June 27, 2023, Regular – CC photos (Fircrest Park Pavilion at 6 pm?)**
  - Acting CM Farewell
  - Resolution: Adoption of 6-year TIP (Deadline, if not approved prior)
  
- **July 11, 2023, Regular**
  - National Night Out Proclamation
  - NNO Fireworks Contract
  
- **July 17, 2023 – Study**
  - Budget Review (ARPA/ Pool, Rec Center Maint. Fund)
  - Insurance (CIAW, ALTS, RFQ)
  - Insurance Broker Renewal Contract
  
- **July 25 Regular – 7 pm**
- **August 1, 2023 – National Night Out**
- **Future 2023 Agenda Topics**
  - Meeting with legislators RE: pursuit law, DOL

# ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
29473	05/01/2023	05/09/2023	3705 Alpine Products Inc	242.50	Roundabout Street Signs (3)
	542 30 31 02 Oper Supplies - Street Reg		101 000 542 City Street Fund	242.50	Roundabout Street Signs (3)
29443	04/28/2023	05/09/2023	7066 Apex Engineering	5,710.00	Task Order 2022-03 Prose Property Engineering Consultation - Mar 2023
	531 50 41 00 Prof Svcs - Storm		415 000 531 Storm Drain	1,903.33	Task Order 2022-03 Prose Property Engineering Consultation - Mar 2023
	534 10 41 00 Prof Svcs - Water Admin		425 000 534 Water Fund (de	1,903.33	Task Order 2022-03 Prose Property Engineering Consultation - Mar 2023
	535 10 41 00 Prof Svcs - Sewer Admin		430 000 535 Sewer Fund (de	1,903.34	Task Order 2022-03 Prose Property Engineering Consultation - Mar 2023
29444	04/28/2023	05/09/2023	7066 Apex Engineering	1,590.00	Task Order 2023-02 PC Sewer Service Area Amendment - March 2023
	535 10 41 00 Prof Svcs - Sewer Admin		430 000 535 Sewer Fund (de	1,590.00	Task Order 2023-02 PC Sewer Service Area Amendment - March 2023
			Total Apex Engineering	7,300.00	
29413	04/25/2023	05/09/2023	284 Bucholz, Kathleen M	33.50	Library Reimbursement - 1/2 Year
	572 21 49 00 Library Services		001 000 572 General Fund	33.50	Library Reimbursement - 1/2 Year
29501	05/04/2023	05/09/2023	10169 Burton, James	110.80	04-00780.0 - 711 RAMSDELL ST
	343 10 00 00 Storm Drain Revenues		415 000 340 Storm Drain	-24.56	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-26.87	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-59.37	
29480	05/01/2023	05/09/2023	6018 Canon Financial Services Inc	159.67	Police Copier/Fax Rental April 2023
	591 21 70 22 Lease Payments - Police		001 000 591 General Fund	159.67	Police Copier/Fax Rental April 2023
29487	05/01/2023	05/09/2023	331 Cheesman, John G	270.42	Lunch for Interview Oral Board and Gas - Station was Closed
	521 10 49 01 Meals - Other Than Travel/T		001 000 521 General Fund	215.41	Lunch for Interview Oral Board 04/14/23
	548 65 31 08 Gas - Police		501 000 548 Equipment Rent	55.01	Gas - Station was Closed 04/14/23
29435	04/28/2023	05/09/2023	4313 Chuckals Inc	98.64	Office Supplies - PW
	531 50 31 01 Office Supplies - Storm		415 000 531 Storm Drain	24.66	Office Supplies - PW
	534 10 31 00 Office Supplies - Water Adm		425 000 534 Water Fund (de	24.66	Office Supplies - PW
	535 10 31 00 Office Supplies - Swr Admin		430 000 535 Sewer Fund (de	24.66	Office Supplies - PW

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	542 30 31 01	Office Supplies - Street Reg	101 000 542 City Street Fund	24.66	Office Supplies - PW
29455	05/01/2023	05/09/2023 4313	Chuckals Inc	19.62	Office Supplies - Central
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	19.62	Office Supplies - Central
29456	05/01/2023	05/09/2023 4313	Chuckals Inc	106.97	Office Supplies - Planning, Building, Central & Information Systems
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	61.95	Office Supplies - Central
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	-20.86	Credit - Office Supplies - Central
	518 81 35 00	Small Tools & Equip - I/S	001 000 518 General Fund	28.20	Office Supplies - Information Systems
	524 20 31 00	Office & Oper Sup - Building	001 000 524 General Fund	18.84	Office Supplies - Building
	558 60 31 00	Office & Oper Sup - Plannin	001 000 558 General Fund	18.84	Office Supplies - Planning
			Total Chuckals Inc	225.23	
29492	05/02/2023	05/09/2023 8542	Consolidated Supply Co.	207.76	Project Materials for 700 Blk of Regents Blvd (Watermain Replacement Project)
	594 34 63 01	Other Improvements - Wate	426 000 594 Water Improven	207.76	Project Materials for 700 Blk of Regents Blvd (Watermain Replacement Project)
29512	05/03/2023	05/09/2023 3573	Copiers Northwest Inc	152.85	Printer Usage 3/28/23-4/28/23
	521 22 45 00	Oper Rentals - Copier - Polic	001 000 521 General Fund	152.85	Printer Usage 3/28/23-4/28/23
29504	05/04/2023	05/09/2023 2852	Corley, Edward	44.83	06-01780.1 - 1507 EVERGREEN PL
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-14.31	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-10.92	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-19.60	
29441	04/28/2023	05/09/2023 3589	Databar Inc	2,284.82	Town Topics - Statement Production - April 2023, Postage, Town Topics, Community Sponsorship
	518 10 49 01	Town Topics/Citizen Commu	001 000 518 General Fund	61.48	April 2023 Town Topics Insert
	531 50 42 01	Postage - Storm	415 000 531 Storm Drain	293.14	April 2023 UB Postage
	531 50 49 06	Mailing Service - Storm	415 000 531 Storm Drain	427.47	April 2023 UB Mailing Svc
	534 10 42 01	Postage - Water Admin	425 000 534 Water Fund (de	293.15	April 2023 UB Postage
	534 10 49 06	Mailing Service - Water Adr	425 000 534 Water Fund (de	427.49	April 2023 UB Mailing Svc
	535 10 42 02	Postage - Sewer Admin	430 000 535 Sewer Fund (de	293.14	April 2023 UB Postage
	535 10 49 05	Mailing Service - Sewer Adr	430 000 535 Sewer Fund (de	427.47	April 2023 UB Mailing Svc
	542 80 31 04	Oper Supplies - Beautificatic	101 000 542 City Street Fund	61.48	April 2023 Community Sponsorship Flyer
29442	04/28/2023	05/09/2023 3589	Databar Inc	475.30	Town Topics - Separate Mailing - April 2023

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518 10 49 01	Town Topics/Citizen Commu	001 000 518	General Fund	475.30	Town Topics - Separate Mailing - April 2023
			Total Databar Inc	2,760.12	
29477	05/01/2023	05/09/2023	9303 Deal, Robert L.	1,674.40	Police Background Checks (32.5 Hrs) & Mileage 3/10/23-4/24/23
521 22 41 00	Prof Svcs - Police	001 000 521	General Fund	1,674.40	Police Background Checks (32.5 Hrs) & Mileage 3/10/23-4/24/23
29478	05/01/2023	05/09/2023	9303 Deal, Robert L.	420.40	Police Background Checks (10.25 Hrs) & Mileage 3/10/23-4/24/23
521 22 41 00	Prof Svcs - Police	001 000 521	General Fund	420.40	Police Background Checks (10.25 Hrs) & Mileage 3/10/23-4/24/23
			Total Deal, Robert L.	2,094.80	
29437	04/28/2023	05/09/2023	366 Employment Security Dept, UI Tax Admin	9,737.00	Benefit Charge - Q1/2023
517 78 20 00	Unemployment Compensati	001 000 517	General Fund	9,737.00	Benefit Charge - Q1/2023
29414	04/25/2023	05/09/2023	3638 Fircrest Golf Club	1,366.81	Land Rental for Water Tank on Golf Course Property - May 2023
591 34 70 00	Lease Payments - Water Adr	425 000 591	Water Fund (de	1,366.81	Land Rental for Water Tank on Golf Course Property - May 2023
29458	05/01/2023	05/09/2023	7230 Galls, LLC	156.01	Heritage Trousers - J Lease
521 22 49 01	Uniforms/Clothing/Laundry	001 000 521	General Fund	156.01	Heritage Trousers - J Lease
29499	05/03/2023	05/09/2023	9748 Geiger	659.49	Volunteer Lanyards
573 90 49 01	Community Events	001 000 573	General Fund	659.49	Volunteer Lanyards
29434	04/28/2023	05/09/2023	6774 Greenleaf Landscaping 1 Inc	5,281.45	Monthly Landscape Service - Apr 2023
518 30 41 01	Contract Maintenance	001 000 518	General Fund	3,961.09	Monthly Landscape Service - Apr 2023
542 80 49 03	Beautification Services (cont	101 000 542	City Street Fund	1,320.36	Monthly Landscape Service - Apr 2023
29510	05/03/2023	05/09/2023	10305 Gunderson Law Office PLLC	12,000.00	City of Fircrest - April 2023
515 41 41 03	City Prosecutor	001 000 515	General Fund	12,000.00	City of Fircrest - April 2023
29503	05/04/2023	05/09/2023	3022 Harper, Brad	40.28	07-00130.5 - 133 MAPLE ST

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343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	-12.94	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (dep	-8.74	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (dep	-18.60	
29459	05/01/2023	05/09/2023 7383	Holden Polygraph LLC	350.00	Polygraph Pre-Employment Testing - J Lease
521 10 41 00	Prof Svcs - Civil Svc		001 000 521 General Fund	350.00	Polygraph Pre-Employment Testing - J Lease
29460	05/01/2023	05/09/2023 7383	Holden Polygraph LLC	350.00	Polygraph Pre-Employment Testing - R Graham
521 10 41 00	Prof Svcs - Civil Svc		001 000 521 General Fund	350.00	Polygraph Pre-Employment Testing - R Graham
Total Holden Polygraph LLC				700.00	
29450	04/28/2023	05/09/2023 3692	Home Depot Credit Services	61.30	Wall Repair at Rec Center
571 10 31 01	Oper Supplies - Rec		001 000 571 General Fund	61.30	Wall Repair at Rec Center
29451	04/28/2023	05/09/2023 3692	Home Depot Credit Services	11.00	Dish Soap for Police Department
518 30 31 02	Oper Supplies - PSB Bldg		001 000 518 General Fund	11.00	Dish Soap for Police Department
29454	05/01/2023	05/09/2023 3692	Home Depot Credit Services	34.93	Supplies for Parks
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	34.93	Supplies for Parks
Total Home Depot Credit Services				107.23	
29469	05/01/2023	05/09/2023 4131	Humane Society - Tacoma	747.00	May 2023 Boarding Contract
554 30 41 00	Animal Control		001 000 554 General Fund	747.00	May 2023 Boarding Contract
29524	05/04/2023	05/09/2023 3706	International Code Council	145.00	2023 Annual Dues
524 20 49 00	Dues/Member/Subscription:		001 000 524 General Fund	145.00	2023 Annual Dues
29471	05/01/2023	05/09/2023 8122	Jean, Robert W.	7,812.50	Acting City Manager Services - April 2023
513 10 41 00	Prof Svcs - Admin		001 000 513 General Fund	7,812.50	Acting City Manager Services - April 2023
29491	05/02/2023	05/09/2023 2366	Jones, Tim	67.00	Library Reimbursement - 1 Year (Susan)
572 21 49 00	Library Services		001 000 572 General Fund	67.00	Library Reimbursement - 1 Year (Susan)
29468	05/01/2023	05/09/2023 10388	Jorgensen, W. Scott	327.75	City Manager Candidate - Travel, Meals, Mileage - 4/20/23-4/21/23

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513 10 43 00	Travel - Admin		001 000 513 General Fund	327.75	City Manager Candidate - Travel, Meals, Mileage - 4/20/23-4/21/23
29490 05/02/2023	05/09/2023 10264		Larson, Shari	571.30	Wednesday Gentle Yoga & Chair Yoga Classes (3/1/23-3/31/23)
571 20 49 06	Instructor Fees		001 000 571 General Fund	571.30	Wednesday Gentle Yoga & Chair Yoga Classes (3/1/23-3/31/23)
29507 05/03/2023	05/09/2023 3776		Lemay Mobile Shredding	51.00	Shredding 04/2023 - Court
512 51 49 00	Miscellaneous - Court		001 000 512 General Fund	51.00	Shredding 04/2023 - Court
29508 05/03/2023	05/09/2023 3776		Lemay Mobile Shredding	45.00	Shredding 04/2023 - PW
531 50 49 00	Miscellaneous - Storm		415 000 531 Storm Drain	15.00	Shredding 04/2023 - PW
534 10 49 00	Miscellaneous - Water Admi		425 000 534 Water Fund (de	15.00	Shredding 04/2023 - PW
535 10 49 00	Miscellaneous - Sewer Admi		430 000 535 Sewer Fund (de	15.00	Shredding 04/2023 - PW
29509 05/03/2023	05/09/2023 3776		Lemay Mobile Shredding	71.05	Shredding - April 2023 - Police
521 22 49 00	Miscellaneous - Police		001 000 521 General Fund	71.05	Shredding - April 2023 - Police
			Total Lemay Mobile Shredding	167.05	
29453 05/01/2023	05/09/2023 6369		McLendon Hardware Inc (Tacoma)	32.64	Wall Repair at Rec Center
571 10 31 01	Oper Supplies - Rec		001 000 571 General Fund	32.64	Wall Repair at Rec Center
29489 05/02/2023	05/09/2023 10265		Mirande, Therese	438.10	Monday & Friday Gentle Yoga Classes (3/1/23-3/31/23)
571 20 49 06	Instructor Fees		001 000 571 General Fund	438.10	Monday & Friday Gentle Yoga Classes (3/1/23-3/31/23)
29494 05/02/2023	05/09/2023 10392		Moore, Kathleen	67.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
29515 05/04/2023	05/09/2023 7582		Morin-Cukjati, Tanya	129.70	07-00312.2 - 1442 COTTONWOOD AVE
343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	-28.75	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-31.45	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-69.50	
29465 05/01/2023	05/09/2023 5766		Multicare Cntr of Occupational Medicine	131.00	DOT Exams - 03/27/23 - Wakefield
518 11 41 02	Drug & Alcohol - Personnel		001 000 518 General Fund	131.00	DOT Exams - 03/27/23 - Wakefield



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29502	05/04/2023	05/09/2023	2861 Murrie, Patricia A	307.18	06-01860.2 - 1409 EVERGREEN PL
	343 10 00 00	Storm Drain Revenues	415 000 340	-69.14	Storm Drain
	343 40 00 00	Sale Of Water	425 000 340	-75.50	Water Fund (de
	343 50 00 00	Sewer Revenues	430 000 340	-162.54	Sewer Fund (de
29438	04/28/2023	05/09/2023	3910 Office Depot	60.65	SAA #1894 Hard Drive for FPD Server Backups
	518 81 35 00	Small Tools & Equip - I/S	001 000 518	60.65	SAA #1894 Hard Drive for FPD Server Backups
29493	05/02/2023	05/09/2023	10391 Olson, Rebecca	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	67.00	Library Reimbursement - 1 Year
29415	04/25/2023	05/09/2023	3923 Orca Pacific Inc	1,294.15	Hypochlorite Solution (200 Gal); Muriatic Acid (30 Gal)
	576 20 31 01	Oper Supplies - Pool Chemi	001 000 576	1,294.15	Hypochlorite Solution (200 Gal); Muriatic Acid (30 Gal)
29439	04/28/2023	05/09/2023	3929 Owen Equipment Company	301.20	Sucking Tube Reducer for Vactor
	548 65 48 12	O & M - Street	501 000 548	37.65	Sucking Tube Reducer for Vactor
	548 65 48 13	O & M - Storm	501 000 548	37.65	Sucking Tube Reducer for Vactor
	548 65 48 14	O & M - Water/Sewer	501 000 548	225.90	Sucking Tube Reducer for Vactor
29514	05/03/2023	05/09/2023	3929 Owen Equipment Company	633.17	Brooms for Street Sweeper
	548 65 48 13	O & M - Storm	501 000 548	633.17	Brooms for Street Sweeper
			Total Owen Equipment Company	934.37	
29457	05/01/2023	05/09/2023	10244 Owen Kari, DBA ASL Professionals	222.98	ASL Services 4/11/23 Council Meeting (2 Hr plus Mileage)
	511 60 41 00	Prof Svcs - Legisl	001 000 511	222.98	ASL Services 4/11/23 Council Meeting (2 Hr plus Mileage)
29476	05/01/2023	05/09/2023	3958 PC Budget & Finance - Jail	333.71	Jail Services - March 2023
	523 60 40 01	Jail	001 000 523	333.71	Jail Services - March 2023
29479	05/01/2023	05/09/2023	8626 Pacific Office Automation Inc	144.03	Postage Meter Rental - May 2023
	591 18 70 10	Lease Payments - Non-Dept	001 000 591	144.03	Postage Meter Rental - May 2023
29500	05/03/2023	05/09/2023	3955 Petrocard Systems Inc	444.06	Gas/Fuel - April 2023

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548 65 31 12	Gas - Street		501 000 548 Equipment Rent	34.91	Street - 04/2023
548 65 31 13	Gas - Storm		501 000 548 Equipment Rent	199.72	Storm - 04/2023
548 65 31 14	Gas - Water/Sewer		501 000 548 Equipment Rent	209.43	W/S - 04/2023
29433	04/28/2023	05/09/2023	3751 Psomas, DBA KPG Psomas	2,873.00	Task Order 2023-01 - SMAP & SWMP Development for 2023
531 50 41 00	Prof Svcs - Storm		415 000 531 Storm Drain	2,873.00	Task Order 2023-01 - SMAP & SWMP Development for 2023
29445	04/28/2023	05/09/2023	3751 Psomas, DBA KPG Psomas	502.00	Patty Field - BLA Review
558 60 41 00	Prof Svcs - Planning		001 000 558 General Fund	502.00	Patty Field - BLA Review
Total Psomas, DBA KPG Psomas				3,375.00	
29497	05/03/2023	05/09/2023	3986 Puget Sound Energy, BOT-01H	73.47	Natural Gas - Rec Center - April 2023
571 10 47 00	Public Utility Services - Rec		001 000 571 General Fund	73.47	Natural Gas - Rec Center - April 2023
29498	05/03/2023	05/09/2023	3986 Puget Sound Energy, BOT-01H	491.68	Natural Gas - Pool/Bathhouse - April 2023
576 20 47 00	Public Utility Services - Pool		001 000 576 General Fund	491.68	Natural Gas - Pool/Bathhouse - April 2023
Total Puget Sound Energy, BOT-01H				565.15	
29488	05/01/2023	05/09/2023	3990 Puget Sound Specialties Inc	1,098.90	Turfce MVP for Baseball Fields
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	1,098.90	Turfce MVP for Baseball Fields
29481	05/01/2023	05/09/2023	4683 Puyallup, City of	161.84	Jail Services - Mar 2023
523 60 40 01	Jail		001 000 523 General Fund	161.84	Jail Services - Mar 2023
29506	05/03/2023	05/09/2023	5710 Rainier Connect, Mashell Telecom	106.95	Internet Access Fee - City Hall - May 2023
518 81 42 00	Communication/Internet - I/		001 000 518 General Fund	106.95	Internet Access Fee - City Hall - May 2023
29525	05/04/2023	05/09/2023	10398 Rubke, Patricia	707.00	Barre Classes (Beginning Barre, Barre HIIT, Barre) 03/01/23-03/31/23
571 20 49 06	Instructor Fees		001 000 571 General Fund	707.00	Barre Classes (Beginning Barre, Barre HIIT, Barre) 03/01/23-03/31/23
29467	05/01/2023	05/09/2023	10389 Rudometkin, Rick	1,180.18	City Manager Candidate - Travel, Meals, Mileage - 4/20/23-4/22/23

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
513 10 43 00	Travel - Admin		001 000 513 General Fund	1,180.18	City Manager Candidate - Travel, Meals, Mileage - 4/20/23-4/22/23
29496 05/03/2023	05/09/2023 1353		Salamanca, Eliot	33.50	Library Reimbursement - 1/2 Year
572 21 49 00	Library Services		001 000 572 General Fund	33.50	Library Reimbursement - 1/2 Year
29447 04/28/2023	05/09/2023 4035		Sarco Supply	321.79	Janitorial Supplies - Public Works
518 30 31 03	Oper Supplies - PWF		001 000 518 General Fund	321.79	Janitorial Supplies - Public Works
29448 04/28/2023	05/09/2023 4035		Sarco Supply	533.36	Janitorial Supplies - Rec Bldg
571 10 31 04	Janitorial Supplies - Rec Bldg		001 000 571 General Fund	533.36	Janitorial Supplies - Rec Bldg
29449 04/28/2023	05/09/2023 4035		Sarco Supply	543.23	Janitorial Supplies - Pool
576 20 31 02	Janitorial Supplies - Pool		001 000 576 General Fund	543.23	Janitorial Supplies - Pool
29452 05/01/2023	05/09/2023 4035		Sarco Supply	17.71	Janitorial Supplies - Rec Bldg
571 10 31 04	Janitorial Supplies - Rec Bldg		001 000 571 General Fund	17.71	Janitorial Supplies - Rec Bldg
29485 05/01/2023	05/09/2023 4035		Sarco Supply	99.79	Janitorial Supplies - PSB
518 30 31 02	Oper Supplies - PSB Bldg		001 000 518 General Fund	99.79	Janitorial Supplies - PSB
Total Sarco Supply				1,515.88	
29486 05/01/2023	05/09/2023 6088		Sentinel Pest Control Inc	214.41	Pest Control - PW - 05/2023
531 50 48 00	Rep & Maint - Storm		415 000 531 Storm Drain	53.60	Pest Control - PW - 05/2023
534 50 48 01	Rep & Maint - Water Maint		425 000 534 Water Fund (dep	53.60	Pest Control - PW - 05/2023
535 50 48 00	Rep & Maint - Sewer Maint		430 000 535 Sewer Fund (dep	53.61	Pest Control - PW - 05/2023
542 30 48 01	Rep & Maint - Street Maint		101 000 542 City Street Fund	53.60	Pest Control - PW - 05/2023
29513 05/03/2023	05/09/2023 6088		Sentinel Pest Control Inc	120.12	Pest Control - City Hall - 05/2023
518 30 48 02	Rep & Maint - City Hall		001 000 518 General Fund	120.12	Pest Control - City Hall - 05/2023
Total Sentinel Pest Control Inc				334.53	
29462 05/01/2023	05/09/2023 7749		Sound Uniform Solutions Inc	267.49	Jacket & Accessories - J Lease
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	269.10	Jacket & Accessories - J Lease
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	-1.61	Credit for Previous Invoice

# ACCOUNTS PAYABLE

City Of Fircrest

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
29463	05/01/2023	05/09/2023	7749 Sound Uniform Solutions Inc	49.64	Uniform Alterations- J Villamor
	521 22 49 01		Uniforms/Clothing/Laundry 001 000 521 General Fund	49.64	Uniform Alterations- J Villamor
Total Sound Uniform Solutions Inc				317.13	
29482	05/01/2023	05/09/2023	4084 Staples Business Advantage	35.15	Office Supplies - Court
	512 51 31 00		Office & Oper Sup - Court 001 000 512 General Fund	35.15	Office Supplies - Court
29483	05/01/2023	05/09/2023	4084 Staples Business Advantage	26.99	Office Supplies - Court
	512 51 31 00		Office & Oper Sup - Court 001 000 512 General Fund	26.99	Office Supplies - Court
29484	05/01/2023	05/09/2023	4084 Staples Business Advantage	32.21	Office Supplies - Court
	512 51 31 00		Office & Oper Sup - Court 001 000 512 General Fund	32.21	Office Supplies - Court
Total Staples Business Advantage				94.35	
29446	04/28/2023	05/09/2023	4328 Systems for Public Safety Inc	103.85	#66367D LOF
	548 65 48 08		O & M - Police 501 000 548 Equipment Rent	103.85	#66367D LOF
29505	05/03/2023	05/09/2023	9888 T-Mobile (Cell Phone Bill)	1,086.25	City Cell Phones & Air Cards 04/2023
	513 10 42 00		Communication - Admin 001 000 513 General Fund	29.84	City Manager 04/2023 - C Corcoran
	518 30 42 00		Communication - Fac/Equip 001 000 518 General Fund	89.55	Maint. Lead, 2 Workers 04/2023
	521 22 42 00		Communication - Police 001 000 521 General Fund	577.74	Police Officers, Chief and Air Cards 04/2023
	524 20 42 00		Communication- Building 001 000 524 General Fund	14.93	Admin Svcs Dir. 04/2023
	531 50 42 00		Communication - Storm 415 000 531 Storm Drain	59.70	Public Works Crew, Director, Billing Clerk 04/2023
	534 10 42 00		Communication - Water Adr 425 000 534 Water Fund (de	90.61	Public Works Crew, Director, Billing Clerk, PW Water Meter Collector 04/2023
	535 10 42 01		Communication - Sewer Adr 430 000 535 Sewer Fund (de	59.70	Public Works Crew, Director, Billing Clerk 04/2023
	542 30 42 00		Communication - Street Rec 101 000 542 City Street Fund	59.70	Public Works Crew, Director, Billing Clerk 04/2023
	558 60 42 00		Communication - Planning 001 000 558 General Fund	14.93	Admin Svcs Dir. 04/2023
	576 80 42 00		Communication - Parks 001 000 576 General Fund	89.55	P/R Director, Events, Maint. Worker 04/2023
29516	05/03/2023	05/09/2023	4322 Tacoma, City of - POWER	100.56	Power - Various Locations - April 2023
	535 80 47 01		Utility Services/Pumping 430 000 535 Sewer Fund (de	100.56	Alameda L/S Power - Apr 2023
29436	04/28/2023	05/09/2023	4139 Tapco Visa Card	2,722.07	P-Card Charges thru 04/25/23
	514 23 43 00		Travel - Finance 001 000 514 General Fund	537.57	WPTA Conference Hotel for L Chambers & M Ryan (3 nights)

# ACCOUNTS PAYABLE

City Of Fircrest

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
517 90 43 00	Travel - Wellness Program		001 000 517 General Fund	316.76	AWC Wellness Summit Hotel for S Lee (2 nights)
576 20 31 04	Repair Supplies - Pool		001 000 576 General Fund	1,867.74	CPI Sensor for Pool Chemical Analyzers
29475	05/01/2023	05/09/2023	9003 U.S. Bank St. Paul	156,600.00	Bond Payment (Interest Only Through 5/31/2023) FIRUTG019
592 75 82 01	Interest Payment - Park Bon		201 000 591 Park Bond Debt	156,600.00	Bond Payment (Interest Only Through 5/31/2023) FIRUTG019
29474	05/01/2023	05/09/2023	5934 US Bank, City Hall Account	3,118.37	P-Card Charges thru 4/25/23
511 60 35 00	Small Tools & Equip - Legisl		001 000 511 General Fund	17.59	Zoom Monthly Subscription - Legislation
513 10 43 00	Travel - Admin		001 000 513 General Fund	443.76	City Manager Candidate Hotel
513 10 49 00	Miscellaneous - Admin		001 000 513 General Fund	1,033.40	City Manager Interview and Meet & Greet Supplies and Decorations
513 10 49 01	Reg & Tuition - Admin		001 000 513 General Fund	65.00	Records Retention Training - A Burkhardt
514 23 49 01	Reg & Tuition - Finance		001 000 514 General Fund	75.00	Federal Award Requirement Traning - J Dunbar
517 90 31 01	Oper Supplies - Wellness Pr		001 000 517 General Fund	246.63	Wellness Program Supplies for Misc. Events
518 10 42 01	Postage - Non Dept		001 000 518 General Fund	386.00	Postage - Passport
518 10 49 03	Dues/Member/Subscription:		001 000 518 General Fund	27.00	MRSC Rosters - Annual Charge 2023
518 81 35 00	Small Tools & Equip - I/S		001 000 518 General Fund	9.89	Printhead Cleaning Kit
521 10 49 00	Miscellaneous - Civil Svc		001 000 521 General Fund	57.50	Snacks & Coffee for Chief Oral Board
521 22 43 00	Travel - Police		001 000 521 General Fund	648.60	Police Chief Candidate Hotel
531 50 49 05	Dues/Member/Subscription:		415 000 531 Storm Drain	27.00	MRSC Rosters - Annual Charge 2023
534 10 49 03	Dues/Member/Subscription:		425 000 534 Water Fund (de	27.00	MRSC Rosters - Annual Charge 2023
535 10 49 02	Dues/Member/Subscription:		430 000 535 Sewer Fund (de	27.00	MRSC Rosters - Annual Charge 2023
542 30 49 03	Dues/Member/Subscription:		101 000 542 City Street Fund	27.00	MRSC Rosters - Annual Charge 2023
29431	04/28/2023	05/09/2023	8482 US Bank, Police Department Account	82.05	P-Card Charges thru 04/25/23
521 22 49 07	Community Outreach		001 000 521 General Fund	82.05	Vinyl Stickers - "I Had Pizza With a Cop"
29432	04/28/2023	05/09/2023	8483 US Bank, Public Works Dept Account	2,024.04	P-Card Charges thru 04/25/23
518 30 31 03	Oper Supplies - PWF		001 000 518 General Fund	295.52	Operating Supplies
531 50 35 00	Small Tools & Equip - Storm		415 000 531 Storm Drain	127.88	Front Desk Chair
534 10 35 00	Small Tools & Equip - Water		425 000 534 Water Fund (de	127.88	Front Desk Chair
535 10 35 00	Small Tools & Equip - Sewer		430 000 535 Sewer Fund (de	127.89	Front Desk Chair
542 30 35 00	Small Tools & Equip - Street		101 000 542 City Street Fund	127.89	Front Desk Chair
594 35 63 03	Project Engineering - Sewer		432 000 594 Sewer Improven	50.00	P#68 Permit Applicaion
594 76 64 00	Machinery & Equipment - P		001 000 576 General Fund	1,166.98	Sprayer Attachment for Gator
29430	04/28/2023	05/09/2023	8484 US Bank, Recreation Dept Account	1,312.20	P-Card Charges thru 04/25/23

# ACCOUNTS PAYABLE

City Of Fircrest

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
571 10 31 00	Office Supplies - Rec		001 000 571 General Fund	10.99	Office Supplies
571 10 31 01	Oper Supplies - Rec		001 000 571 General Fund	56.36	Operating Supplies
571 10 31 02	Senior Program Supplies		001 000 571 General Fund	291.84	Senior Morning Supplies
571 10 35 00	Small Tools & Equip - Rec		001 000 571 General Fund	68.73	Small Tools
571 20 49 09	Youth Baseball		001 000 571 General Fund	576.55	Youth Baseball Supplies
573 90 49 01	Community Events		001 000 573 General Fund	307.73	Community Events
29440 04/28/2023	05/09/2023 4178		University Place Refuse Inc	236.25	Dumping Fees 04/2023 Street Sweeping
531 50 47 01	Dumping Fees - Storm		415 000 531 Storm Drain	236.25	Dumping Fees 04/2023 Street Sweeping
29470 05/01/2023	05/09/2023 4179		Unum Life Insurance Company of America	56.90	Retired Benefits - May 2023
521 22 20 02	LEOFF I Long Term Care Pre		001 000 521 General Fund	56.90	Retired Benefits - May 2023
29511 05/03/2023	05/09/2023 4180		Utilities Underground	32.33	Locates 04/2023
534 10 49 00	Miscellaneous - Water Admi		425 000 534 Water Fund (de	16.17	Locates 04/2023
535 10 49 00	Miscellaneous - Sewer Admi		430 000 535 Sewer Fund (de	16.16	Locates 04/2023
29495 05/03/2023	05/09/2023 3645		WEX BANK, Wright Express FSC	742.29	Gas/Fuel April 2023
548 65 31 05	Gas - Non Dept		501 000 548 Equipment Rent	30.87	Non-Dept 04/2023
548 65 31 08	Gas - Police		501 000 548 Equipment Rent	711.42	Police 04/2023
29472 05/01/2023	05/09/2023 4231		Water Mgmt Labs Inc	32.00	Coliform Testing for Well #7 - 03/29/23
534 80 41 00	Water Testing		425 000 534 Water Fund (de	32.00	Coliform Testing for Well #7 - 03/29/23
29464 05/01/2023	05/09/2023 10035		Zoom Video Communications	1,419.42	Monthly Phone Rental - 04/30/23-5/30/23
513 10 42 00	Communication - Admin		001 000 513 General Fund	83.60	Meeting Webinar & Recording - 4/30-5/30/23
518 10 42 00	Communication - Non Dept		001 000 518 General Fund	1,003.67	Monthly Phone Service - 4/30-5/30/23
591 18 70 10	Lease Payments - Non-Dept		001 000 591 General Fund	332.15	Monthly Phone Rental - 04/30-5/30/23
29466 05/01/2023	05/09/2023 10035		Zoom Video Communications	142.72	Upgrade to Pro License for A Burkhart for Exec Sessions
511 60 35 00	Small Tools & Equip - Legisl		001 000 511 General Fund	142.72	Upgrade to Pro License for A Burkhart for Exec Sessions
Total Zoom Video Communications				1,562.14	
Report Total:				237,396.63	
Fund					

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:09:08 Date: 05/05/2023

As Of: 05/09/2023

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Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
			001 General Fund	60,652.05	
			101 City Street Fund	1,917.19	
			201 Park Bond Debt Service Fund	156,600.00	
			415 Storm Drain	6,190.73	
			425 Water Fund (department)	4,531.18	
			426 Water Improvement Fund	207.76	
			430 Sewer Fund (department)	4,968.14	
			432 Sewer Improvement Fund	50.00	
			501 Equipment Rental Fund	2,279.58	

This report has been reviewed by:

REMARKS:

Signature & Title

Date

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2756	04/26/2023	Payroll	1	EFT	James Andrews	395.79	
2757	04/26/2023	Payroll	1	EFT	Joseph H Barrentine	455.79	
2758	04/26/2023	Payroll	1	EFT	Nicole L Bufford	455.79	
2759	04/26/2023	Payroll	1	EFT	Arlette Burkhart	217.79	
2760	04/26/2023	Payroll	1	EFT	Hunter T George	449.76	
2761	04/26/2023	Payroll	1	EFT	John A Miller	4,520.17	
2764	04/26/2023	Payroll	1	EFT	Brett L Wittner	547.56	
2765	04/26/2023	Payroll	1	EFT	Department Of Retirement	42.71	Pay Cycle(s) 04/26/2023 To 04/26/2023 - PERS 2
2766	04/26/2023	Payroll	1	EFT	IRS-EFT	1,837.56	941 Deposit for Pay Cycle(s) 04/26/2023 - 04/26/2023
2762	04/26/2023	Payroll	1	14254	Shannon Reynolds	408.88	
2763	04/26/2023	Payroll	1	14255	David M Viafore	449.76	
001 General Fund						9,781.56	
						9,781.56	Payroll: 9,781.56



## CHECK REGISTER

City Of Fircrest

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04/30/2023 To: 04/30/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2783	04/30/2023	Payroll	1	EFT	AFLAC	330.83	Pay Cycle(s) 04/01/2023 To 04/30/2023 - AFLAC (Pre-Tax); Pay Cycle(s) 04/01/2023 To 04/30/2023 - AFLAC (Post-Tax)
2784	04/30/2023	Payroll	1	EFT	Principal Life Insurance Company	818.04	Pay Cycle(s) 04/01/2023 To 04/30/2023 - Life Insurance
2785	04/30/2023	Payroll	1	14256	AWC Employee Benefit Trust	50,371.73	Pay Cycle(s) 04/01/2023 To 04/30/2023 - AWC - Medical; Pay Cycle(s) 04/01/2023 To 04/30/2023 - AWC - Dental; Pay Cycle(s) 04/01/2023 To 04/30/2023 - EAP; Pay Cycle(s) 04/01/2023 To 04/30/2023 - AWC -
2786	04/30/2023	Payroll	1	14257	Dept Of Labor & Industries	5,402.07	2ND Quarter L&I: 04/01/2023 - 04/30/2023
2787	04/30/2023	Payroll	1	14258	Employment Security Dept	2,149.94	Pay Cycle(s) 04/01/2023 To 04/30/2023 - WA State PFML
2788	04/30/2023	Payroll	1	14259	C/O Kevin Gollinger Fircrest Police Guild	420.00	Pay Cycle(s) 04/01/2023 To 04/30/2023 - Police Guild
2789	04/30/2023	Payroll	1	14260	Teamsters Local 117	854.00	Pay Cycle(s) 04/01/2023 To 04/30/2023 - Teamsters Union
2790	04/30/2023	Payroll	1	14261	Trusteed Plans Service Corporation	455.00	Pay Cycle(s) 04/01/2023 To 04/30/2023 - Police Disability

001 General Fund	46,279.15
101 City Street Fund	2,649.72
415 Storm Drain	2,433.95
425 Water Fund (department)	6,812.43
430 Sewer Fund (department)	2,450.53
432 Sewer Improvement Fund	41.93
501 Equipment Rental Fund	133.90

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60,801.61 Payroll: 60,801.61

## CHECK REGISTER

City Of Fircrest

Time: 11:30:24 Date: 05/04/2023

05/05/2023 To: 05/05/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2917	05/05/2023	Payroll	1	EFT	Michaele Arneson	731.41	
2918	05/05/2023	Payroll	1	EFT	Tyler E Bemis	3,647.93	
2919	05/05/2023	Payroll	1	EFT	Ryan Brown	1,763.74	
2920	05/05/2023	Payroll	1	EFT	Christopher M Bunker	1,000.99	
2921	05/05/2023	Payroll	1	EFT	Arlette Burkhart	2,226.31	
2922	05/05/2023	Payroll	1	EFT	Selena R Byrd	2,213.07	
2923	05/05/2023	Payroll	1	EFT	Monica Castilla-Mendoza	1,577.65	
2924	05/05/2023	Payroll	1	EFT	Lindsay M Chambers	2,979.51	
2925	05/05/2023	Payroll	1	EFT	Edward Chavez	1,832.64	
2926	05/05/2023	Payroll	1	EFT	John G Cheesman	3,412.94	
2927	05/05/2023	Payroll	1	EFT	Martin Chick	1,893.11	
2928	05/05/2023	Payroll	1	EFT	Shannen Clother	2,040.01	
2929	05/05/2023	Payroll	1	EFT	Colleen T Corcoran	3,831.15	
2930	05/05/2023	Payroll	1	EFT	Dorothy Cottrill	590.08	
2931	05/05/2023	Payroll	1	EFT	Jeffrey P Davis	2,862.21	
2932	05/05/2023	Payroll	1	EFT	Julieanna R Dunbar	2,100.56	
2933	05/05/2023	Payroll	1	EFT	Bilal Elghalemi	121.04	
2934	05/05/2023	Payroll	1	EFT	Eduardo Garcia	3,458.08	
2935	05/05/2023	Payroll	1	EFT	Kevin Gollinger	3,714.32	
2936	05/05/2023	Payroll	1	EFT	Jeff Grover	3,221.60	
2937	05/05/2023	Payroll	1	EFT	Jalen Henderson	654.28	
2938	05/05/2023	Payroll	1	EFT	Jeffrey Johnson	446.34	
2939	05/05/2023	Payroll	1	EFT	Jeffrey M Johnson	2,539.27	
2940	05/05/2023	Payroll	1	EFT	Annabella Jordan	302.60	
2941	05/05/2023	Payroll	1	EFT	Dawson Keith	408.51	
2942	05/05/2023	Payroll	1	EFT	Amber Kropelnicki	484.16	
2943	05/05/2023	Payroll	1	EFT	Raquel LaPointe	1,133.16	
2944	05/05/2023	Payroll	1	EFT	Jacob E Lease	2,243.85	
2945	05/05/2023	Payroll	1	EFT	Sierra Lee	1,575.93	
2946	05/05/2023	Payroll	1	EFT	Salvador Marez	2,419.85	
2947	05/05/2023	Payroll	1	EFT	James M Marzano	2,540.77	
2948	05/05/2023	Payroll	1	EFT	Gary R Mims	248.24	
2949	05/05/2023	Payroll	1	EFT	Samantha N Olivarez	2,829.01	
2950	05/05/2023	Payroll	1	EFT	Norman R Parsons	2,543.32	
2951	05/05/2023	Payroll	1	EFT	Timothy C Piercy	2,663.61	
2952	05/05/2023	Payroll	1	EFT	Christopher Roberts	3,422.94	
2953	05/05/2023	Payroll	1	EFT	John H Roberts	2,410.30	
2954	05/05/2023	Payroll	1	EFT	Kristin Rosario	1,803.44	
2955	05/05/2023	Payroll	1	EFT	Megan A Ryan	1,992.90	
2956	05/05/2023	Payroll	1	EFT	Judy A Schmidtke	1,376.87	
2957	05/05/2023	Payroll	1	EFT	Laura Thompson	648.38	
2958	05/05/2023	Payroll	1	EFT	John Truong	1,100.19	
2959	05/05/2023	Payroll	1	EFT	Holly Veliz	1,395.68	
2960	05/05/2023	Payroll	1	EFT	John Villamor	3,369.45	
2961	05/05/2023	Payroll	1	EFT	Bryce Wakefield	2,496.67	
2962	05/05/2023	Payroll	1	EFT	Vicky Walston	1,847.54	
2963	05/05/2023	Payroll	1	EFT	Riley West	544.37	
2964	05/05/2023	Payroll	1	EFT	Jayne Westman	2,680.21	
2965	05/05/2023	Payroll	1	EFT	Matthew Zych	1,703.59	
2966	05/05/2023	Payroll	1	EFT	Department Of Retirement	20,306.12	Pay Cycle(s) 05/05/2023 To 05/05/2023 - PERS 2; Pay Cycle(s) 05/05/2023 To 05/05/2023 - PERS 3; Pay Cycle(s) 05/05/2023 To 05/05/2023 - LEOFF 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2967	05/05/2023	Payroll	1	EFT	ICMA	1,620.70	Pay Cycle(s) 05/05/2023 To 05/05/2023 - ICMA Addtl; Pay Cycle(s) 05/05/2023 To 05/05/2023 - ICMA Roth
2968	05/05/2023	Payroll	1	EFT	IRS-EFT	32,478.19	941 Deposit for Pay Cycle(s) 05/05/2023 - 05/05/2023
2969	05/05/2023	Payroll	1	EFT	WA St Support Registry	155.95	Pay Cycle(s) 05/05/2023 To 05/05/2023 - Child Support (Case 2596818)
		001 General Fund				114,163.01	
		101 City Street Fund				5,187.79	
		415 Storm Drain				6,262.59	
		425 Water Fund (department)				15,737.00	
		430 Sewer Fund (department)				7,776.73	
		501 Equipment Rental Fund				477.62	
						<u>149,604.74</u>	
						149,604.74	Payroll:
							149,604.74

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

Mayor Brett L. Wittner called the regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Hunter T. George, Joe Barrentine, Nikki Bufford, and Jim Andrews were present.

**PRESIDING OFFICER’S REPORT**

Mayor Wittner reported that the Council will modify the agenda to add a second executive session. Mayor Wittner stated that the purpose of the executive sessions is to review the performance of a public employee and to evaluate the qualifications of an applicant for public employment per RCW 42.30.110 (1)(g).

Mayor Wittner stated that the Council may take action to select candidates for the City Manager position to interview and gave a recruitment timeline. Council discussions included community panels, Council interview timeframes, staff panels, question variety, and public records laws.

**CITY MANAGER COMMENTS**

Interim City Manager Corcoran provided a Council group photo update and briefed the Council on the upcoming City Manager and Police Chief Meet and Greet events. There was a Council consensus to reschedule the Council group photo.

**DEPARTMENT HEAD COMMENTS**

- Police Chief Cheesman provided a brief report on the upcoming Police Chief oral board.
- Public Works Director Bemis reported on the pool maintenance, asphalt patching, street markings, and Well 7 and Well 8 maintenance.
- Parks & Recreation Director Grover reported on the Community Easter event, summer hiring, and season passes. There was a brief discussion on the Fircrest Tennis Courts.
- Administrative Services Director Westman provided an update on the Council Chamber’s audio/visual upgrade equipment and reported on the Mildred property development.

**COUNCILMEMBER COMMENTS**

- Viafore; no comment.
- Reynolds; no comment.
- Barrentine thanked the Park and Recreation Department.
- George; no comment.
- Bufford commented on the Whittier Park restoration party.
- Andrews; no comment.
- Wittner thanked the meeting attendees.

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

Wittner invited public comment. The following individual provided public comment:

- Vince Navarre, 1205 Del Monte Ave, commented on Police Chief Cheesman’s community involvement.
- Jason Berkowitz, 109 Birch St, thanked the City Council and staff for their service.
- Morgan Medlock, 1228 Eldorado Ave, commented on the Center Street Park & Ride homeless encampment issue. Chief Cheesman provided a brief update on the homeless

encampment. There was a brief discussion on contacting State Representatives for assistance and reporting criminal activity.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Administration**

There was no report provided.

**B. Environmental, Planning, and Building**

George and Westman provided a brief update on accessory dwelling unit addressing. George reported on the Planning Commission agenda topics to include the comprehensive plan update and 2023 legislative updates.

**C. Finance, IT, Facilities**

There was no report provided.

**D. Other Liaison Reports**

None were provided.

**CONSENT CALENDAR**

Wittner requested the City Clerk read the Consent Calendar: approval of Voucher No. 219415 through Voucher Check No. 219469 in the amount of \$145,562.94; approval of Payroll Check No. 14246 through Payroll Check No. 14247 in the amount of \$8,978.60; approval of Payroll Check No. 14248 through Payroll Check No. 14253 in the amount of \$60,474.31; approval of Payroll electronic funds transfer in the amount of \$11,236.80; approval of Payroll electronic funds transfer in the amount of \$145,536.21; Setting a public hearing on April 25, 2023, at 7:15 p.m. or thereafter to receive comments on the proposed text amendments regarding storm drain service charge (FMC 20.16); approval of March 14, 2023, Regular Meeting minutes as corrected; approval of March 20, 2023, Study Session minutes; and March 28, 2023, Regular Meeting minutes as corrected; **Bufford MOVED to approve the Consent Calendar as read; seconded by Barrentine. The Motion Carried (7-0).**

**PUBLIC HEARING**

**A. To receive comments on the Stormwater Management Program Plan (SWMP)**

At 7:51 P.M., Wittner opened the public hearing. Public Works Director Bemis briefed the Council on the proposed Stormwater Management Program Plan stating the public hearing was to receive comments on the Stormwater Management Program Plan (SWMP). Wittner invited councilmember comments. There was a brief discussion on pet waste disposal bags, dumpster lids, and street sweeping. Wittner invited public testimony; none were provided. At 7:54 P.M., Wittner closed the public hearing.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**A. Ordinance No. 1707: 2023 Budget Amendment #1, 2nd Reading and Adoption**

Acting Finance Director Dunbar briefed the Council on the proposed ordinance and highlighted that the amendment includes recruitment fees for the City Manager and Police Chief and

additional costs for the City Prosecutor contract. **Bufford MOVED to adopt Ordinance No. 1707, authorizing revenues, and expenditures of funds for matters not provided for in the adopted City of Fircrest 2023 Annual Budget; seconded by George.** Wittner invited councilmember comment; none were provided. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

**B. Resolution No. 1825: Phoebe Mulligan, LICSW Professional Services Agreement**

Chief Cheesman briefed the Council on the proposed resolution and highlighted that Mulligan specializes in helping people deal with challenging situations. **Bufford MOVED to adopt Resolution No. 1825, authorizing the Interim City Manager to sign an Independent Contractor Agreement with Phoebe Mulligan, LICSW; seconded by Barrentine.** Wittner invited councilmember comment. The Council thanked Chief Cheesman for continuing to implement officer wellness programs. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

**CALL FOR FINAL COMMENTS**

- Viafore commented on the number of days until the Police Chief's retirement.
- City Attorney Zienemann commented on the City Manager interview question variety and interview notes relating to public records.

**EXECUTIVE SESSION**

At 8:05 P.M., Wittner reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed sixty (60) minutes to review the performance of a public employee per RCW 42.30.110 (1) (g) and not to exceed sixty (60) minutes to evaluate the qualifications of an applicant for public employment per RCW 42.30.110 (1)(g). City Attorney Zeinemann was invited to the Executive Session to review the performance of a public employee. City Attorney Zeinemann and Colin Baeniger & Associates consultant, Lynelle Klein, were invited to the Executive Session to evaluate the qualifications of an applicant for public employment. Wittner noted that the Council may reconvene to take action after the Executive Session.

At 8:32 P.M., Interim City Manager Corcoran was invited to the Executive Session to review the performance of a public employee per RCW 42.30.110 (1) (g).

At 9:09 P.M., Wittner reported that the Executive Session will be extended, not to exceed the hour of 10:30 P.M.

At 9:58 P.M., the Council reconvened into regular session.

Administrative Services Director/City Clerk Westman read into the record the Council recommendations via preassigned candidate numbers for City Manager candidates. It was noted that no candidate names were stated for confidentiality. Candidate Numbers 4, 7, 8, and 10 were advanced as finalists for the City Manager Interviews.

**Viafore MOVED to advance candidates Mark Burlingame, Scott Jorgensen, Dawn Masko, and Rick Rudometkin as finalists for the Fircrest City Manager position; seconded by Bufford.** Wittner invited councilmember comment; none were provided. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

There was a brief discussion on the travel reimbursement policy.

Wittner reported that the Council will convene into recess.

**Viafore MOVED to continue the April 11, 2023, Fircrest City Council meeting on Wednesday, April 12, 2023, at 7 P.M.; seconded by Reynolds.** Wittner invited councilmember comment; none were provided. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

Wittner reconvened the April 11, 2023 meeting at 7:00 P.M. on April 12, 2023. Wittner reported that the Council will convene into two Executive Sessions pursuant to RCW 42.30.110 (1)(g) to review the performance of a public employee and to evaluate the qualifications of an applicant for public employment. It was noted that all Councilmembers were present.

There was a brief discussion regarding Councilmember Reynolds' City Manager interview schedule.

At 7:02 P.M., Wittner reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed sixty (60) minutes per RCW 42.30.110 (1)(g) to review the performance of a public employee. City Attorney Zeinemann was invited to the Executive Session. Wittner noted that the Council may reconvene to take action after the Executive Session.

At 7:21 P.M., the Council reconvened into regular session.

At 7:22 P.M., the Council convened into Executive Session, not to exceed sixty (60) minutes per RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment. City Attorney Zeinemann and Robert Jean were invited to the Executive Session.

At 7:37 P.M., the Council reconvened into the regular meeting.

**Viafore MOVED to appoint Robert Jean as Acting City Manager effective immediately; seconded by Barrentine.** Wittner invited councilmember comment. The Council thanked Jean for his readiness to assist the City. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

**Viafore MOVED to authorize the Mayor and the City Attorney to prepare the necessary legal documents and contract to hire RWJ Consultants, also known as Robert Jean, as Acting City Manager for the salary of \$12,500 per month; seconded by Reynolds.** Wittner invited councilmember comment; none were provided. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

There was a brief discussion on Council's announcement to appoint Jean and the City Manager recruitment timeline.

## **ADJOURNMENT**

**Bufford MOVED to adjourn the meeting at 7:45 P.M., seconded by Barrentine. The Motion Carried (7-0).**

**APRIL 11, 2023**

**FIRCREST CITY COUNCIL MEETING MINUTES – REGULAR 5**

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Brett L. Wittner, Mayor

---

Jayne Westman, City Clerk





## LIQUOR LICENSE RENEWAL

### Applicant Information

Licensee Name:	Heng Han, Inc.
Establishment Name:	Royal Thai Bistro
Address:	2045 Mildred St W
License Number:	086499
Request Received:	4/12/2023
Expiration Date:	07/31/2023

### Department Comments

#### Finance

No Concerns

#### Planning and Building

Allowed by Code. No issues.

#### Police

No concerns per Police

Lindsay Chambers

Director Signature

04/21/2023

Date

Jayne Westman

Director Signature

04/21/2023

Date

John Cheesman

Director Signature

04/21/2023

Date



**Washington State  
Liquor and Cannabis Board**  
PO Box 43098,

, Olympia WA 98504-3098, (360) 664-1600

**MAYOR OF FIRCREST  
115 RAMSDELL  
FIRCREST, WA 98466**



**Washington State  
Liquor and Cannabis Board**  
PO Box 43098

Olympia WA 98504-3098, (360) 664-1600  
www.11q.wa.gov Fax #: (360) 753-2710

**April 06, 2023**

Dear Local Authority:

RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

**1) Objection to License Renewal**

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

**2) Status of License While Objection Pending**

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

**3) Procedure Following Licensing Division Receipt of Objection**

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

**4) Procedure if Board Does Not Renew License**

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

5) Procedure if Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The Licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at [localauthority@sp.lcb.wa.gov](mailto:localauthority@sp.lcb.wa.gov).

Sincerely,

*Rebecca Smith*

Rebecca Smith, Director,  
Licensing and Regulation Division

LIQ 864 07/10

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 04/06/2023

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF FIRCREST  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20230731

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. HENG HAN, INC.	ROYAL THAI BISTRO 2045 MILDRED ST W FIRCREST WA 98466 0000	086499	SPIRITS/BR/WN REST SERVICE BAR

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, RECORDING SINCERE  
GRATITUDE AND COMMENDATION TO JOHN G. CHEESMAN  
FOR SERVICE AND DEDICATION TO THE CITY OF FIRCREST.**

**WHEREAS**, John G. Cheesman first joined the Town of Fircrest Police Department as a Commissioned Reserve Police Officer on September 1, 1982, advanced to become a Commissioned Peace Officer on February 1, 1983, and earned a promotion to Police Sergeant on July 1, 1987; and

**WHEREAS**, John G. Cheesman was appointed as the Fircrest Police Chief on November 16, 1998, and has served in that capacity since that time; and

**WHEREAS**, John G. Cheesman has dedicated his entire law enforcement career to the City of Fircrest through innovative community policing strategies and community involvement programs such as National Night Out, Law Enforcement Youth Camp, Special Olympics, Law Enforcement Torch Run, Terrific Kids, and Coffee with a Cop, activities that brought regional and national recognition to the City of Fircrest; and

**WHEREAS**, John G. Cheesman has been committed to actively maintaining positive community relationships, especially through involvement with youth, in ways that create meaningful, inspiring, and lasting connections; and

**WHEREAS**, John G. Cheesman will retire on May 16, 2023, after 41 years of faithful and selfless service protecting the community, mentoring countless members of the law enforcement profession, and modeling the benefits of building trusting relationships between police and the community; and

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST  
THAT:**

**Section 1.** The residents and staff of the City of Fircrest through their City Council hereby register and commemorate John G. Cheesman for his dedicated public service and the professional and inspiring manner in which he carried out his duties and responsibilities as Chief of Police.

**Section 2.** The City Council honors Police Chief John G. Cheesman for 41 years of loyal service and dedication to the City of Fircrest.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 9th day of May 2023.

**APPROVED:**

\_\_\_\_\_  
Mayor Brett L. Wittner

\_\_\_\_\_  
Councilmember Hunter T. George

\_\_\_\_\_  
Councilmember David M. Viafore

\_\_\_\_\_  
Councilmember Nikki Bufford

\_\_\_\_\_  
Councilmember Shannon Reynolds

\_\_\_\_\_  
Councilmember Jim Andrews

\_\_\_\_\_  
Councilmember Joe Barrentine

\_\_\_\_\_  
Robert Zienemann, City Attorney

\_\_\_\_\_  
Jayne Westman, City Clerk

## **FIRCREST CITY COUNCIL AGENDA SUMMARY**

**DATE:** 5/9/2023

**NEW BUSINESS:**       **Approval of the 2023 Stormwater Management Program (SWMP) Plan Update**

**ITEM:** 13B

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

---

**RECOMMENDED MOTION:**   **I move to adopt Resolution No. \_\_\_\_\_, authorizing the Acting City Manager to approval the 2023 updated Stormwater Management Program Plan**

---

**PROPOSAL:** The Council is being asked to authorize the Acting City Manager to adopt a resolution approving the 2023 updates to the City's Stormwater Management Program (SWMP) Plan. The SWMP Plan is a key part of the framework to maintain the City's compliance with the Department of Ecology regarding the Western Washington NPDES Phase II Municipal Stormwater Permit. This plan will be uploaded to the Public Works webpage, attached to the City's NPDES Annual Report and available to review upon request at the Public Works building.

**FISCAL IMPACT:** None

**ADVANTAGE:** Further protection of the City's stormwater system. Maintaining compliance with the Department of Ecology.

**DISADVANTAGES:** None

**ALTERNATIVES:** None

**HISTORY:** As a condition of the City's Western Washington NPDES Phase II Municipal Stormwater Permit, the City is required to develop, implement, and annually update its Stormwater Management Program (SWMP) Plan. The SWMP lists the components that are required to be addressed under the NPDES permit and identifies the actions and activities to be conducted by the City to meet the permit requirements. Required elements of this program include; Stormwater Planning, Public Education and Outreach, Public Involvement and Participation, MS4 Mapping and Documentation, Illicit Discharge Detection and Elimination, Controlling runoff from new development, redevelopment and construction sites, Operation and Maintenance, Source Control Program for existing development, monitoring and assessment, and Reporting.

**ATTACHMENTS:** [Resolution](#)  
[Manual](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO ADOPT A RESOLUTION APPROVING THE 2023  
UPDATES TO THE CITY'S STORMWATER MANAGEMENT  
PROGRAM (SWMP) PLAN.**

**WHEREAS**, the City of Fircrest is required to annually update the Stormwater  
Management Program plan per the Western Washington NPDES Phase II Municipal  
Stormwater Permit; and

**WHEREAS**, the City along with KPG Psomas, Inc. identified the necessary updates  
and prepared the updated plan; Now, Therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:**

**Section 1.** The Acting City Manager is hereby authorized and directed to approve the  
updated 2023 Stormwater Management Program plan.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 9th day of May 2023.

**APPROVED:**

\_\_\_\_\_  
Brett L. Wittner, Mayor

**ATTEST:**

\_\_\_\_\_  
Jayne Westman, City Clerk

**APPROVED AS TO FORM:**

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





## **STORMWATER MANAGEMENT PROGRAM (SWMP) PLAN**

**The City of Fircrest  
115 Ramsdell St  
Fircrest, WA 98466**

**2023**

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## Acronyms and Abbreviations

AKART	All Known and Reasonable Technologies
BMP	Best Management Practice
CESCL	Certified Erosion and Sediment Control Lead
Ecology	Washington State Department of Ecology
EPA	United States Environmental Protection Agency
FC	Flow Control
FMP	Fircrest Municipal Code
IDDE	Illicit Discharge Detection and Elimination
LID	Low Impact Development
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
ROW	Right-of-way
RSMP	Regional Stormwater Monitoring Program
SIDIR	Source Identification Information Repository
SMAP	Stormwater Management Action Plan
SWMMWW	Stormwater Management Manual for Western Washington
SWMP	Stormwater Management Program
SWPPP	Stormwater Pollution Prevention Plan
TMDL	Total Maximum Daily Load
Unk	Unknown
USGS	United States Geological Survey
WS	Watershed
WQ	Water Quality

# CHAPTER 1 – BACKGROUND

## 1.1 THE STORMWATER MANAGEMENT PROGRAM PLAN DOCUMENT

This Stormwater Management Program (SWMP) Plan has been prepared to satisfy Special Condition S5 of the current Western Washington Phase II Municipal Stormwater Permit (Permit), of which the City of Fircrest is a Permittee.

Section S5.A.2 of the Permit states:

Each Permittee shall prepare written documentation of the SWMP, called the SWMP Plan. The SWMP Plan shall be organized according to the program components in S5.C or a format approved by Ecology and shall be updated at least annually for submittal with the Permittee's annual reports to Ecology. The SWMP Plan shall be written to inform the public of the planned SWMP activities for the upcoming calendar year.

The current Permit became effective on August 1, 2019 and expires on July 31, 2024.

This SWMP Plan has been organized as follows:

- **Chapter 1** provides an introduction to underlying permit requirements, required program components, City stormwater codes, stormwater utility, and a description of how the program is managed in Fircrest.
- **Chapters 2 - 9** address each of the SWMP Components required by the Permit, including a summary of the specific permit requirement and current City activities to comply.
- **Chapters 10** provides a summary of additional SWMP requirements that will be included in the 2019-2024 Permit, and the City's planned initial efforts towards compliance for this year.

## 1.2 NPDES PHASE II MUNICIPAL STORMWATER PERMIT

### 1.2.1 PERMIT BACKGROUND

In 1987 the US Congress revised the Clean Water Act to include stormwater discharges in the National Pollutant Discharge Elimination System (NPDES) Permit program. The US Environmental Protection Agency (EPA) developed rules for the implementation of the new stormwater requirements and separated them into two phases. The State of Washington, through Ecology, implements these stormwater rules through the Municipal Stormwater Permit program. As an owner and operator of a small municipal separate storm sewer system (MS4), Fircrest is required to be covered by, and comply with, the current Western Washington Phase II Municipal Stormwater Permit (Permit). The Permit allows Fircrest to discharge stormwater from its MS4 into waters of the State of Washington.

### **1.2.2 REQUIRED SWMP COMPONENTS**

The Permit requires the development and implementation of a SWMP to control discharge into and from the City's system. The SWMP includes five specific components that are designed to reduce the discharge of pollutants from Fircrest's MS4 to the maximum extent practicable:

This SWMP Plan has been organized as follows:

- Develop/implement a stormwater planning program
- Develop/implement a public education and outreach program
- Create opportunities for public involvement in stormwater plans and initiatives
- Develop a program to improve mapping and documentation of MS4
- Continue implementation and tracking of illicit discharge detection and elimination (IDDE) program
- Adopt or amend ordinances for improved control of runoff from new development, redevelopment, and construction activities
- Develop/implement an operations and maintenance (O&M) program regulating impacts of City sites and activities on the MS4
- Establish a source control program for existing development

## **1.3 FIRCREST'S STORMWATER PROGRAM**

### **1.3.1 STORMWATER CODES**

Legal authority for several components of the stormwater program has been established by ordinances approved by City Council and incorporated into the City of Fircrest Municipal Code (FMC).

#### **FMC 20.24 – Stormwater Management**

This chapter defines the required stormwater drainage requirements in the City, low impact development, and long-term operation and maintenance of stormwater facilities. This chapter also defines the City's rights to inspect permitted stormwater facilities on private property and procedures for enforcement of maintenance standards.

#### **FMC 20.25 – Illicit Discharge Detection and Elimination**

This chapter specifies substances that are prohibited to be discharged into the storm drainage system, allowable discharges, and conditional discharges. This chapter also prohibits illicit (non-permitted) connection to the City's storm drainage system and describes enforcement procedures.

### **1.3.2 COORDINATION AND RESPONSIBILITY**

Managing the stormwater program and achieving compliance with Permit mandates in Fircrest is coordinated by the Public Works Department, with program administration the responsibility of the Public Works Director. This responsibility includes:

- Implementing the SWMP (Permit Section S5.A.1)
- Preparing the SWMP Plan (S5.A.2)

- Tracking SWMP costs (S5.A.3.a)
- Tracking the number of inspections, official enforcement actions and types of public education activities required by program components (S5.A.3.b)
- Continue implementation of existing stormwater management programs until they begin implementation of the updated stormwater management program (S5.A.4)
- Coordinating between other Permittees, e.g. adjacent municipalities (S5.A.5.a)
- Maintaining coordination between City departments related to the SWMP (S5.A.5.b)

The City of Fircrest Public Works has implemented an Asset Management/Work Order program. All assets within the City's system have been GIS mapped including Storm, Water and Sewer. Yearly inspections, historic maintenance records and emergency response efforts are tracked within this system.

### **1.3.3 MONITORING AND ASSESSMENT**

Section S8 of the Permit requires the City to:

- Provide a description of any stormwater monitoring or stormwater-related studies conducted during the reporting period
- Pay into a collective fund to implement a Regional Stormwater Monitoring Program (RSMP) that includes the following components:
  - Status and trends monitoring (small stream and marine nearshore)
  - Stormwater management program effectiveness studies
  - Source identification and diagnostic monitoring to implement the Source Identification Information Repository (SIDIR)

The City of Fircrest contributes to the SAM Program \$1,410 annually towards regional status and trends monitoring, effectiveness studies and source identification and the SIDIR. The City does not plan any additional stormwater monitoring or stormwater-related studies that would require reporting to Ecology.

The City of Fircrest is not required to conduct water quality monitoring for compliance with total maximum daily loads (TMDLs) pursuant to Section S7 and Appendix 2 of the Permit. Applicable TMDLs are those that have been approved by EPA on or before February 15, 2007. Currently the City of Fircrest is not subject to any TMDLs. However, the City of Fircrest was awarded a Storm Water Treatment Outfall Grant in 2020 that will require quarterly reporting to Ecology. In 2021, the City selected Parametrix Inc. to complete the design of the project (the Stormwater Pretreatment Outfall Project), which is currently under construction as of March 2023 and will be completed Spring 2023.

### **1.3.4 SWMP REPORTING**

Section S9 of the Permit requires the City to submit the following on March 31 of each year:

- A copy of the current SWMP Plan
- Annual Report form (Appendix 3 of the Permit) describing the status of implementation of the requirements of the Permit during the reporting period.
- Notifications of any annexations or jurisdictional boundary changes.

The City will submit its Annual Report and SWMP Plan to Ecology by March 31 of each year.

## CHAPTER 2 – STORMWATER PLANNING

Per Section S5.C.1 of the 2019-2024 Phase II Permit, the City shall implement a Stormwater Planning program to inform and assist in the development of policies and strategies as water quality management tools to protect receiving waters. Components of this program can be summarized as follows:

- Convene an inter-disciplinary team to inform and assist in the development, progress, and influence of this program no later than August 1, 2021
- Coordination with long-range plan updates
- Low impact development (LID) code-related requirements
- Comply with Stormwater Management Action Planning (SMAP) requirements in a similar process and range of issues as outlined in the Stormwater Management Action Planning Guidance (Ecology, 2019; Publication 19-10-010). The City may rely on another jurisdiction to meet all or part of SMAP requirements at a watershed-scale, provided a SMAP is completed for at least one priority catchment located within the City's jurisdiction.

### 2.1 2019-2024 Phase II PERMIT REQUIREMENTS

The following are requirements for the 2019-2014 Phase II Permit:

- Coordination with long-range plan updates: The City shall describe how stormwater management needs and protection/improvement of receiving water health are (or are not) informing the planning update processes and influencing policies and implementation strategies. The report shall describe the water quality and watershed protection policies, strategies, codes, and other measures intended to protect and improve local receiving water health through planning or considering stormwater management needs or limitations.
  - On or before March 31, 2021, the City shall respond to the series of Stormwater Planning Annual Report questions to describe how anticipated stormwater impacts on water quality were addressed during the 2013-2019 permit term in updates to the Comprehensive Plan (or equivalent).
  - On or before January 1, 2023, the City shall submit a report responding to the same questions from above, to describe how water quality is being addressed during this permit term in updates to the Comprehensive Plan (or equivalent)
- Low impact development code-related requirements: the City shall continue to require LID Principles and LID BMPs when updating, revising, and developing new local development-related codes with the intent to make LID the preferred and commonly used approach to site development. Code revisions shall also be designed to minimize impervious surfaces, native vegetation loss, and stormwater runoff in all types of development situations, where feasible.
  - Annually, the City shall assess and document any newly identified administrative or regulatory barriers to implementation of LID Principles or LID BMPs since local codes were updated in accordance with the 2013 Permit, and the measures developed to address the barriers.



- Stormwater Management Action Planning (SMAP). The City shall conduct a similar process and consider the range of issues outlined in the Stormwater Management Action Planning Guidance (Ecology, 2019; Publication 19-10-010). The City may rely on another jurisdiction to meet all or part of SMAP requirements at a watershed scale, provided a SMAP is completed for at least one priority catchment located within the City's jurisdiction.
  - Receiving Water Assessment. The City shall document and assess existing information related to local receiving waters and contributing area conditions to identify which receiving waters are most likely to benefit from stormwater management planning.
  - By March 31, 2022, the City shall submit a watershed inventory and include a brief description of the relative conditions of the receiving waters and the contributing areas.
- Receiving Water Prioritization: Informed by the assessment of receiving water conditions defined above, and other local and regional information the City shall develop and implement a prioritization method and process to determine which receiving waters will receive the most benefit from implementation of stormwater facility retrofits, tailored implementation of SWMP actions, and other land/development management actions.

No later than June 30, 2022, the City shall document the prioritized and ranked list of receiving waters, including the identification of high priority catchment area(s) for focus of the SMAP.

- Stormwater Management Action Plan (SMAP): no later than March 31, 2023, the City shall develop a SMAP for at least one high priority catchment area, identifying factors as described in the permit.

## 2.2 City Coordination

The City's stormwater management program is maintained by an interdisciplinary team consisting of City of Fircrest staff and the Police Department. The City's inter-disciplinary stormwater team consists of:

- Tyler Bemis – Public Works Director
- Vicky Walston – Utility Billing Clerk
- Jeff Davis – Utility Foreman
- Bryce Wakefield – Maintenance Lead
- Jayne Westman – Planning Director
- John Cheesman – Chief of Police

Implementation, documentation, and emergency response activities are performed through internal coordination within the City. Feedback and reporting are shared among the groups for future Stormwater planning and implementation. The following NPDES permit responsibilities are primarily maintained through the following City Departments:

NPDES Permit Responsibilities	City Department
Primary planning, administration, and development of the NPDES program and coordination within other divisions and departments	Tyler Bemis, Public Works Director
Inspections and Maintenance of City owned or operated stormwater facilities, as well as pollution prevention practices	Public Works Staff
Stormwater site plan review	Planning & Building Department / Public Works
Maintains and updates mapping of MS4	Planning & Building Department / Public Works
Stormwater incident response and code enforcement for violations	Planning & Building Department / Public Works
Emergency Response	Public Works Department

## 2.3 2023 PROGRAM ACTIVITY

The City's interdisciplinary team has undergone staff changes and inclusion of different groups to enhance coordination.

The City has completed the current permitted tasks for SMAP including receiving water prioritization assessment and the Stormwater Management Action Plan (SMAP) document. The City is prioritizing Upper Leech Creek and SMAP for Upper Leech Creek is included in Appendix A.

Revisions to section 20.25 of the City of Fircrest Municipal Code were passed that require the application of source control BMPs for pollutant generating sources associated with existing land uses and activities. The City has also passed revisions that implement a progressive enforcement policy that

require sites to comply with the stormwater requirements, in anticipation of the January 1, 2023 deadline. The City has created an inventory of all publicly and privately owned institutional, commercial, and industrial sites which have the potential to generate pollutants to the MS4 and is currently training staff responsible for implementing the source control program in conducting the activities required by the program.

## **CHAPTER 3 – PUBLIC EDUCATION AND OUTREACH**

### **3.1 PERMIT REQUIREMENTS**

Section S5.C.2 of the 2019-2024 Phase II Permit requires the City to develop and implement a public education and outreach program with the goal of

- i) building general awareness about methods to address and reduce impacts from stormwater runoff,
- ii) effect behavior change to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts, and
- iii) create stewardship opportunities that encourage community engagement in addressing the impacts from stormwater runoff.

These three elements are further detailed below, followed by a table containing the City's education and outreach activities planned for the upcoming year.

The City's education and outreach program is specifically required to:

- i. Build general awareness, selecting from the following target audiences and subject areas:
  - a. General public and businesses:
    - General impacts of stormwater on surface waters
    - Impacts from impervious surfaces
    - Impacts of illicit discharges and how to report them
    - Low impact development (LID) principles and LID BMPs
    - Opportunities to become involve in stewardship activities
  - b. Engineers, contractors, developers and land use planners:
    - Technical standards for stormwater site and erosion control plans
    - LID principals and LID BMPs
    - Stormwater treatment and flow control BMPs/facilities
- ii. Effect behavior change, selecting from the following target audiences and BMPs:
  - a. General public and businesses:
    - Use and storage of automotive chemicals, hazardous cleaning supplies, carwash soaps and other hazardous materials
    - Equipment maintenance
    - Prevention of illicit discharges

- b. Residents, landscapers, and property managers/owners:
  - Yard care techniques protective of water quality
  - Use and storage of pesticides and fertilizers and other household chemicals
  - Carpet cleaning and auto repair and maintenance
  - Vehicle, equipment, and home/building maintenance
  - Pet waste management and disposal
  - LID principles and LID BMPs
  - Stormwater facility maintenance
  - Dumpster and trash compactor maintenance
- iii. The City must also create stewardship opportunities and/or partner with existing organizations to encourage residents to participate in activities such as stream teams, storm drain marking, volunteer monitoring, riparian plantings, and education activities.

The City is required to measure the understanding and adoption of the targeted behavior for at least one target audience in at least one subject area. The resulting measurements are to be used to direct education and outreach resources most effectively, as well as to evaluate adoption of the targeted behaviors.

No later than July 1, 2021, the City shall conduct a new evaluation of the effectiveness of an ongoing behavior change campaign including documentation of lessons learned and recommendations for which option to select from permit section S5.C.2.a.ii.(c) (summarized by section C2.2.c of this plan, below). The City may forgo the above evaluation requirement if staff opt for strategy S5.C.2.a.ii.(c)3 (summarized by C2.2.c.iii of this plan, below), and it is deemed an evaluation will not add value to the overall behavior change program.

## **3.2 2023 PROGRAM ACTIVITY**

### **3.2.1 PUBLIC EDUCATION AND OUTREACH**

The following are activities the City has planned for public education and outreach:

#### **a) Low Impact Development Education**

The City will continue its annual program to develop and distribute an activities calendar that includes artwork with stormwater pollution prevention themes for each month. This effort targets the public, including not only the school age children who develop the artwork, but also the residential population and city employees that the calendar is distributed to.

The program runs as follows:

An entry form will be supplied to each child that attends the one elementary school that lies within the City. The children will be able to pick from multiple categories focusing on pollution prevention.

All entries will be evaluated, with the top-rated entries published in the City of Fircrest Calendar (grand prize winner on the cover, 12 top rated entries will be featured during each month, and approximately 12 selected for “honorable mention” at the end of the calendar). The grand prize winner will receive a

pizza feed for their entire class, and all other artists will attend an ice cream social at the school. Once the calendars are produced, each child at the school will be provided with a calendar, and a calendar will be delivered to every residence within the City of Fircrest.

Target Audience: School-age children

Date: Annually

Goals:

- Increase awareness of general impacts of stormwater on surface waters
- Educate students on pollution prevention strategies

#### **b) Low Impact Development Education**

The City provides educational outreach on low impact and pollution prevention gardening to homeowners at two public events: Fircrest Fun Days and National Night out Against Crime. The City also provides information and guidance on utilizing rain gardens and rain barrels for homeowners.

Target Audience: Homeowners

Date: Annually

Goals:

- Increase awareness of general impacts of stormwater on surface waters
- Educate homeowners on select LID practices

#### **c) Low Impact Development Education**

The City provides educational outreach on yard care techniques that are protective of water quality including use and storage of pesticides and fertilizers as well as pet waste management and disposal. These are provided in the spring and fall utility billing flyers. In addition, the City publishes an educational article in one Town Topics, a local newsletter, annually.

Target Audience: Homeowners

Date: Biannually

Goals:

- Increase awareness of general impacts of stormwater on surface waters
- Educate homeowners on select LID practices

### **3.2.2 EFFECTING BEHAVIOR CHANGE**

#### **a) Fish-friendly Car Wash Kit**

The City of Fircrest received a local grant from Pierce County Surface Water Program to provide a “Fish Friendly Car Wash” kit that is available for any organization that wishes to check out the kit for fund-raising car wash events. The car wash kit is advertised on the City’s website and kits are also available at two public events: Fircrest Fun Days and National Night out Against Crime

Target Audience: General public

Date: Ongoing

Goals:

- Pollution prevention strategies

#### **b) Dumpster Lid Outreach Campaign**

In 2023, the City will launch a Dumpster Lid Outreach campaign to educate businesses about the hazards of improper dumpster use and about proper dumpster use. A task force of volunteers will be formed to approach businesses with educational tools and resource assistance. Materials will be obtained through the Regional Dumpster Outreach Group (DOG) of Washington.

Target Audience: Businesses

Date: Summer 2023

Goals:

- Pollution prevention strategies

### **3.2.3 CREATING STEWARDSHIP OPPORTUNITIES**

The following stewardship opportunities will be provided in Fircrest during 2023:

**Thelma Gilmur Park Habitat Stewardship Work Parties** (held monthly) provide opportunities for residents and volunteers to help remove invasive plants near the trail system. In cooperation with Pierce Conservation District. These work parties are advertised on the City's activities calendar.

Other regional stewardship opportunities exist through the following organizations:

**Pierce Conservation District:**

[www.piercecountycd.org](http://www.piercecountycd.org)

Pierce Conservation District's programs focusing on water quality improvement include:

- Storm Drain Curb Marking
- Rain Garden Assistance
- Urban Tree Planting
- Habitat Stewardship Program

**Chambers-Clover Watershed Council:**

<https://www.co.pierce.wa.us/1860/Chambers---Clover-Watershed-Council>

Chambers-Clover Creek Watershed Council (Pierce County) promotes the protection and enhancement of the Chambers-Clover Creek Watershed, in which Fircrest is located. The Council provides an opportunity for local agencies and citizen groups to coordinate their efforts to benefit the watershed.

### **3.2.4 MEASURING UNDERSTANDING AND ADOPTION OF TARGETED BEHAVIORS**

The City has begun a new effecting behavior change program in 2023, targeting dumpster pollution, and the City is exploring methods to monitor the affect this behavior change has going forward. The fish-friendly car kit behavior change program is ongoing but is not monitored for performance.

## **CHAPTER 4 – PUBLIC INVOLVEMENT AND PARTICIPATION**

### **4.1 PERMIT REQUIREMENTS**

Section S5.C.3 of the Permit requires the City to provide ongoing opportunities for public involvement participation through advisory councils, public hearings, watershed committees, participation in developing rate-structures or other similar activities. The City must comply with applicable state and local public notice requirements when developing elements of the SWMP.

Minimum performance measures are:

- a. Create opportunities for the public to participate in the decision-making processes involving the development, implementation, and update of the City's SMAP and SWMP.
- b. Post on City website the SWMP Plan and the annual report required under S9.A of the Permit no later than May 31st each year. All other submittals shall be available to the public upon request.

### **4.2 2023 PROGRAM ACTIVITY**

#### **4.2.1 Decision-Making Process Opportunities**

The SWMP Plan will be presented to the City Council at a general city meeting on March 28, 2023. During the meeting, any member of the public who wishes to comment on the SMAP or SWMP will be given the opportunity to provide comments. The City of Fircrest will notify the public of stormwater related discussions outside of the SMAP or annual SWMP via the City website and mailers.

#### **4.2.2 SWMP and Annual Report Posting**

This SWMP Plan document and Permit annual report is posted on the City's website in the current year prior to May 31. The SWMP will be available to the public, upon request, in the Public Works building.

## CHAPTER 5 – MS4 MAPPING AND DOCUMENTATION

### 5.1 PERMIT REQUIREMENTS

The City shall implement a program for maintaining mapping and documentation of the MS4. Minimum performance measures are:

- Ongoing Mapping: The City shall maintain mapping data for the features listed:
  - Known MS4 outfalls and known MS4 discharge points.
  - Receiving waters, other than groundwater
  - Stormwater treatment and flow control BMPs/facilities owned or operated by the Permittee.
  - Geographic areas served by the City's MS4 that do not discharge stormwater to surface waters.
  - Tributary conveyances to all known outfalls and discharge points with a 24-inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems. The following features or attributes (or both) shall be mapped:
    - Tributary conveyance type, material, and size where known.
    - Associated drainage areas.
    - Land use.
  - Connections between the MS4 owned or operated by the Permittee and other municipalities or public entities.
  - All connections to the MS4 authorized or allowed by the Permittee after February 16, 2007.
- New Mapping: The City shall:
  - No later than January 1, 2020, begin to collect size and material for all known MS4 outfalls during normal course of business (e.g., during field screening, inspection, or maintenance) and update records.
  - No later than August 1, 2023, complete mapping of all known connections from the MS4 to a privately-owned stormwater system.
  - No later than August 1, 2021, the required format for mapping is electronic (e.g., Geographic Information System, CAD drawings, or other software that can map and store points, lines, polygons, and associated attributes), with fully described mapping standards.
  - To the extent consistent with national security laws and directives, the City shall make available to Ecology, upon request, available maps depicting the information required in S5.C.4.a through c, above.
  - Upon request, and to the extent appropriate, the City shall provide mapping information to federally recognized Indian Tribes, municipalities, and other Permittees. This Permit does not preclude Permittees from recovering reasonable costs associated with fulfilling mapping information requests by federally recognized Indian Tribes, municipalities, and other Permittees.



## **5.2 2023 PROGRAM ACTIVITY**

The City of Fircrest's MS4 has been previously mapped including the elements required by the current Permit. The data is available within ArcGIS Online, with fully described mapping standards, and layered in the City's Asset Management software, which is utilized while performing annual inspections. Any new catch basins and pipe diameter and materials of unknown private connections to the MS4 will also be discovered/updated, if discovered while conducting CB inspections.

Mapping of all known connections from the MS4 to privately-owned stormwater systems will be completed no later than August 1, 2023.

# CHAPTER 6 – ILLICIT DISCHARGE DETECTION AND ELIMINATION

## 6.1 PERMIT REQUIREMENTS

Section S5.C.5 of the Permit requires the SWMP to include an ongoing program designed to prevent, detect, characterize, trace, and eliminate illicit connections and illicit discharges into the MS4. The required program has minimum performance measures as summarized below (see Permit for complete text):

- The program shall include procedures for reporting and correcting or removing illicit connections, spills, and other illicit discharges when they are suspected or identified. The program shall also include procedures for addressing pollutants entering the MS4

Illicit connections and illicit discharges must be identified through, but not limited to: field screening, inspections, complaints/reports, construction inspections, maintenance inspections, source control inspections, and/or monitoring information, as appropriate.

- Permittees shall inform public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste.
- Each Permittee shall implement an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illicit discharges into the Permittee's MS4 to the maximum extent allowable under state and federal law.
- Implement an ongoing program designed to detect and identify non-stormwater discharges and illicit connections into the City's MS4, including the following components:
  - Procedures for conducting investigations of the City's MS4, including field screening and methods for identifying potential sources, implementation of a field screening methodology, and completing field screening for at least 12% of the MS4 each year. Permittees shall annually track total percentage of the MS4 beginning August 1, 2019.
  - A publicly listed and publicized hotline or other telephone number for public reporting of spills and other illicit discharges.
  - An ongoing training program for a municipal field staff.
- Implement an ongoing program designed to address illicit discharges, including spills and illicit connections, into the City's MS4, including:
  - Procedures for characterizing the nature and potential public environmental threat of an illicit discharge
  - Procedures for tracing the source of an illicit discharge
  - Procedures for eliminating the illicit discharge
  - Meet the following timelines in addressing illicit discharges:
    - Immediate response to illicit discharges, including spills, which are determined to constitute a threat to human health, welfare, or the environment

- Investigate within 7 days, on average, any complaint, report or monitoring information that indicates a potential illicit discharge
- Initiate an investigation within 21 days of any report or discovery of a suspected illicit connection
- Upon confirmation of an illicit connection, use the compliance strategy in a documented effort to eliminate the illicit connection within 6 months
- Train staff responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges, including spills, and illicit connections, to conduct these activities. Provide follow-up training as needed. Document and maintain records of training.
- Recordkeeping: Track and maintain records of the activities conducted to meet the requirements for illicit discharge detection and elimination (IDDE).

## **6.2 2023 PROGRAM ACTIVITY**

### **6.2.1 IDDE Ordinance**

Fircrest has previously adopted an ordinance that prevents illicit non-stormwater discharges into the MS4, as found in FMC 20.25. The ordinance outlines prohibited discharges, allowed discharges, conditional discharges, prohibits illicit connections, monitoring, as well as enforcement.

### **6.2.2 Program to Detect and Identify Illicit Discharge**

The City of Fircrest will continue its existing Illicit Discharge Detection and Elimination (IDDE) program, which relies on complaints from the public or identification by City staff during system maintenance. Additionally, the City will continue to complete field screening for an average of 12% of the MS4 each year. To comply with the current Permit, the following program enhancements will be maintained for 2023:

#### Field Screening Methodology

Fircrest's IDDE program utilizes the Outfall Reconnaissance Inventory field screening methodology, as described in Chapter 11 of the Center for Urban Watershed Protection's *Illicit Discharge Detection and Elimination* guidance manual (IDDE Manual) dated October 2004. Screening methods utilize the newly implemented Asset Management software will assist in tracking historic data related to IDDE's and Spills.

#### IDDE Training Program

Fircrest staff involved in IDDE underwent training in 2021. Additional training will be provided in 2023 as needed due to staff changes.

#### Hotline for Public Reporting of Spills and other Illicit Discharges

The City Hall telephone number listed on the City's website for reporting will be identified on the City's website specifically for reporting spills and other illicit discharges. Afterhours calls are communicated to

and responded to by PW staff via contact from an on-call service then also emailed to PW Staff to be input into the database.

#### Illicit Discharge Public Education

Illicit discharge public education to inform public employees, businesses, and the public of hazards associated with illicit discharges and improper storage of waste have been integrated into the public education efforts at various community events in addition to local schools providing ecology awareness-based artwork for a Citywide calendar.

#### Source Control Business Inspection Program

In addition to the Source Control Programs for Existing Development that have already been implemented in previous years, the Source Control Business Inspection program is underway. The program educates and communicates with local businesses that may qualify under Appendix 8 of the Permit. Information is provided via utility billing mailers, available at the Public Works office and provided at community outreach events.

### **6.2.3 Program to Address Illicit Discharges**

The City utilizes the following procedures to address illicit discharges reported by the public or detected through field screening:

- When a spill or illicit discharge is reported or detected that has an obvious nature based on distinct odors, colors, or visual indicators, the Public Works Director or designee will take appropriate action to minimize the threat to human health, welfare, and/or the environment, and will comply with the reporting requirements of General Condition G3 of the Permit. If the nature of the spill or illicit discharge constitutes a threat to human health, welfare, or the environment, action will be taken immediately. Other potential illicit discharges will be investigated within 7 days.
- When an illicit discharge is detected that is not obvious in nature or threat level, indicator sampling will be carried out in accordance with Chapter 4 of *Illicit Connection and Illicit Discharge field Screening and Source Tracing Guidance Manual*, May 2013, prepared by Herrera Environmental Consultants for the Washington State Department of Ecology (IC/ID Guidance Manual). A private contractor will be utilized to perform indicator sampling, when required.
- The source of reported or detected illicit discharges will be traced in accordance with the methodologies described in Chapter 5 of the ID/IC Guidance Manual, utilizing City maintenance staff and/or private contractors, as required.
- Illicit connections, when reported or discovered, will be investigated within 21 days to determine the source of the connection, nature, and volume of the discharge through the connection, and the party responsible for the connection.
- Illicit connections will be remedied within a period as specified by the City in accordance with FMC 20.25.090.

#### **6.2.4 Illicit Discharge Training**

Fircrest Utility staff responsible for the IDDE program attended a training seminar in 2021. No changes were made to the program based on this training. Additional training was provided in 2022, and additional training will be provided in 2023 as needed due to staff changes.

#### **6.2.5 Illicit Discharge Recordkeeping**

All recordkeeping associated with the City's IDDE program is maintained within an internal Asset Management/Work Order program. IDDE's and spills are reported and documented in this program, whether the request originates from a citizen or City staff. Records are kept by the Public Works department and include the following:

- Field Screening Data
- Records of all detected illicit discharges and actions taken
- Reports of all reported spills and illicit discharges and actions taken
- Records of illicit connections and actions taken

All IDDE incidences are reported to the WQ WebIDDE app for reporting to Ecology.

## **CHAPTER 7 – CONTROLLING RUNOFF FROM NEW DEVELOPMENT, REDEVELOPMENT AND CONSTRUCTION SITES**

### **7.1 PERMIT REQUIREMENTS**

Section S5.C.6 of the Permit requires that the City implement and enforce a program to reduce pollutants in stormwater runoff to its MS4 from new development, redevelopment, and construction site activities. The program must apply to both private and public development, including roads. The program is required to have several components as summarized below (see Permit for complete text):

- a. Implement an ordinance or other enforceable mechanism that addresses runoff from new development, redevelopment, and construction site projects, no later than 06/30/22. The ordinance shall apply to all new applications on or after 07/01/22 or previous applications prior to 01/01/2017 that have not started construction by 01/01/22 or all applications between 01/02/17 to 07/01/22 that have not started construction by 07/01/2027.
- b. The ordinance or other enforceable mechanism shall include, at a minimum:
  - i. The Minimum Requirements, thresholds, and definitions in Appendix 1 or a program approved by Ecology under the 2013 NPDES Phase I Municipal Stormwater Permit amended to include the changes identified in Appendix 10, or Phase I program approved by Ecology and amended to include Appendix 10, for new development, redevelopment, and construction sites. Adjustment and variance criteria equivalent to those in Appendix 1 shall be included. More stringent requirements may be used, and/or certain requirements may be tailored to local circumstances through the use of Ecology-

approved basin plans or other similar water quality and quantity planning efforts. Such local requirements and thresholds shall provide equal protection of receiving waters and equal levels of pollutant control to those provided in Appendix 1.

- ii. The local requirements shall include the following requirements, limitations, and criteria that, when used to implement the minimum requirements in Appendix 1 (or program approved by Ecology under the 2019 Phase I Permit), will protect water quality, reduce the discharge of pollutants to the MEP, and satisfy the State requirement under chapter 90.48 RCW to apply AKART prior to discharge:
  - Site planning requirements
  - BMP selection criteria
  - BMP design criteria
  - BMP infeasibility criteria
  - LID competing needs criteria
  - BMP limitations

Permittees shall document how the criteria and requirements will protect water quality, reduce the discharge of pollutants to the MEP, and satisfy State AKART requirements.

Permittees who choose to use the requirements, limitations, and criteria above in the *Stormwater Management Manual for Western Washington*, or a Phase I program approved by Ecology, may cite this choice as their sole documentation to meet this requirement.

- iii. The legal authority, though the approval process for new development and redevelopment, to inspect and enforce maintenance standards for private stormwater facilities approved under the provisions of this section that discharge to the City's MS4.
- c. The program shall include a permitting process with site plan review, inspection and enforcement capability to meet the following standards:
    - i. Review of all stormwater site plans for proposed development activities
    - ii. Inspect, prior to clearing and construction, all permitted development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 of the Permit, or all construction sites that meet the minimum thresholds in Appendix 1 of the Permit.
    - iii. Inspect all permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls.
    - iv. Each Permittee shall manage maintenance activities to inspect all stormwater treatment and flow control BMPs/facilities, and catch basins, in new residential developments every six months, until 90% of the lots are constructed to identify maintenance needs and enforce compliance with maintenance standards as needed.
    - v. Inspect all permitted developments upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities.
    - vi. Compliance with the inspection requirements in (ii) through (v), above, shall be determined by the presence and records of an established inspection program designed to inspect all sites. Compliance during this permit term shall be

determined by achieving at least 80% of required inspections. The inspections may be combined with other inspections provided they are performed using qualified personnel.

- vii. The program shall include a procedure for keeping records of inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, and other enforcement records. Records of maintenance inspections and maintenance activities shall be maintained.
  - viii. An enforcement strategy shall be implemented to respond to issues of noncompliance.
- d. The program shall make available, as applicable, the link to the electronic *Construction Stormwater General Permit* Notice of Intent (NOI) form for construction activity and, as applicable, a link to the electronic *Industrial Stormwater General Permit* NOI form for industrial activity to representatives of proposed new development and redevelopment. Permittees shall continue to enforce local ordinances controlling runoff from sites that are also covered by stormwater permits issued by Ecology.
- e. Each Permittee shall ensure that all staff whose primary job duties are implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement, are trained to conduct these activities. Follow-up training must be provided as needed to address changes in procedures, techniques or staffing. Permittees shall document and maintain records of the training provided and the staff trained.

## **7.2 2023 PROGRAM ACTIVITY**

The City of Fircrest has an ongoing program for controlling runoff from new development, redevelopment and construction sites that will be expanded in 2023. The following sections describe existing program elements to comply with Permit requirements, as well as specific program enhancements planned for 2023.

### **7.2.1 Stormwater Ordinance**

Fircrest Municipal Code (FMC) 20.24.030 adopts the most recent version Ecology's Stormwater Management Manual for Western Washington (SWMMWW). Currently the City enforces the requirements in the SWMMWW for all new development, redevelopment, and construction sites, both public and private, including roads. By adopting the SWMMWW, the City is complying with the requirement of S5.C.4.a.ii of the Permit to include requirements, limitations, and criteria for site planning and BMPs for protection of water quality and reduction of pollutant discharge.

The legal authority to inspect and enforce maintenance standards for private stormwater facilities through the approval process for new development and redevelopment is currently established by FMC 20.24.

### **7.2.2 Stormwater Permitting Process**

The City will continue its current stormwater permitting process with plan review, inspection, and enforcement capability to ensure compliance with code requirements for both private and public projects, using qualified personnel. This includes:

- Meet with the City Planning Department to discuss impacts from new development, redevelopment, and construction sites
- Review of all stormwater site plans
- Inspection of all submitted development sites that have a high potential for sediment transport prior to clearing and construction
- Inspection of all permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls with enforcement as necessary, based on the inspections
- Inspection of all permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater controls, such as stormwater facilities and structural BMPs
- Verification that a maintenance plan has been completed and responsibility for maintenance has been assigned with enforcement as necessary, based on the inspections
- Ensuring compliance with inspection requirements by the presence and records of an established inspection program that is designed to inspect all sites and achieve at least 80% of scheduled inspections

The City will document all site inspections performed as part of the permitting process. A shared documentation process between the Public Works department the Planning Department has been established. This program, Jot Form, streamlines the permitting process and ensures the appropriate department signs off on each phase of a project.

### **7.2.3 Enforcement of Stormwater Ordinance for Sites with Ecology Permits**

The City will enforce local ordinances controlling runoff from sites that are also covered by stormwater permits by Ecology.

### **7.2.4 Training**

Public Works staff members completed CESCL training in 2022. Additional training will be provided in 2023 as needed due to staffing changes.

Records of staff that have received training are maintained by the Public Works Director.

### **7.2.5 Low Impact Development**

The City will continue to require LID Principles and LID BMPS when updating, revising, and developing new local development-related codes, rules, standard, or other enforceable documents, as needed.



## CHAPTER 8 – MUNICIPAL OPERATIONS AND MAINTENANCE

### 8.1 PERMIT REQUIREMENTS

Section S5.C.7 of the Permit requires that the City document and implement a program to regulate maintenance activities and training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. The program is required to have several components as summarized below (see Permit for complete text):

- a. Implement maintenance standards that are as protective, or more protective, of facility function than those specified in *Stormwater Management Manual for Western Washington* or Phase I program approved by Ecology. For facilities which do not have maintenance standards, the City is required to develop a maintenance standard. Maintenance standards were required to be implemented no later than June 30, 2022.
  - i. The purpose of the maintenance standard is to determine if maintenance is required.
  - ii. When an inspection identifies an exceedance of the maintenance standard, maintenance is required to be performed:
    - Within 1 year for typical maintenance of facilities, except catch basins
    - Within 6 months for catch basins
    - Within 2 years for maintenance that requires capital construction of less than \$25,000

Circumstances beyond the Permittee's control include denial or delay of access by property owners, denial or delay of necessary permit approvals, and unexpected reallocations of maintenance staff to perform emergency work. For each exceedance of the required timeframe, the Permittee shall document the circumstances and how they were beyond their control.

- b. Maintenance of stormwater facilities regulated by the Permittee
  - i. The program shall include provisions to verify adequate long-term O&M of stormwater treatment and flow control BMPs/facilities that are permitted and constructed pursuant to S.5.C.6.c and shall be maintained in accordance with S5.C.7.a.

The provisions shall include:

- (a) Implementation of an ordinance or other enforceable mechanism that:
  - Clearly identifies the party responsible for maintenance in accordance with maintenance standards established under S5.C.7.a.
  - Requires inspection of facilities in accordance with the requirements in (b), below.
  - Establishes enforcement procedures.
- (b) Perform annual inspection of all City-owned or operated permanent stormwater and flow control BMPs/facilities that discharge to the MS4 and were permitted by the Permittee according to S5.C.6c, including those permitted in accordance with requirements adopted pursuant to the 2007-2019 Ecology municipal stormwater permits, unless there are maintenance records to justify a different frequency.

Permittees may reduce the inspection frequency based on maintenance records of double the length of time of the proposed inspection frequency. In the absence of maintenance records, the Permittee may substitute written statements to document a specific less frequent inspection schedule. Written statements shall be based on actual inspection and maintenance experience and shall be certified in accordance with G19 – *Certification and Signature*.

- ii. Compliance with the inspection requirements in (b), above, shall be determined by the presence and records of an established inspection program designed to inspect all facilities, and achieving at least 80% of required inspections.
  - iii. The program shall include a procedure for keeping records of inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, and other enforcement records. Records of maintenance inspections and maintenance activities shall be maintained.
- c. Maintenance of stormwater facilities owned or operated by the Permittee.
- i. Each Permittee shall implement a program to annually inspect all municipally owned or operated stormwater treatment and flow control BMPs/facilities, and taking appropriate maintenance actions in accordance with the adopted maintenance standards.

Permittees may reduce the inspection frequency based on maintenance records of double the length of time of the proposed inspection frequency. In the absence of maintenance records, the Permittee may substitute written statements to document a specific less frequent inspection schedule. Written statements shall be based on actual inspection and maintenance experience and shall be certified in accordance with G19 – *Certification and Signature*.

- ii. Perform spot checks of potentially damaged permanent stormwater treatment and flow control BMPs/facilities after major storm events (24 hour storm event with a 10 year or greater recurrence interval).
- iii. Each Permittee shall inspect all catch basins and inlets owned or operated by the Permittee every two years. Clean catch basins if the inspection indicates cleaning is needed to comply with maintenance standards established in the *Stormwater Management Manual for Western Washington*.

The following alternatives to the standard approach of inspecting all catch basins every two years may be applied to all or portions of the system:

- (a) The catch basin inspection schedule of every two years may be changed as appropriate to meet the maintenance standards based on maintenance records of double the length of time of the proposed inspection frequency.
- (b) Inspections every two years may be conducted on a “circuit basis” whereby

25% of catch basins and inlets within each circuit are inspected to identify maintenance needs. Include an inspection of the catch basin immediately upstream of any MS4 outfall, discharge point, or connections to public or private storm systems, if applicable.

- (c) The Permittee may clean all pipes, ditches, and catch basins and inlets within a circuit once during the permit term. Circuits selected for this alternative must drain to a single point.
- iv. Compliance with inspection requirements in S5.C.7.c i-iii, above, is determined by the presence of an established inspection program designed to inspect all sites and achieving at least 95% of inspections.
- d. Implement practices, policies and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the City, and road maintenance activities under the control of the City. No later than December 31, 2022, document the practices, policies, and procedures. Lands owned or maintained by the Permittee include, but are not limited to streets, parking lots, roads, highways, buildings, parks, open space, road rights-of-way, maintenance yards, and stormwater treatment and flow control BMPs/facilities. The following activities shall be addressed:
  - Pipe cleaning
  - Cleaning of culverts
  - Ditch maintenance
  - Street cleaning
  - Road repair and resurfacing, including pavement grinding
  - Snow and ice control
  - Utility installation
  - Pavement striping maintenance
  - Maintaining roadside areas, including vegetation management
  - Dust control
  - Application of fertilizers, pesticides, and herbicides according to the instructions for their use, including reducing nutrients and pesticides using alternatives that minimize environmental impacts
  - Sediment and erosion control
  - Landscape maintenance and vegetation disposal
  - Trash and pet waste management
  - Building exterior cleaning and maintenance
- e. Implement an ongoing training program for City employees whose primary construction, operations or maintenance job functions may impact stormwater quality. The training program shall address the importance of protecting water quality, operation and maintenance standards, inspection procedures, selecting appropriate BMPs, ways to perform their job activities to prevent or minimize impacts to water quality, and procedures for reporting water quality concerns. Follow-up training shall be provided as needed to address changes in procedures, techniques, requirements, or staffing. Permittees shall document and maintain records of training provided and the staff trained.

- f. Implement a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under the *Industrial Stormwater General Permit* or another NPDES permit that authorizes stormwater discharges associated with the activity. As necessary, update SWPPPs no later than December 31, 2022, to include the following information. At a minimum, the SWPPP shall include:
  - i. A detailed description of the operational and structural BMPs in use at the facility and a schedule for implementation of additional BMPs when needed. BMPs selected must be consistent with the Stormwater Management Manual for Western Washington, or a Phase I program approved by Ecology. The SWPPP must be updated as needed to maintain relevancy with the facility.
  - ii. At minimum, annual inspections of the facility, including visual observations of discharges, to evaluate the effectiveness of the BMPs, identify maintenance needs, and determine if additional or different BMPs are needed. The results of these inspections must be documented in an inspection report or check list.
  - iii. An inventory of the materials and equipment stored on-site, and the activities conducted at the facility which may be exposed to precipitation or runoff and could result in stormwater pollution.
  - iv. A site map showing the facility's stormwater drainage, discharge points, and areas of potential pollutant exposure.
  - v. A plan for preventing and responding to spills at the facility which could result in an illicit discharge.
- g. Maintain records of inspections and maintenance or repair activities conducted by the City.

### **8.1.1 Operations and Maintenance of Permitted Stormwater Facilities Program**

The City requires property owners to maintain, inspect and clean their privately maintained facilities. City staff is not responsible for inspecting private systems. New construction as-built records are available in the Public Works building.

## **8.2 2023 PROGRAM ACTIVITY**

The City of Fircrest has an established program for municipal operation and maintenance, which will continue in 2023. The following sections describe current program elements to comply with Permit requirements.

### **8.2.1 Maintenance Standards**

The City utilizes the maintenance standards specified in Appendix V-A of Volume V of the 2019 *Stormwater Management Manual for Western Washington* for operation and maintenance of the City's stormwater systems. Any updates to maintenance standards provided in the future *Stormwater Management Manual for Western Washington* will be adopted by the City.

## 8.2.2 Inspection of Municipal Stormwater Facilities

In 2022, inspections of 100 percent of the municipal stormwater system took place, and cleaning took place within 6 months for structures that did not pass inspections. The following procedures will be performed in 2023:

**Annual Inspections:** There are currently two publicly maintained stormwater treatment and flow control facilities in the City of Fircrest that require annual inspection. One LID BMP also exists, permeable pavement sidewalks along Emerson Street, which will continue to be inspected annually.

**Spot Checks:** Spot checks will be performed at culvert crossings along Leach Creek after each major storm event (10-year, 24-hour storm event). The two City-maintained treatment and flow control facilities will also be checked if the potential for damage is suspected.

**Catch Basin Inspections and Cleaning:** City staff will continue to inspect and clean all catch basins at least once every two years, with half of the City completed in each year of the two-year cycle. Decant water from the catch basin cleaning effort will be disposed of in accordance with the requirements set forth in Permit Appendix 6, Street Waste Disposal.

## 8.2.3 Stormwater Impact Reduction Procedures

The City has implemented the following practices, policies, and procedures to reduce stormwater impacts:

**City Parks:** City of Fircrest Parks and Recreation Department operates six park sites. Practices, policies, and procedures to reduce stormwater impacts at these sites consist of the following, which will be continued in 2023

- Use fertilizers, pesticides, and herbicides according to the manufacture's specifications. All applications follow state and local and guidelines and are used only after consultation with the Management Team and Public Works Department.
- Regularly consult with the Management Team and Public Works Department and receive specific guidelines from Pierce Conservation District regarding landscape maintenance and vegetation removal.
- Use environmentally friendly cleaning solutions for all exterior cleaning and maintenance.

**Road and Street Maintenance:** The City of Fircrest performs street sweeping of major streets monthly, weather permitting. Roadside area and vegetation are maintained while minimizing the use of herbicides or pesticides. Road repair and resurfacing is performed by contractors in accordance with requirements for construction stormwater pollution prevention as documented in the 2019 SWMMWW. Fircrest performs snow and ice control as required, using manufacturer's application rate for minimally environmentally toxic deicing chemicals. See Appendix B for documentation on the policies, practices, and procedures the City has adopted to reduce stormwater impacts from City-owned or maintained lands to meet section SC5.7 of the NPDES Permit.

#### **8.2.4 Training**

Field staff receive monthly training in Operations & Maintenance that is relevant to each department. Pollution prevention training will be continued by sending appropriate staff to training courses when needed due to staff change or to increase knowledge.

#### **8.2.5 Stormwater Pollution Prevention Plan (SWPPP)**

A SWPPP has been prepared for the City's main maintenance/storage facility located on Ramsdell Street. A copy is kept on-site and was updated in December 2022.

#### **8.2.6 Municipal O&M Recordkeeping**

The Public Works Director or designee will continue to maintain records of all inspections and maintenance activities.



*Figure 1 – City of Fircrest Public Works Department Staff*

# **CHAPTER 9 – SOURCE CONTROL PROGRAMS FOR EXISTING DEVELOPMENT**

## **9.1 PERMIT REQUIREMENTS**

The City shall maintain a program dedicated to the prevention and reduction of pollutant runoff from areas which discharge to the MS4. The success of this program relies on a comprehensive and up-to-date catalog of all publicly and privately owned institutional, commercial, and industrial sites with the potential to generate pollutants within discharge range of the MS4.

Development, application, and enforcement of a source control program will require the implementation of several key components over the next three years.

- Application of operational source control BMPs, and if necessary, structural source control BMPs or treatment BMPs/facilities, or both, to pollution generating sources associated with existing land uses and activities.
- Inspections of pollutant generating sources at publicly and privately owned institutional, commercial, and industrial sites to enforce implementation of required BMPs to control pollution discharging into the MS4.
- Application and enforcement of local ordinances at sites, identified pursuant to S5.C.8.b.ii, including sites with discharges authorized by a separate NPDES permit. Permittees that are in compliance with the terms of this Permit will not be held liable by Ecology for water quality standard violations or receiving water impacts caused by industries and other Permittees covered, or which should be covered under an NPDES permit issued by Ecology.
- Practices to reduce polluted runoff from the application of pesticides, herbicides, and fertilizers from the sites identified in the inventory.

## **9.2 2019-2024 PERMIT REQUIREMENTS**

- No later than August 1, 2022, Permittees shall adopt and make effective an ordinance(s), or other enforceable documents, requiring the application of source control BMPs for pollutant generating sources associated with existing land uses and activities (see Appendix 8 to identify pollutant generating sources).
- No later than August 1, 2022, the Permittees shall establish an inventory that identifies publicly and privately owned institutional, commercial, and industrial sites which have the potential to generate pollutants to the MS4.
  - Businesses and/or sites identified based on the presence of activities that are pollutant generating (refer to Appendix 8).
  - Other pollutant generating sources, based on complaint response, such as: home-based businesses and multi-family sites.

- No later than January 1, 2023, Permittees shall implement an inspection program for sites identified pursuant to S5.C.8.b.ii, above.
  - All identified sites with a business address shall be provided information about activities that may generate pollutants and the source control requirements applicable to those activities. This information shall be provided by mail, telephone, electronic communications, or in person. This information may be provided all at one time or spread out over the permit term to allow for tailoring and distribution of the information during site inspections.
  - The Permittee shall annually complete the number of inspections equal to 20% of the businesses and/or sites listed in their source control inventory to assess BMP effectiveness and compliance with source control requirements. The Permittee may count follow-up compliance inspections at the same site toward the 20% inspection rate. The Permittee may select which sites to inspect each year and is not required to inspect 100% of sites over a 5-year period. Sites may be prioritized for inspection based on their land use category, potential for pollution generation, proximity to receiving waters, or to address an identified pollution problem within a specific geographic area or sub-basin.
  - Each Permittee shall inspect 100% of sites identified through credible complaints.
  - Permittees may count inspections conducted based on complaints, or when the property owner denies entry, to the 20% inspection rate.
- No later than January 1, 2023, each Permittee shall implement a progressive enforcement policy that requires sites to comply with stormwater requirements within a reasonable time period as specified below:
  - If the Permittee determines, through inspections or otherwise, that a site has failed to adequately implement required BMPs, the Permittee shall take appropriate follow-up action(s), which may include phone calls, reminder letters, emails, or follow-up inspections.
  - When a Permittee determines that a site has failed to adequately implement BMPs after a follow-up inspection(s), the Permittee shall take enforcement action as established through authority in its municipal codes or ordinances, or through the judicial system.
  - Each Permittee shall maintain records, including documentation of each site visit, inspection reports, warning letters, notices of violations, and other enforcement records, demonstrating an effort to bring sites into compliance. Each Permittee shall also maintain records of sites that are not inspected because the property owner denies entry.
  - A Permittee may refer non-emergency violations of local ordinances to Ecology, provided, the Permittee also makes a documented effort of progressive enforcement. At a minimum, a Permittee's enforcement effort shall include documentation of inspections and warning letters or notices of violation.



- Permittees shall train staff who are responsible for implementing the source control program to conduct these activities. The ongoing training program shall cover the legal authority for source control, source control BMPs and their proper application, inspection protocols, lessons learned, typical cases, and enforcement procedures. Follow-up training shall be provided as needed to address changes in procedures, techniques, requirements, or staff. Permittees shall document and maintain records of the training provided and the staff trained.

### **9.3 2023 PROGRAM ACTIVITY**

Existing ordinances related to enforcing source control for existing development are under FMC 20.24 and FMC 20.25. In 2022, the City revised section 20.24 of the Fircrest municipal Code to allow the City to inspect and enforce source control BMPs at existing developed sites.

The City has implemented a program to identify commercial and industrial sites which have the potential to generate pollutants to the MS4 to meet the August 1, 2022 deadline. The City is aware of all commercial sites within the City Limit and has begun an updated private stormwater inspection program. There are no identified commercial sites that would produce pollutants to the MS4. The City reviewed all business licenses to identify potential home businesses that may impact the MS4.

Once the assessment was completed, the City developed a source control inventory of all businesses and properties identified as conducting activities that are pollutant generating and may impact the MS4. Identified sites included governmental sites, mobile or home-based businesses, and sites that received complaints indicating it may be pollution generating.

**APPENDIX A**

**CITY OF FIRCREST SMAP RECEIVING BASIN PRIORITIZATION**

## **A-1 Overview**

A receiving water assessment was performed for the City of Fircrest to assess and document the existing information and conditions related to local receiving waters and contributing areas. The purpose of the assessment is to aide in identifying the receiving waters that would most likely benefit from stormwater management planning.

The NPDES permit requires a watershed inventory, provided as a table, to be submitted no later than March 31, 2022, and a brief description of the receiving waters that are in Fircrest. A single waterbody, Leach Creek, with three contributing area assessment units, was identified a receiving water for the City of Fircrest. Assessment was performed using 303(d) listing information, Environmental Justice Screening and Mapping Tool, Puget Sound Watershed Characterization Project, and the Coastal Atlas Map.

## **A-2 Receiving Water and Assessment Unit Areas**

The City has a single receiving water, Leach Creek, a sub-watershed of the Clover-Chambers Creek watershed. Leach Creek is over 2 miles long and the contributing watershed area consists of 1,867 acres, of which 40% is residential, 37% is commercial, 20% is open space, and 3% is Industrial. The existing stormwater pipe network of Fircrest, University Place, and Tacoma discharges to Leach Creek holding basin. Discharges from Leach Creek holding basin, as well as stormwater runoff from Fircrest, University Place, and Lakewood, supply flows to Leach Creek downstream of the holding basin prior to confluence with Chamber Creek. The lower reaches of Leach Creek contain salmonid spawning habitat.

A 303(d) listing, per Section 303(d) of the federal Clean Water Act, exists for Leach Creek for mercury and bacteria.

Three assessment unit areas, as defined by Puget Sound Watershed Characterization Project, exist within Fircrest. The southwestern corner of Fircrest lies within basin 12003 and contributes runoff to Lower Leach Creek prior to confluence with Chambers Creek. The total area of basin 12003 is 1,189 acres. The City of Fircrest comprises 24 acres, or 2% of this basin. Lower Leach Creek has the designated use of anadromous fishery. The Water flow assessment revealed moderate surface storage for this area and the basin has a “moderate” ranking for water flow importance for Leach Creek. Water quality assessment review showed moderate-to-high levels of sediment, phosphorous, metals, nitrogen, and pathogens for this basin.

Basin 12004 represents the area that contributes runoff to Upper Leach Creek, downstream of the Leach Creek Holding Basin. The total area of Basin 12004 is 1,959 acres. Fircrest makes up 35%, or 690 acres of this basin. Upper leach creek has the designated use of anadromous fishery. The Water flow assessment revealed moderate surface storage for this area, with high degradation of water flow. Additionally, this basin is rank “high” for water flow importance to Leach Creek. Water quality assessment review showed moderate-to-high levels of sediment, phosphorous, metals, nitrogen, and pathogens for this basin.

The northernmost watershed of Fircrest, Basin 12005, contains the contributing area that drains to Leach Creek Holding basin in Tacoma. This basin the most upstream basin of the three basins in Fircrest. The total area of this watershed is 1,774 acres, of which 290 acres, or 16%, are within Fircrest City Limits. The Leach Creek Holding basin is used as a regional stormwater management facility. The Water flow assessment revealed low surface storage for this area; however, this basin also has a designation of

“low water flow importance.” Water quality assessment review revealed moderate-to-high levels of sediment, phosphorous, metals, nitrogen, and pathogens for this basin.

### **A-3 Stormwater Management Action Plan Assessment Table**

The following table summarizes the results of the watershed inventory assessment for the City of Fircrest.

**APPENDIX B**

**S5.C.7 DOCUMENTATION**

## Memorandum

**To:** Tyler Bemis – Project Manager  
City of Fircrest

**CC:** Terry Wright, PE – KPG Psomas  
Sam Wilson, PE – KPG Psomas

**From:** Kristen Powers, EIT – KPG Psomas

**Date:** 12/14/2022

**Re:** City of Fircrest Documentation of Policies, Practices, and Procedures to reduce SW impacts from permittee land

**Project No:** 19016W11 (KPG Psomas)

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This memorandum documents the City of Fircrest practices, policies and procedures to reduce stormwater impacts from all City owned and maintained lands in accordance with S5.C.7.d and S5.C.7.e of the Phase III NDPES permit.

### **Practices, policies, and procedures**

The Phase II permit requires the City to develop and implement practices, policies, and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the City, and road maintenance activities under the functional control of the City. Lands owned or maintained by the City to which this requirement applies include, but are not limited to parking lots, streets, roads, highways, buildings, parks, open space, road right-of-way, maintenance yards, and stormwater treatment and flow control BMPs/facilities.

The City's practices, policies, and procedures mentioned above must address the following activities: pipe cleaning; cleaning of culverts that convey stormwater in ditch systems; ditch maintenance; street cleaning; road repair and resurfacing, including pavement grinding; snow and ice control; utility installation; maintaining roadside areas, including vegetation management; dust control; pavement striping maintenance; application of fertilizers, pesticides, and herbicides according to the instructions for their use, including reducing nutrients and pesticides using alternatives that minimize environmental impacts; sediment and erosion control; landscape maintenance and vegetation disposal; trash and pet waste management; and building exterior cleaning and maintenance.

The City departments that have custodial responsibility related to the activities above are Public Works and Parks & Recreation.

The City of Fircrest maintains practices for reducing stormwater impacts associated with runoff from all lands owned or maintained by the City including road maintenance activities under the functional control of

the City. These practices and policies were developed through combined efforts implemented by the City and Pierce County.

The City has adopted the following guidelines for inspection and maintenance activities:

- WSDOT Regional Road Maintenance Endangered Species Act Program Guidance
- Applicable source control BMPs listed in the Stormwater Management Manual for Western Washington, Volume IV
- Condition Assessment Manuals, developed by Pierce County (need list, should include vegetation or pest management if available)
- Integrated Pest Management Plan, developed by Pierce County Conservation District
- Stormwater Pollution Prevention Plans (SWPPPs) developed for S5.C.7.f or other site-specific SWPPPs by other applicable NPDES stormwater permit guidelines.

### **Training**

Ongoing training for with primary operations or maintenance job functions that may impact stormwater quality are trained in topics relevant to their job descriptions. Instructions including the above guidelines is provided, as relevant to their duties and roles, with follow up training, as needed, along with IDEE and CECSL training. Records of training provided including dates, activities or course descriptions, and names and positions of staff in attendance are kept in the Public Works office.

**NEW BUSINESS:**       **Adoption of a Health Reimbursement Arrangement (HRA) Plan**  
**ITEM 13C**

**FROM:**               **Bob Jean, Acting City Manager**

---

**RECOMMENDED MOTION:**   **I move to adopt Resolution No. \_\_\_\_\_, authorizing the adoption of a Health Reimbursement Arrangement (HRA) Plan**

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**PROPOSAL:** The Council is being asked to approve the proposed resolution that would authorize the Acting City Manager to execute an agreement to adopt a Health Reimbursement Arrangement Plan for retiring nonrepresented employees.

**FISCAL IMPACT:** There is no negative fiscal impact to the City. There would be a cost saving to the City as the city's portion of FICA taxes would not be paid. This is roughly 7.65%. The funding source is an employee's vacation payout per the adopted personnel manual.

**ADVANTAGE:** By adding an HRA Plan, our employees who retire from service can establish a tax-advantaged account to assist with medical costs.

**DISADVANTAGES:** None of great significance.

**ALTERNATIVES:** Do not provide an HRA Plan to employees.

**HISTORY:** The City explored an HRA VEBA option at the request of a few staff members. After two surveys and feedback, we moved forward with a retirement-only HRA VEBA. There was other interest from the other bargaining groups. Implementing the HRA VEBA program will be a multi-step process as we work with each bargaining group's needs. The immediate need was to implement a retirement-only HRA so our soon-to-retire staff could take advantage of the program.

**ATTACHMENTS:** [Resolution](#)  
[Master Agreement](#)



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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON AUTHORIZING THE ADOPTION OF A  
HEALTH REIMBURSEMENT ARRANGEMENT (HRA) PLAN**

**WHEREAS**, The City has determined that it is in the best interest of the Employer and its employees to adopt a health reimbursement arrangement (HRA) plan, which provides tax-free, defined contribution accounts for employees to reimburse qualified medical, dental, vision, and tax-qualified long-term care premiums and non-covered healthcare expenses of the employees and their qualified dependents; and

**WHEREAS**, the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest ("Trust") offers and administers an HRA plan (the HRA VEBA Plan) with one or more types of HRA coverage for the benefit of participating employers who adopt the Plan and Trust and their employees and plan participants; and

**WHEREAS**, The City desires to adopt the HRA VEBA Plan and to use the services of the Trust to administer its HRA plan; Now, Therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:**

**Section 1.** Approval of Agreement. The City Manager or designee is authorized to execute the agreement substantially in the form attached hereto as Exhibit A and incorporated by reference.

**Section 2.** Authorization to Execute Documents. The Acting City Manager or designee is authorized to take and execute any additional measures or documents and establish procedures, funding mechanisms and provide direction to any Plan representatives, service providers, and advisors, consistent with Plan and Trust provisions and applicable Employer personnel policies to effect the adoption and administration of the Plan, which are consistent with the approved form of documents attached to this Resolution and this Resolution.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 9th day of May 2023.

**APPROVED:**

\_\_\_\_\_  
Brett L. Wittner, Mayor

**ATTEST:**

\_\_\_\_\_  
Jayne Westman, City Clerk

**APPROVED AS TO FORM:**

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City Attorney



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## Employer Adoption Documents

*A fully completed and signed Employer Adoption Agreement must be received and accepted by HRA VEBA Trust prior to establishing Participant Accounts. A countersigned copy will be returned to you upon acceptance by HRA VEBA Trust.*

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### Contents:

- Instructions
- Employer Adoption Agreement
  - Employer Data Page
  - Provisions
  - Schedule A: Plan Design
  - Schedule B: Agreement Regarding Transfer of Assets (for transfers only)

Plan consulting provided by:

**GALLAGHER BENEFIT SERVICES, INC.**

Spokane Branch

906 West 2nd Avenue, Suite 400

Spokane, WA 99201

Phone: 1-800-888-8322

Fax: (509) 838-5613

# HRA VEBA Employer Adoption Agreement

## Instructions

The Employer Adoption Agreement is comprised of several parts:

- Employer Data Page (page 4)
- Provisions (pages 5-9)
- Schedule A: Employer's Internal Adoption Documents and Plan Design Language (pages 10-12)
- Schedule B: Agreement Regarding Transfer of Assets (for transfers only) (pages 13-15)

Use the below checklist to ensure your Employer Adoption Agreement is complete!

Complete	Adoption Task
<input type="checkbox"/>	<p><b>Call your Client Consultant.</b> Gallagher is engaged by HRA VEBA as the Plan Consultant. We are available to help you avoid common mistakes and answer your questions.</p> <p><b>Prior to completing and submitting your Employer Adoption Agreement</b>, all language should be reviewed by your Gallagher Client Consultant. This advance review will help avoid unexpected delays in getting your Employer Adoption Agreement accepted by HRA VEBA Trust.</p>
<input type="checkbox"/>	<p><b>Complete the Employer Data Page (page 4).</b> To help us communicate with the appropriate Employer contacts, Gallagher will keep the Employer's information on file. Please reach out to your Client Consultant if your primary contact information changes.</p>
<input type="checkbox"/>	<p><b>Complete the Participation section (page 5).</b> Please indicate whether you are a New Employer or a Renewing Employer.</p>
<input type="checkbox"/>	<p><b>Complete the Employer Plan Design Selections (pages 6-8).</b> These sections allow you to make plan design selections for participant accounts in each Plan.</p>
<input type="checkbox"/>	<p><b>Complete the Employer Account section (page 8).</b> This section allows you to open an Employer Account for OPEB liabilities or other purposes.</p>
<input type="checkbox"/>	<p><b>Complete and sign the Employer Adoption Agreement (page 9).</b> Enter the requested information and provide an authorized signature.</p>
<input type="checkbox"/>	<p><b>Complete Schedule A To Employer Adoption Agreement (pages 10-12).</b></p> <p><b><u>Funding Methods &amp; Eligibility.</u></b> Please confirm that your Client Consultant has reviewed <b>applicable excerpts</b> of collective bargaining agreements, memorandums of understanding, other written agreements, employer policies, etc. which define the agreed upon funding methods and corresponding eligibility requirements. This should include any description, documentation, or language that describes the contribution formulas and eligibility definitions. For example, if an employee group's sick leave or vacation cash out amounts are being redirected to HRA VEBA in lieu of taxable</p>

	income, provide for review any language that describes and defines the Employer's cash out program.															
<input type="checkbox"/>	<b>Complete Schedule B To Employer Adoption Agreement (pages 13-15), if applicable.</b> If you are a newly adopting Employer and you are <u>not</u> seeking to transfer plan assets from another HRA Plan or a Trust, please skip this Schedule.															
<input type="checkbox"/>	<p><b>Return completed and signed documents.</b> Please return your adoption documents and any attachments to your Gallagher Client Consultant as shown below (email is preferred). If you are unsure who your Client Consultant is, call the Gallagher's branch office in Spokane at 1-800-888-8322 to confirm.</p> <table> <tr> <td><b>Email:</b></td><td>Brian Riehs</td><td>brian_riehs@ajg.com</td></tr> <tr> <td></td><td>Chris Carnahan</td><td>chris_carnahan@ajg.com</td></tr> <tr> <td></td><td>Emily Spencer</td><td>emily_spencer@ajg.com</td></tr> <tr> <td></td><td>Kristen Faris</td><td>kristen_faris@ajg.com</td></tr> <tr> <td></td><td>Rich Dickman</td><td>rich_dickman@ajg.com</td></tr> </table> <p><b>Mail:</b> ATTN: EAA Review Gallagher 906 W 2nd Ave Ste 400 Spokane, WA 99201</p> <p>Gallagher will review your adoption documents for completion. Upon acceptance by HRA VEBA, a countersigned copy will be returned to you.</p>	<b>Email:</b>	Brian Riehs	brian_riehs@ajg.com		Chris Carnahan	chris_carnahan@ajg.com		Emily Spencer	emily_spencer@ajg.com		Kristen Faris	kristen_faris@ajg.com		Rich Dickman	rich_dickman@ajg.com
<b>Email:</b>	Brian Riehs	brian_riehs@ajg.com														
	Chris Carnahan	chris_carnahan@ajg.com														
	Emily Spencer	emily_spencer@ajg.com														
	Kristen Faris	kristen_faris@ajg.com														
	Rich Dickman	rich_dickman@ajg.com														

**After this initial Plan adoption, please provide future changes/renewals in advance** to your Client Consultant by using the Plan Design Change form. Also, if groups renew participation without making any changes, please provide copies of applicable collective bargaining language or other documents to your Client Consultant. The **Plan Design Change** form is available after logging in online at **hraveba.org** or upon request from your Gallagher Client Consultant or the HRA VEBA Plan's Customer Care Center at **customercare@hraveba.org** or **1-888-659-8828**.

If you have any questions or need assistance when completing your Employer Adoption Agreement, please contact your Gallagher Client Consultant.

Spokane  
**1-800-888-8322**

Tacoma/Bellevue  
**1-800-422-4023**

Portland  
**1-877-695-3945**

Tri-Cities  
**1-855-565-2555**

# HRA VEBA

## Employer Adoption Agreement

### Employer Data Page

Employer contact information will be kept on file by Gallagher and the HRA VEBA Plan. This will help Gallagher and the Plan communicate with the appropriate individual(s) when questions or issues arise. **Please notify us if your primary contact information changes.**

#### SECTION 1: EMPLOYER INFORMATION

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street Address City State Zip

Employer Phone: \_\_\_\_\_ Employer Fax: \_\_\_\_\_

Estimated number of newly-enrolling employees within the next 12 months: \_\_\_\_\_

Plan Effective Date: \_\_\_\_\_

Employer Tax Identification Number: \_\_\_\_\_ Total Number of FTEs: \_\_\_\_\_

#### SECTION 2: CONTACT INFORMATION

##### a) Contact for General Plan Communications:

Please identify the primary business or administrative contact who should receive official Plan communications (such as amendments) and other time sensitive administrative and operational communications and information. This person will receive your counter-signed Employer Adoption Agreement and employer welcome kit.

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

##### b) Contact for Enrollment/Payroll Contribution Matters:

Please identify the person who is generally responsible for facilitating participant enrollment and employer contribution remittance.

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### SECTION 3: FOR INTERNAL USE ONLY (To be completed by Gallagher)

Gallagher Client Consultant: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

# HRA VEBA EMPLOYER ADOPTION AGREEMENT

## VEBA TRUST FOR PUBLIC EMPLOYEES IN THE NORTHWEST

### Provisions:

**1. Participation.** [*check one only*]

Select ONE	Options
<input type="checkbox"/>	<u>New Employer.</u> Employer is a newly-adopting Employer, with a plan effective date of _____ [ <i>enter intended plan effective date</i> ]. This Employer Adoption Agreement may be amended only in writing as executed by authorized officers of all parties hereto.
<input type="checkbox"/>	<u>Renewing Employer.</u> Employer is a currently-participating Employer and wants to renew and ratify or amend its participation in the Plan and the Trust (as defined below). This Employer Adoption Agreement supersedes all prior Employer Adoption Agreements, if any, and may be amended only in writing as executed by authorized officers of all parties hereto.

- 2. Formal Authorization of Employer.** The Employer has formally established an employee benefit plan or arrangement pursuant to which it desires to make one or more contributions to the following health reimbursement arrangement (“HRA”) plans or plan versions (as each may be amended, restated, supplemented, or offered under one or more alternative plan document versions from time to time and referred to herein individually or collectively, as applicable, as the “Plan” or the “HRA VEBA Plan”) offered by the Voluntary Employees’ Beneficiary Association Trust for Public Employees in the Northwest (as the same may be amended or restated from time to time, the “Trust”), including, without limitation, the following Plan versions: Standard Plan (in-service, full 213(d) coverage), Post-separation Plan (full 213(d) coverage for expenses incurred after separation), and the Limited HRA Plan (limited coverage based upon employer plan design or participant elections).

Through this Employer Adoption Agreement the Employer applies for participation in the Plan and the Trust, to be effective with respect to any Plan only when both of the following have occurred with respect to such Plan: (i) the Trust has accepted this Employer Adoption Agreement and (ii) the Employer has made a contribution or transfer into the Plan on behalf of one or more Participants.

With respect to each Plan, the Employer shall be considered to be a sponsor of such Plan and the party responsible for administering the Plan with respect to the eligibility and contributions for its individual Employees and shall have adopted and become subject to the provisions of such Plan and the Trust only upon acceptance by the Trust and the funding by the Employer of any contributions or transfer of assets into such Plan. The Employer acknowledges that it understands and agrees that: (a) neither the Plan, the Trust, nor the Plan/Trust’s auditor performs audit work or otherwise examines to assure that any contribution from the Employer to the Trust is in accordance with the Employer’s plan or arrangement and that this determination is the sole responsibility of the Employer; (b) in the event the Employer’s plan or arrangement for

contributions is determined by the IRS to be discriminatory in favor of highly compensated individuals or to permit individual Employee elections and thereby results in taxable income to affected Employees or results in disqualification of the Plan or Trust, the Employer shall hold harmless and indemnify each Plan, Trust, and their agents for liability which may result therefrom; and (c) the HRA VEBA Plan and Trust does not handle any administration or compliance matters relating to the Employee Retirement Income Security Act of 1974.

**3. HRA VEBA Standard HRA Plan - Plan Design Selections.** Pursuant to collective bargaining agreements, other written agreements, or Employer benefits policies, whichever is applicable, the Employer hereby elects the following options under the Plan:

- (a) Participant Accounts. [*check one only, unless Employer is establishing more than one type of Participant Account<sup>1</sup>; if no option is selected, the default election will be in-service and post-separation coverage; 100% vested*]

Benefits shall commence as directed below by Employer or, for Employees whose assets have been transferred by Employer from a prior plan, Employer may additionally direct in writing that the commencement of Benefits shall coincide with the Employee's benefits eligibility date under the prior plan, provided the Employee becomes a Participant as defined by the Plan.

The Employer's intention may be to make all contributions to the HRA VEBA Standard HRA Plan. Nevertheless, the Employer may have Employees from time to time who do not meet the integration requirements under the terms of the Standard HRA Plan. The Employer should direct contributions for such Employees to the Post-separation HRA Plan. A default Post-separation HRA Plan Participant account will be automatically established by the Plan to accommodate contributions on behalf of any Employees who do not meet the Standard HRA Plan's integration requirements from time to time. This may result in some eligible Employees within the same group receiving contributions into the Standard HRA Plan and other eligible Employees receiving contributions into the Post-separation HRA Plan.

Select ONE	Options
<input type="checkbox"/>	<u>In-service and post-separation coverage; 100% vested.</u> Participants shall immediately be eligible to file claims for qualified expenses and premiums incurred any time after a Participant Account is established with respect to such Employee.
<input type="checkbox"/>	<u>In-service and post-separation coverage; subject to vesting.</u> Participants shall be eligible to file claims for qualified expenses and premiums incurred while in-service and post-separation after having met any vesting requirements. Employer must notify the Plan of such Employees' claims eligibility dates, separation dates, and/or vested account percentages. Notification can be provided via the Employer's online employer portal

<sup>1</sup> In almost all cases Employer will select only one participant account option. However, more than one option may be selected if Employer wants to (1) establish more than one type of participant account per employee or (2) establish different types of participant accounts across multiple employee groups. Example 1—Employer wants to establish two types of participant accounts per employee within the Standard HRA Plan: one that permits in-service and post-separation benefits and is 100% vested, and one that permits post-separation benefits only subject to vesting. Example 2—Employer wants to establish different types of participant accounts for certain employee groups. For Employee Group A, Employer wants to establish participant accounts that are subject to vesting. For Employee Group B, Employer wants to establish participant accounts that are 100% vested. If Employer selects more than one participant account option, language must be attached that clearly describes, by employee group, which type(s) of participant account(s) are to be established for each eligible participant.



	<p>(preferred method) or by submitting a <u>Participant Status Change</u> form. Forms are available after logging in online or can be requested from the HRA VEBA Plan's Customer Care Center.</p> <p>Notification can be provided via the Employer's online employer portal (preferred method) or by submitting a <u>Participant Status Change</u> form. Forms are available after logging in online or can be requested from the HRA VEBA Plan's Customer Care Center.</p>
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**4. HRA VEBA Post-separation HRA Plan – Plan Design Selections.** Pursuant to collective bargaining agreements, other written agreements, or Employer benefits policies, whichever is applicable, the Employer hereby elects the following options under the Plan:

- (a) Participant Accounts. *[check one only, unless Employer is establishing more than one type of Participant Account (see footnote on previous page); if no option is selected, the default election will be post-separation coverage; 100% vested]*

Benefits shall commence as directed below by Employer or, for Employees whose assets have been transferred by Employer from a prior plan, Employer may additionally direct in writing that the commencement of Benefits shall coincide with the Employee's benefits eligibility date under the prior plan, provided the Employee becomes a Participant as defined by the Plan.

Select ONE	Options
<input type="checkbox"/>	<u>Full post-separation coverage; limited in-service coverage; 100% vested.</u> Participants shall be eligible to file claims only for qualified dental and vision expenses prior to separation from service. Once Participants separate from service, they can file claims for all qualified expenses and premiums incurred after separation from service. Employer must notify the Plan of such Employees' separation dates. Notification can be provided via the Employer's online employer portal (preferred method) or by submitting a <u>Participant Status Change</u> form. Forms are available after logging in online or can be requested from the HRA VEBA Plan's Customer Care Center.
<input type="checkbox"/>	<u>Full post-separation coverage; limited in-service coverage; subject to vesting.</u> Participants shall be eligible to file claims only for dental and vision expenses prior to separation from service. Once Participants separate from service, they can file claims for all qualified expenses and premiums incurred after separation from service and after having met applicable vesting requirements. Employer must notify the Plan of such Employees' separation dates and vested account percentages. Notification can be provided via the Employer's online employer portal (preferred method) or by submitting a <u>Participant Status Change</u> form. Forms are available after logging in online or can be requested from the HRA VEBA Plan's Customer Care Center.
<input type="checkbox"/>	<u>Post-separation coverage only; 100% vested.</u> Participants shall be eligible to file claims for all qualified expenses and premiums incurred after separation from service. Employer must notify the Plan of such Employees' separation dates. Notification can be provided via the

	Employer's online employer portal (preferred method) or by submitting a <u>Participant Status Change</u> form. Forms are available after logging in online or can be requested from the HRA VEBA Plan's Customer Care Center.
<input type="checkbox"/>	<u>Post-separation coverage only; subject to vesting.</u> Participants shall be eligible to file claims for all qualified expenses and premiums incurred post-separation and after having met applicable vesting requirements. Employer must notify the Plan of such Employees' separation dates and vested account percentages. Notification can be provided via the Employer's online employer portal (preferred method) or by submitting a <u>Participant Status Change</u> form. Forms are available after logging in online or can be requested from the HRA VEBA Plan's Customer Care Center.

5. **Forfeitures.** In the event any funds within a Participant Account are forfeited in accordance with the terms of the Plan documents, such forfeited funds will be transferred to a temporary suspense account held within the Trust on behalf of the deceased or forfeiting Participant's Employer to be re-contributed as future contributions or otherwise applied for the benefit of all Participants of the Employer within the Trust, as directed by the Employer, but in all cases subject to applicable law, the terms of the Plan document, and the rules, policies and procedures established by the Administrator.

6. **Employer Account.** *[check one only]*  
An Employer Account can be used to hold assets to offset other post-employment benefits, such as OPEB liabilities as defined by Governmental Accounting Standards Board Statement No. 75 (GASB 75) accounting rules. An Employer Account is not required in order to receive forfeitures as described in paragraph 5. All forfeitures will be deposited into a temporary suspense account but may be subsequently transferred from the temporary suspense account into an Employer Account at the direction of the Employer.

Select ONE	Options
<input type="checkbox"/>	Employer is not establishing any Employer Account. <sup>2</sup>
<input type="checkbox"/>	Employer is establishing one or more Employer Accounts.

7. **Standard Plan Integration Requirements.** The Employer acknowledges that the qualification of the HRA VEBA Standard HRA Plan as an integrated HRA Plan depends in part upon the Employer's compliance with certain restrictions under applicable federal law. The HRA VEBA Standard HRA Plan may accept only contributions made on behalf of Participants who have certified in writing to the Employer that they are either enrolled in the Employer's group health plan or another group health plan that provides minimum value, as defined by applicable PPACA regulatory guidance (a "Qualified Group Health Plan").<sup>3</sup>

<sup>2</sup> Most employers do not establish an employer account unless they want to deposit unallocated funds to offset OPEBs under GASB 75. An employer account can be added later if needed.

<sup>3</sup> For a description of the types of plans that can be considered to be Qualified Group Health Plans, refer to "What is a Qualified Group Health Plan?" available online at [hraveba.org](http://hraveba.org).

IN WITNESS WHEREOF, the Employer has approved this Employer Adoption Agreement, as evidenced by the signature below of its authorized officer, to be effective when accepted by signature below on behalf of HRA VEBA Trust.

Employer Name: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized signature Printed name  
\_\_\_\_\_  
Title Date

Accepted by HRA VEBA Trust:

Gallagher Benefit Services, Inc. on behalf of the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest.

By: Authorized HRA VEBA Plan Representative

\_\_\_\_\_  
Authorized signature Date

## **SCHEDULE A:**

### **PLAN DESIGN**

Please confirm that your Client Consultant has reviewed any description, documentation, or language that describes the contribution formulas and eligibility definitions for each group. For example, if an employee group's sick leave or vacation cash out amounts are being redirected to HRA VEBA in lieu of taxable income, provide for review any language that describes and defines the Employer's cash out program.

**NOTE:** After Employer completes and submits its Employer Adoption Agreement, Employer must complete and submit a **Plan Design Change Form prior to the adoption and implementation of future changes**. Future changes include adding new participating employee groups; adding new funding methods; changing existing funding methods; adding an employer account, etc. The required form is available online after logging in at **hraveba.org**, or it can be requested from your Gallagher client consultant when needed.

Also, when groups renew or ratify participation without making any changes, **please indicate this on the Plan Design Change Form.**

### **DESCRIPTION OF ELIGIBILITY PROVISIONS AND FUNDING METHODS**

**NOTE:** The eligibility provisions and funding methods established in this Employer Adoption Agreement may be dependent upon the Employer's chosen or negotiated Plan design, compliance with certain Affordable Care Act (ACA) rules, or compliance with applicable nondiscrimination rules when making contributions on behalf of highly compensated individuals (HCIs), etc.

Additionally, except for premiums for COBRA continuation coverage or mandatory or other forms of employee contributions permitted by applicable law, no direct or indirect employee contributions or salary reduction contributions will be made to the Plan based upon voluntary elections by individual employees.

1. Participating Employee Groups. [*check one only*]

(a) ☐ Attached to this Schedule A; or

(b) ☐ Set forth below is information which lists the name(s) of all Employee group(s) currently eligible or becoming eligible to participate in the Plans pursuant to collective bargaining agreements, Employer policy, etc., whichever is applicable.

_____	_____
_____	_____
_____	_____

2. Employer Contribution Methods and Eligibility Requirements. [check one only<sup>4</sup>]

- (a) ☐ Attached to this Schedule A; or
- (b) ☐ Set forth below is information which describes, by Employee group, the Employer contribution method(s) applicable to each; and defines the corresponding eligibility requirements.

Employee Group Name	Group Size (# of members)	Contribution Method(s)	Eligibility Requirement(s)

3. Vesting Requirements. [check one only]

- (a) ☐ All Employer contributions are 100% vested at all times (most common); or
- (b) ☐ Attached to this Schedule A; or
- (c) ☐ Set forth below is information which includes a description, by Employee group, of any vesting requirements applicable to Participant Accounts which must be satisfied before a Participant becomes eligible to file claims for qualified expenses incurred on or after the date upon which the Participant becomes vested.

<sup>4</sup> In most cases, employers select option 2(a) and supply the required information by attaching the cover page and applicable excerpts from collective bargaining agreements, memorandums of understanding, other written agreements, employer policies, etc., which relate to the HRA VEBA Plan, and that contain clear descriptions of employer contribution methods and corresponding definitions of eligibility.

If such documents do not exist, select option 2(b) and complete the table by entering the name, size, contribution method(s), and eligibility requirements for each participating employee group.

EXAMPLE:			
Employee Group Name	Group Size (# of members)	Contribution Method(s)	Eligibility Requirement(s)
Bargaining Unit A	15	\$100/month mandatory employee contribution	All active employee group members
Bargaining Unit B	27	Sick leave & vacation leave cash out	All active employee group members who separate from service

If vesting applies, Employer is responsible for tracking when an Employee becomes eligible to file claims after having met the Employer’s vesting requirements and providing such notification to the Plan. Notification shall include what percentage of the Participant’s account balance is vested (e.g. 100% vested; 50% vested, 0% vested, etc.). Notification can be provided via the Employer’s online employer portal (preferred method) or by submitting a Participant Status Change form. Forms are available after logging in online or can be requested from the HRA VEBA Plan’s Customer Care Center.

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[The remainder of this page is intentionally left blank.]

## ~~SCHEDULE B:~~

### ~~AGREEMENT REGARDING TRANSFER OF ASSETS~~

**NOTE:** If you are a newly adopting employer and you are not seeking to transfer plan assets from another HRA Plan or a Trust, please skip this Schedule.

~~The Employer has previously adopted and credited or made contributions into a health reimbursement arrangement plan (and trust if applicable) described and dated as follows:~~

~~(the "Former Plan"). Employer intends to transfer assets previously credited or contributed to the Former Plan (the "Former Plan Funds"). By adopting the HRA VEBA Plan, Employer's Former Plan is hereby amended and restated in accordance with the HRA VEBA Plan Documents.~~

~~As a condition to its acceptance of such transfer of Former Plan Funds, HRA VEBA Trust has requested that the Employer execute this Schedule B to Employer Adoption Agreement.~~

~~The Employer represents that the transfer of the Former Plan Funds into its HRA VEBA Plan has been approved by the Employer and that the undersigned officer or representative of the Employer is duly authorized and empowered to cause the transfer of Former Plan Funds into the Employer's HRA VEBA Plan and to execute this Schedule B on behalf of the Employer.~~

~~The Employer hereby directs the transfer of Former Plan Funds to the Employer's HRA VEBA Plan in one or more transfers expected to occur on or around \_\_\_\_\_ (the "Target Transfer Date"), and that such transfer is consistent with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any other local, state, or federal law applicable to the Employer and the Former Plan.~~

~~The Employer acknowledges that its HRA VEBA Plan may not have all or any of the same features and benefits as the Former Plan and that its HRA VEBA Plan will be governed under the laws of the state of Washington, except to the extent federal law supersedes such state law or is otherwise also applicable. The Employer accepts full responsibility for communicating, and, prior to the date hereof has communicated, such differences to the participants covered by the Former Plan. Employer represents that it is one of the following: (1) a government of a state, (2) a political subdivision of a state, (3) an instrumentality or agency of a state or political subdivision of a state, or (4) has otherwise received approval to participate in the HRA VEBA Trust by the Board of Trustees.~~

~~The Employer understands that each of its participants covered by the Former Plan must first be enrolled as a condition of participation in the HRA VEBA Plan. Former Plan Funds received on behalf of such participants for whom HRA VEBA enrollment form or file has not been received will be held in a non-interest bearing account for a period of three hundred and sixty (360) days after which all remaining Former Plan Funds will be reallocated as directed below by the Employer [*check one only*]:~~

<del>Select ONE</del>	<del>Options</del>
<input type="checkbox"/>	<del>Use to offset contributions that the Employer expects to submit in the future. Employer shall provide subsequent direction in writing at least thirty (30) days prior to the date of the contribution to which the offset shall apply.</del>

<input type="checkbox"/>	<del>Reallocate to eligible Participants in the Standard HRA Plan or Post-separation HRA Plan as directed in writing by the Employer at the time of reallocation. Participants receiving reallocated funds to a Standard HRA Plan account are subject to the same integration rules that apply for other contributions.</del>
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~~The Employer understands that Former Plan Funds will be invested as directed by Participants on their HRA VEBA Enrollment Forms, or invested in the Plan's default investment fund.~~

~~If possible, the Employer desires the HRA VEBA Plan to continue without interruption all automatic premium reimbursements which are established under the Former Plan at the time the transfer of Former Plan Assets occurs.~~

~~The Employer understands that the HRA VEBA Plan will work with the Former Plan's administrator to determine the last day claims will be processed by the Former Plan and the first day claims will begin being processed by the HRA VEBA Plan based upon the Target Transfer Date. The Employer understands that there may be a blackout period in which claims, investments, and account updates will not be processed and agrees to notify participants covered by the Former Plan of the blackout period. In addition, the Employer directs that the commencement of Benefits under the HRA VEBA Plan shall be as follows [check one only]:~~

Select ONE	Options
<input type="checkbox"/>	<del>Coincide with the Participant's benefits eligibility date under the Former Plan. The Employer understands that the HRA VEBA Plan is not responsible for verifying whether claims received after the transfer of Former Plan Funds were previously reimbursed under the Former Plan.</del>
<input type="checkbox"/>	<del>As specified in sections 3(a) or 4(a), as applicable, of the Employer's Adoption Agreement.</del>

~~To the extent permitted by law, the Employer agrees to indemnify and hold harmless the HRA VEBA Trust and Plan and their agents, officers, employees, successors, and assigns, against any and all claims, demands, damages, losses, liabilities, expenses or causes of action that arise out of, or are attendant to, the previous contribution of the Former Plan Funds into the Former Plan, the administration of the Former Plan or the Former Plan Funds under the Former Plan, or the transfer of such Former Plan Assets into the HRA VEBA Plan.~~

~~[The remainder of this page is intentionally left blank.]~~



This Schedule B is hereby incorporated into and made a part of the Adoption Agreement, and shall be governed by the terms and conditions of Adoption Agreement.

HRA VEBA Trust and the undersigned Employer have executed this Schedule B, effective as of the Effective Date set forth below.

Employer Name: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized signature Printed name  
\_\_\_\_\_  
Title Date

Accepted by HRA VEBA Trust:

Gallagher Benefits Services, Inc. on behalf of the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest.

By: Authorized HRA VEBA Plan Representative  
\_\_\_\_\_  
Authorized signature Date

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON ADOPTING A PERSONNEL POLICIES  
AND PROCEDURES MANUAL FOR EMPLOYEES OF THE CITY  
OF FIRCREST AND REPEALING RESOLUTION NO. 1637.**

**WHEREAS**, the City Council of the City of Fircrest wishes to reestablish goals and policies for the relations between the City and its employees; and

**WHEREAS**, the City Council desires to provide for maintaining specific personnel rules and regulations in the Personnel Policies and Procedures manual; and

**WHEREAS**, the City Council desires to repeal Resolution No. 1637 and provide for an effective day of May 10, 2023, to implement the new Personnel Policies and Procedures manual. Now, Therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:**

**Section 1.** A new Personnel Policies and Procedures Manual shall be established for the City of Fircrest to reestablish a system of personnel administration based on equal opportunity and sound public personnel administration principles consistent with Federal and State statutes and City ordinances.

**Section 2.** A new Personnel Policies and Procedures manual shall be a manual of rules and regulations, setting out procedures to govern all pertinent personnel matters within the City. Procedures included in the new Personnel Policies and Procedures manual will be binding on all employees. In cases where these policies conflict with City ordinance, Civil Service rules, and regulations, the provisions of a collective bargaining agreement, personal service contract, or Federal or State law, the terms of that law or agreement prevail. The official Personnel Policies and Procedures Manual shall be maintained by the City Manager and shall consist of the manual as originally drafted and amended. Each department shall maintain a current copy of the manual and all employees shall be given a copy.

**Section 3.** The City Manager or his/her designate shall have the sole responsibility for preparing revisions, additions, or deletions to the Personnel Policies and Procedures manual. If adopted by Council, a copy of the revision, addition, or deletion shall be distributed to all employees and may be effective immediately.

**Section 4.** Resolution No. 1637 is hereby repealed.

**Section 5.** This resolution shall become effective May 10, 2023.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a meeting thereof this 9th day of May 2023.

**APPROVED:**

\_\_\_\_\_  
Brett L. Wittner, Mayor

**ATTEST:**

\_\_\_\_\_  
Jayne Westman, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney



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# THE CITY OF FIRCREST

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## Personnel Policies and Procedures Manual

Resolution No. ~~1637~~XXXX  
Effective ~~December 17, 2019~~DATE

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## **SECTION 1**

### **PURPOSE AND SCOPE**

#### **1.1 INTRODUCTION**

These personnel policies serve as a general guide to the City's current employment practices and procedures. As such, it is hoped they will help employees better understand how the City operates and what is expected of employees. These policies also describe what the City provides employees in terms of compensation, benefits and other support.

The City places the highest value on its employees and their well-being. The City wants to have satisfied workers with the support necessary to achieve the objectives of each position. Only in this manner can employees' contributions to the City organization be the most productive.

It is the City's belief that when consistent personnel policies are known and communicated to all, the choices for greater job satisfaction increase. Employees are responsible for reading these policies and if they have questions, to ask their supervisor or department head. Ideas or suggestions for improvement are also to be given to the department head or City Manager.

#### **1.2 INTENT OF POLICIES**

These policies are intended as general guidelines for successful employment and outline what is expected of employees and what they may expect of the City.

These policies are not intended to be a contract, express or implied, or a guarantee of employment for any specific duration. Although the City hopes that employment relationships will be long term, it is recognized that things may not always develop as hoped, and either the employee or the City may decide to terminate the employment relationship at-will, with or without notice, and with or without cause. The City reserves the right to amend its policies at any time with or without notice.

Please understand that no supervisor, department head or representative of the City other than the City Manager has the authority to enter into any agreement for employment for any specified period or to make any written or verbal commitments contrary to what is outlined in these policies.

#### **1.3 EMPLOYEE STATUS**

Employment with the City of Fircrest is "at-will" and can be terminated at any time with or without cause and with or without notice by either the employee or the City. Employees covered by the provisions of a collective bargaining agreement or employment contract are governed by those provisions, to the extent they conflict with these policies. All other employees not designated at-will are given a "for-cause" status after successful completion of their working test period.



#### 1.4 SCOPE OF POLICIES

These personnel policies apply to all City employees. In cases where these policies conflict with any City ordinance, Civil Service rules and regulations, the provisions of a collective bargaining agreement, personal services contract, or state or federal law, the terms of that law or agreement control. In all other cases, these policies apply.

#### 1.5 CHANGING THE POLICIES

As the need arises, the City Manager may modify these policies, except that the City Council, by ordinance, shall enact any changes in compensation or benefit levels.

The City Manager may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary mission of serving the City's citizens. The City Manager will provide notice to the City Council within five (5) days of any deviation of these policies.

Employees may request specific changes to these policies by submitting suggestions to their department head, Personnel Officer or City Manager. If adopted by Council, a copy of the revision, addition, or deletion shall be distributed to all employees and may be effective immediately.

#### 1.6 PERSONNEL SYSTEM ADMINISTRATION

These policies and the City's personnel system shall be administered as follows:

**City Council:** Adopts the budget which includes adjustments to salary ranges, benefit changes, authorization for positions and training appropriations.

**City Manager:** Has final responsibility for implementing and interpreting these personnel policies and is responsible for the final decision on hiring, termination, and discipline of all employees.

**Department Heads:** Have responsibility for administering their own department(s) in accordance with these policies and any applicable laws; and are responsible for discipline of employees, subject to approval by the City Manager.

**Personnel Officer:** Assists the City Manager in administering the personnel system and interpreting policies.

**Employees:** Have a responsibility to read, understand and adhere to the personnel policies.

#### 1.7 DEFINITIONS

**Anniversary Date:** The date of hiring, reclassifying or promoting of an employee. After the hire date, if an employee's position is reclassified, or an employee is promoted to another position, the most recent reclassification or promotional date becomes the new anniversary date for the purpose of merit increases.

**City:** City of Fircrest.

**Casual and Seasonal Employee:** Employees who are hired by the City to work in seasonal or limited duration positions in which regular compensation is earned for no more than 69 hours per month. Employees in this category do not receive any City benefits except for paid sick leave.

**Department Head:** An employee who is responsible for directing one or more departments.

**Immediate Family:** As defined by RCW 49.46.210, family members included in the paid sick leave law include a child (including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status); a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling.

**Job Share:** The sharing of one position by two regular part-time employees who each work fewer than forty (40) hours a week.

**May:** "May" is interpreted as "permissive".

**Regular Full-Time Employee:** An employee who has successfully completed a trial period as defined in these policies and who regularly works a minimum of forty (40) hours a week.

**Regular Part-Time Employee:** An employee who has successfully completed a trial period as defined in these policies and who regularly works less than forty (40).

**Shall and Will:** Terms "shall" and "will" are interpreted as "mandatory".

**Temporary Employee:** Employees who hold jobs of limited duration due to special projects, abnormal workloads or emergencies. Temporary employees are not eligible for City benefits, except paid sick leave as set forth below.

**Working Test Employee:** Employees who have not yet completed their working test period in a regular position and who have not been certified to regular employment status. Unless otherwise specified, when regular employees are referred to in these policies, they shall include working test employees.

## SECTION 2

### GENERAL POLICIES AND PRACTICES

#### 2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City is an equal employment opportunity employer. The City employs, retains, promotes, terminates, and otherwise treats all employees and job applicants on the basis of job-related qualifications and competence. These policies and all employment practices shall be applied without regard to the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, or any other basis prohibited by applicable law.

#### 2.2 DISABILITY DISCRIMINATION PROHIBITED

The City will not discriminate against qualified applicants or employees with a sensory, physical or mental disability, unless the disability cannot be reasonably accommodated and prevents proper performance of an essential element of the job.

#### 2.3 LIFE THREATENING/COMMUNICABLE DISEASES

Employees with life threatening illnesses or communicable diseases are treated the same as all other employees. They are permitted to continue working as long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The City will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions, including termination, when a substantial and unusual safety risk to the employee, co-workers or the public exists.

#### 2.4 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICIES

It is the City's policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the City will not tolerate harassment of any kind that is made by employees toward co-workers or members of the public. Employees are expected to show respect for each other and the public at all times.

**Harassment Definition.** Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee or members of the public. Examples of prohibited conduct include slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, age, marital status, pregnancy, disability, or any other basis protected by applicable law. See 2.6 Discrimination Complaint Procedure.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, or any other characteristic protected by law or that of relatives, friends or associates, and that:

- has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance;
- otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail and social media).

**Sexual Harassment Prohibited.** Sexual harassment is a form of harassment and discrimination and will not be tolerated by the City of Fircrest.

**Sexual Harassment Definition.** Sexual harassment is defined as sexually suggestive conduct directed at the recipient and when such conduct is not welcomed by the recipient. Examples of sexual harassment includes, but is not limited to: requests for sexual favors, sexually suggestive comments or behavior, discussions of one's private sexual life, sexually explicit jokes, and physical behavior such as kisses, hugs, sexually suggestive pats or squeezes. Unwelcome sexual advances and other verbal or physical conduct constitute sexual harassment when:

1. Enduring the offensive conduct becomes either explicitly or implicitly a term or condition of continued employment;
2. submission to or rejection of such conduct is used as a basis for employment decisions; or
3. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or offensive.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior that is not welcome and which is personally offensive, interfering with effectiveness or creating uneasiness on the job.

**Individuals and Conduct Covered.** These policies apply to all applicants and employees, and prohibit harassment, discrimination, and retaliation whether engaged in by fellow employees, by a supervisor or manager, or by someone not directly connected to the City (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

**Retaliation is Prohibited.** The City prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

**Complaint Procedure. *Reporting an Incident of Harassment, Discrimination or Retaliation***

The City strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the City's policy or who have concerns about such matters should file their complaints with their immediate supervisor, department head, or the Personnel Officer before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other City designated representatives identified above.

**Important Notice to all Employees:**

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note, federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the City strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The City will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of the City prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to compliment and further these policies, not to form the basis of an exception to them.

Employees engaging in improper harassment or inappropriate behavior are subject to disciplinary action up to and including termination. See Section 2.5 Discrimination Complaint Procedure.

**2.5 DISCRIMINATION COMPLAINT PROCEDURE**

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve.

The following procedure outlines the steps to follow if an employee believes he/she has experienced or witnessed harassment or discrimination on the job. This includes, but is not limited to actions related to gender, race, color, national origin, age, disability or any other protected status.

**Step 1.** Employees who believe they have been harassed or are the victim of discrimination should make it clear to the other person that they are offended, that the person's behavior is not welcome, and request that it stop. If this does not resolve the matter or if reprisal from direct communication is feared, move to Step 2.

**Step 2.** Employees who experience or witness any job-related harassment, or believe they have been treated in an unlawful, discriminatory manner, should promptly report the incident to their supervisor, department head, or the Personnel Officer. No employee will suffer retaliation for reporting such concern or assisting in an investigation. An employee who retaliates or an employee who provides false information may be subject to disciplinary action. Confidentiality will be maintained throughout the investigatory process to the extent that it does not impair the investigation.

**Investigation.** Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially by the Personnel Office. Upon receiving a complaint from an employee, supervisor or department head, the Personnel Officer with assistance of the department head will initiate investigation and upon completion of the investigation will recommend to the City Manager whether further action should be taken. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

**Employment Action.** If an investigation shows the accused employee did engage in improper harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct. Such actions may include warnings, verbal and/or written reprimands, a letter to the employee's file or an employee transfer, demotion, suspension or termination.

## 2.6 WORKPLACE BULLYING POLICY

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the City will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

The City defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.
- Such behavior violates the City's Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The City considers the following types of behavior examples of bullying:

- **Verbal bullying.** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying.** Nonverbal gestures that can convey threatening messages.
- **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning menial tasks not in keeping with the normal responsibilities of the job.

- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying should report this to their supervisor or to the Personnel Officer before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow the City to take appropriate action.

## **2.7 WORK PLACE VIOLENCE POLICY**

The City will not tolerate any acts of violence toward employees or City property. Any employee who commits or threatens an act of work place violence will be subject to investigation and discipline. All acts of violence will be treated seriously and will be dealt with promptly and appropriately using administrative, managerial, legal and disciplinary actions to minimize risk to employees and property.

**Workplace violence.** Means acts of violence against an employee, vendor or member of the public, threats to inflict physical harm, including threats on social media, or damages to property or any purposeful or knowing behavior which would cause a reasonable person to feel threatened with physical harm committed by an employee or non-employee in the workplace. Workplace violence does not include reasonable force in defense of oneself or others.

**Weapon.** Means any firearm, switchblade knife, or knife with a blade longer than four inches, dangerous chemicals, explosives, blasting caps, chains, and other objects intended to injure or intimidate others.

### **Employee responsibilities.**

1. Treat other people and property with respect. No employee is permitted to commit or threaten violence against any other employee, vendor, or member of the general public. Examples of prohibited conduct are physical abuse, verbal threats to inflict physical harm, including threats on social media, vandalism, arson, and use of weapons.
2. Do not bring a weapon into the City workplace, unless the weapon is required to fulfill the employee's job duties, such as those of a police officer, unless the City Manager grants a prior exception in writing.
3. Immediately report threats or incidents of workplace violence to their supervisor or to the Police Department in the case of immediate serious threat or commission of a crime.



4. Even without an actual threat, report any behavior they have witnessed which they regard as threatening or violent.

### **Supervisor responsibilities.**

1. When funded and available, attend training on identifying and defusing workplace problems and conflicts. Supervisors are expected to appropriately intervene when they see an employee on the receiving end of abuse, whether from another employee or a member of the public, where it is reasonably safe to do so.
2. Immediately contact the Police Department if an incident of workplace violence has actually occurred or if they become aware of a threat.
3. Assess their workplaces to ascertain their security and suggest to the City Manager measures to bring about workplace security.
4. Assist the City Manager and, if necessary, the Police Department, in investigating instances of workplace violence involving employees in their department(s) and to work to avert future such occurrences.

## **2.8 EMPLOYEE PERSONNEL RECORDS**

A personnel file for each employee is kept in City Hall. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, benefit enrollment forms, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, letters of commendation and other pertinent information. Medical information about employees and drug and alcohol testing information are contained in separate confidential files.

**Employee Review.** Employees have the right to review their file. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the City denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.

**Confidentiality.** Personnel files are kept confidential to the maximum extent permitted by law, except that a supervisor can have access to his or her subordinates' personnel files when necessary in the presence of the Personnel Officer. In the event of a request for information, the Personnel Officer will only release individual information such as dates of employment, positions held and pay ranges, unless a more specific release is requested in writing by the employee or a court order. The City will comply with disclosure required by public disclosure laws, subpoenas, or other lawful requests.

## **2.9 EMPLOYMENT REFERENCES AND VERIFICATION**

Only the City Manager, Personnel Officer, or department head will provide employment references on current or former City employees. Other employees shall refer requests for references to the appropriate department head, City Manager, or Personnel Officer. References will be limited to

verification of employment and salary unless the employee has completed a written waiver or release.

## **2.10 COMMUNICATIONS WITH CITY COUNCIL**

All employees are authorized and directed to keep their supervisors fully and appropriately informed of all major issues and operations affecting their area of responsibility. All department heads are authorized and directed to keep the Council fully and appropriately informed of all major issues affecting the City or Council's legislative and oversight functions.

1. Employees are authorized, encouraged and directed to promptly respond to inquiries from a Councilmember as provided hereafter. Inquiries are those questions which may be answered by a simple yes or no, involve a short briefing of activities or status report, or may involve pulling and copying a readily retrievable document. If an employee is not qualified or does not have the complete information to respond appropriately to the question, the matter will be referred to the appropriate department head or City Manager. Employees should not speculate nor second guess when responding, but provide factual responses.
2. When an inquiry or request for information by a Councilmember or Council committee involves more than a simple response, the request will be immediately referred to the department head to report to the City Manager. If the inquiry would involve a substantial expenditure of resources to respond, the City Manager will refer the request to the full Council for direction before proceeding.
3. In order to fully coordinate activities and bring concerns to the attention of the City Manager, all employees are required to report all essential communications with a Councilmember to the department head to report to the City Manager.
4. To assure completeness, consistency and coordination of effort, all written staff communications with Councilmembers will be reviewed with the City Manager in advance of distribution.

## **2.11 EMPLOYEE AWARDS**

In recognition that employees are the organization's most important asset and resource for providing quality public services to the citizens of Fircrest, there will be an annual employee recognition event. The City wishes to recognize and reward employees for a job well done and for special efforts and accomplishments. Recognition of employees' work and innovative approaches to tasks helps to develop good morale and encourages continued efforts to work hard maintaining high levels of customer service.

As provided in the adopted budget, the City may pay all or part of the cost for the employee recognition event, which will be a two-hour luncheon for all employees citywide in all departments to attend.

## **2.12 TOOLS AND CLOTHING**

The City shall provide such tools as are necessary, subject to approval of the department director, to allow employees to adequately perform required work. Employees shall use reasonable care when assigned tools belonging to the City.

The City shall furnish the necessary clothing and boots for maintenance and operations employees as determined by the department director. The City will provide a safety type utility boot for applicable employees. The City shall replace or repair necessary clothing and boots on an as needed basis as determined by the department director. Improperly maintained or misused boots shall be the responsibility of the employee to repair or replace. City provided clothing and boots shall only be used for City Work.

## SECTION 3 RECRUITING AND HIRING

### 3.1 RECRUITING

Employees are recruited solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, gender, sexual orientation, marital status, pregnancy, physical handicap, disability or age, or any other protected class.

Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the City's official application. Application forms will only be accepted during recruitment for a position. Any applicant supplying false or misleading information is subject to immediate termination, if hired.

### 3.2 HIRING

When a position becomes vacant and prior to any posting or advertisement of the vacancy, the department head shall review the position, its job description and the need for such a position. The position will be posted and/or advertised by the Personnel Officer only after approval by the City Manager. Consideration in the selection of employees will be based on the match between the knowledge, abilities, skills, and interests of the individual and the position duties.

**Pre-Employment Examination.** The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City. The City may contract with an agency or individual to prepare and/or administer examinations.

**Verification.** Certain items on the employment application or resume will be verified by the Personnel Officer. References, background information, accuracy of degrees and education, job skills, certificates, and past employment will be verified, when possible, along with the industrial safety record and driving record prior to a conditional job offer being made to the applicant. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving. The City may also conduct certain background procedures as required by law. Examples of such procedures include: requiring applicants/employees to show proof they are authorized to work in the United States and requiring applicants/employees who have unsupervised access to children or developmentally disabled adults to complete a disclosure statement. In accordance with the Federal Immigration Reform and Control Act employment eligibility verification requirements, the Personnel Officer will verify the identity of new employees and ensure they are authorized to work in the United States.

**Residency.** Residency within the City shall not be a condition of initial appointment or continued employment; provided, however, that an employee's selection of residence shall not interfere with the daily performance of his/her duties and responsibilities.

**Driver's License.** Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements.

**Employment Offer.** After a candidate's selection or promotion has been approved by the City Manager, he/she will notify the candidate in writing and officially extend an offer of employment or promotion, including compensation information and conditions of employment. Candidates shall be notified that employment and compensation are subject to budget availability and continued satisfactory performance.

**Pre-Employment Medical Examination.** After an offer of employment has been made and prior to commencement of employment, the City may require persons selected for employment to successfully pass a medical examination, which will include testing for controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure his/her physical condition will not endanger the health, safety or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination.

**Disqualification.** A candidate may be disqualified from consideration if:

1. Found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the work place);
2. The candidate refuses to submit to a medical examination or complete medical history forms; or
3. The examination reveals use of controlled substances or alcohol.

**Employment Forms.** The Personnel Officer along with department heads will ensure that new employees fill out appropriate employment forms provided by the Personnel Officer on the first day of employment.

Employees will receive a copy of this Manual and must certify in writing that they have read, or will read, and understand the information contained herein prior to being assigned a work duty. The original signed statement will be filed in the employee's personnel file.

### **3.3 TEMPORARY EMPLOYEES**

Department heads may use temporary employees to temporarily replace regular employees who are on vacation or other leave, to meet peak work load needs, or to temporarily fill a vacancy until a regular employee is hired. Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws.

**Compensation/Benefits.** Temporary employees are eligible for overtime pay as required by law. Temporary employees do not receive retirement, vacation, health insurance, holidays or any other benefits, except paid sick leave as required by law, during their employment.

Temporary employees pay contributions to the Social Security system, as does the City on their behalf. Temporary employees will normally not be placed on the state PERS retirement system, although there are a few exceptions depending on PERS eligibility criteria.

### **3.4 VOLUNTEERS**

Utilization of volunteer individuals and organizations can benefit the community by providing services and projects which would not usually be available due to costs. To prevent unnecessary City liability, all volunteers must complete and sign agreements with the City including agreement to defend, indemnify and hold the City harmless for any claims or lawsuits which arise out of their activities and conduct themselves in a safe, appropriate and legal manner and must act in accordance with City policies and procedures, outlined as follows.

**Scope of Volunteer Service.** Except for short-term volunteers, a scope of volunteer service description will be provided to volunteers and/or organizations. The scope of work will include:

1. Duties of the work assigned;
2. Supervision responsibilities;
3. Orientation prior to performing work;
4. Equipment to be provided; and
5. Contact person name and phone numbers.

**Volunteer General Responsibilities.** Except for short-term volunteers and City appointed commission or committee members, all volunteers must submit time sheets. The City provides State Labor and Industries (Workers' Compensation) coverage for volunteer workers which covers medical injuries incurred by the volunteer when working for the City. It does not cover any time lost nor does it cover any permanent injuries. Volunteers need to provide their own medical insurance. Volunteers may not drive City vehicles.

**Background Investigation.** State law requires criminal background and criminal checks for volunteers who will have unsupervised access to children and/or vulnerable adults. The background check is in the form of a written questionnaire on which applicants are asked to disclose criminal convictions, adjudications of child abuse or physical abuse in civil actions, and final decisions of the Department of Licensing or disciplinary boards that include a finding of sexual or physical abuse of a minor. As RCW 43.43.834 authorizes, all persons potentially coming into contact with children or vulnerable adults will have criminal record checks through the State Patrol.

In addition, if a volunteer is performing court ordered community service, the volunteer is required to disclose the nature of the infraction or offense for which they are serving. The City may check references for any potential volunteer.

**Waiver.** Volunteers and volunteer organizations should sign agreements with the City including agreement to defend, indemnify and hold the City harmless for any claims or lawsuits which arise out of their activities. Organizational volunteer service agreements will be reviewed and approved by the City Attorney.

**Volunteer Organizations.** All organizations performing volunteer services will be asked to provide proof of Commercial General Liability insurance in an amount not less than \$500,000 per occurrence, naming the City as an additional named insured. In addition, a waiver must be signed holding the City harmless for any injuries and claims of any kind resulting from their actions. Organizations must provide necessary supervision for projects.

### **3.5 WORKING TEST PERIOD**

Upon hire or appointment, all employees enter a working test period that is considered an integral part of the selection and evaluation process. The working test period is designed to give the employee time to learn the job and to give the supervisor time to evaluate whether the match between the employee and the job is appropriate.

The normal working test period is six months from the employee's date of hire, rehire, or promotion. The City Manager may authorize the department head to extend the working test period for up to an additional six (6) months. An extension may be granted due to circumstances such as an extended illness or a continued need to evaluate an employee's performance. The City Manager will indicate in writing successful completion of the working test period.

Once the working test period is successfully completed, the employee may be certified to regular employment status; however, satisfactory completion does not change the at-will status, create an employment contract, or guarantee employment with the City for a specified duration.

**Performance Evaluations.** The employee's performance will be formally evaluated in writing at the mid-point and prior to the end of the working test period.

**Use of Vacation Leave.** Working test employees may not use their accrued vacation leave until they have successfully completed their trial period. Employees in a promotional testing period may use their accrued leave.

### **3.6 EMPLOYMENT OF RELATIVES (NEPOTISM)**

The immediate family of current City employees and City Councilmembers will not be employed *except for temporary assignments* where:

1. One of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
2. One party would handle confidential material that creates improper or inappropriate access to that material by the other; or
3. One party would be responsible for auditing the work of the other.

For the purposes of this policy, “immediate family” members are identified under Section 1.7.

**Temporary assignment.** Includes temporary employees who hold jobs of limited duration due to special projects, abnormal workloads or emergencies and regular full-time employees who are assigned to work in a higher job classification. The temporary assignment is intended to alleviate a temporary City need and will be no longer than sixty (60) calendar days in duration. During the temporary assignment, the assigned employee cannot allow an extension of the duration of the temporary assignment.

**Change in circumstances.** If two employees marry, become related, become domestic partners, or have a romantic relationship which causes one or more of the three prohibited circumstances noted above and in the City's judgment, the prohibited circumstances noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the City unless reasonable accommodations, as determined by the City Manager, can be made to eliminate the potential problem. The decision as to which employee will remain with the City must be made by the two employees within ninety (90) calendar days of the date they marry, become related, enter a romantic relationship, or become domestic partners. If no decision is made within the specified time, the City reserves the right to terminate either employee.

### **3.7 PROMOTIONS**

The City encourages promotion from within the organization whenever possible. The City Manager shall determine whether the promotional process for a position will be competitive or appointive. Before advertising a position to the general public, the City Manager may choose to circulate a promotional opportunity within the City. The City reserves the right to seek qualified applicants outside of the organization at its discretion. All openings will be posted on City bulletin boards.

**New Working Test Period.** After promotion to a new position, a new working test period of six (6) months must be completed, unless waived or reduced by the department head and/or City Manager. The City Manager may authorize a department head to extend a trial period for up to an additional six (6) months. In the case of unsatisfactory performance in a promotional situation, the employee may be considered for transfer back to the previous position held by the employee if a vacancy exists.

### **3.8 RECLASSIFICATION**

Changing service demands, requirements, and job responsibilities may require periodic review and adjustment of City positions. Subject to budget appropriation and City Manager authorization, reclassification may occur when the level of responsibilities and duties of a position change and the areas of emphasis and skills required in the current position are changed.

Increased work volume and outstanding performance are not criteria which are relevant in a classification review. Positions may be reclassified to higher or lower ranges if the essential responsibilities are determined to be significantly changed from original description.



**Process.** Reclassification requests will be initiated prior to commencement of the budget process. The department head will submit to the City Manager a comprehensive job description describing in detail the duties, responsibilities, qualifications and specific changes which have been made to the position. If, after a position audit, the City Manager determines a reclassification is appropriate, the City Manager will implement the reclassification in the preliminary budget for the following Fiscal Year. In presenting the preliminary budget, the reclassification request will be presented to Council for its decision as to inclusion in the adopted budget.

## SECTION 4 HOURS AND ATTENDANCE

### 4.1 WORKING HOURS

The City's work week is hours of a scheduled shift that starts between 12:01 a.m. Monday and 12:00 midnight Sunday. The scheduled shift for most full-time employees is Monday through Friday from 8:00 a.m. to 5:00 p.m., with a one-hour unpaid lunch period and two fifteen (15) minute paid rest periods. Due to the nature of the City's operations, longer hours or weekend work may be necessary in some instances.

A normal working schedule for regular, full-time employees consists of forty (40) hours each work week. Different work schedules, may be established by the City to meet job assignments and provide necessary City services. Each employee's department head will advise the employee regarding his/her specific working hours.

Part-time and temporary employees will work hours as specified by their department head.

### 4.2 ALTERNATIVE WORK SCHEDULES

Certain non-represented positions may be eligible for alternative work schedules, provided there is no appreciable disruption to department operations or service to the public during established hours when City facilities are to be open to the public. It is recognized that some positions do not lend themselves to flexible work schedules.

**Flexible Work Schedule.** Flexible work schedules permit flexible starting and quitting times other than the standard work day, equivalent to the total authorized normal hours per week for a specific position based on a departmental need. Flexible time schedules are based around an established period of work hours, excluding lunch and break periods. Arrangements must satisfy the requirements of completion of a regular work week, maintenance of full coverage for the position during specified shifts, and no overtime. Employees with flexible work schedules are encouraged to schedule personal appointments (doctor, dentist, etc.) on their scheduled time off whenever possible.

**Eligibility.** Eligibility is determined by position. Any regular full-time or part-time non-represented employee may request consideration for a flexible work schedule. Final decisions for participation in an alternative work schedule will be made by the City Manager after review of the circumstances and demands of the position. The proposed schedule must not in any way interfere with the duties required of the position, including attendance at meetings.

**Union Members.** Employees covered by collective bargaining agreements shall be subject to the specific terms of those agreements and are excluded from the provisions of this policy.

**Application Process.** The employee completes an application form which includes the proposed alternative work schedule, reasons supporting the request, potential benefits to the City, potential

problems identified and recommended solutions. The department head within ten (10) work days of receipt of the employee application will indicate whether or not the request should be approved and will forward the employee application to the City Manager for review. The City Manager within ten (10) work days of receipt of the employee application will determine whether or not to approve the request.

**Termination of Alternative Work Schedule.** The City reserves the right to terminate alternative work schedule arrangements if the City Manager deems it would be in the best interest of the City. Changes in workload, funding, legal mandates, changing legal interpretations or other needs of the City or department could cause revision or cancellation of alternative work schedule options offered.

#### **4.3 HOURS OF WORK AND OVERTIME**

All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") and Washington Minimum Wage Act regulations. You will be informed of your status by the City.

For most City employees, the established work period is forty (40) hours within a seven (7) day work week. All personnel are responsible for accurately reporting all hours worked on forms supplied by the City. Employees failing to accurately record time worked are subject to discipline.

**Non-Exempt employees.** Non-exempt employees are entitled to additional compensation when they work more than forty (40) hours during a work period. All overtime must be authorized in advance by the employee's department head. Failure to get overtime pre-approved may result in discipline, up to and including termination. Overtime pay is calculated at one and one-half (1.5) times the employee's regular rate of pay for all time worked beyond forty (40) hours. When computing overtime, time paid for but not worked (e.g., holidays, sick leave and vacation time), is counted as hours worked.

**Non-Exempt Employees' Holiday Pay.** Employees required to work on a designated holiday shall receive payment at a rate of two (2) times their regular rate of pay in addition to their regular holiday pay for all hours worked on the designated holiday.

**Exempt Employees.** Exempt employees are not covered by the FLSA or Washington Minimum Wage Act overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay. An exempt employee is paid to perform a job which may not necessarily be completed in a normal work week. In recognition of the extra time demands of certain exempt positions, informal paid leave may be taken, as mutually agreed upon by the employee and the City Manager.

#### **4.4 COMPENSATORY TIME**

No employee shall be entitled to compensatory time off in lieu of overtime pay unless specifically provided by ordinance or labor agreement.

#### **4.5 ATTENDANCE**

Punctual and consistent attendance is a condition of employment. Each department head is responsible for maintaining an accurate attendance record of his/her employees.

Employees unable to work or unable to report to work on time shall notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee may leave a message stating the reason for being late or unable to report for work.

An employee who is absent without authorization or notification is subject to disciplinary action, up to and including termination.

#### **4.6 UNUSUAL WEATHER CONDITIONS**

During times of inclement weather or natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety.

An employee who is unable to get to work or leaves work early because of unusual weather conditions may charge the time missed to: vacation, floating holiday, or leave without pay. The employee shall advise the supervisor by phone as in any other case of late arrival or absence.

If, due to inclement weather, the City determines to send employees home before conclusion of their work day or determines not to have employees come to work, the employees may charge the time missed to other paid time such as vacation, or charge the time to leave without pay. If employees are authorized to perform work at home, they shall be paid their normal rate of pay for the assigned work hours.

During periods of inclement weather or natural disaster, employees may be assigned to emergency services work schedules other than their normal work assignments.

#### **4.7 BREAKS AND MEAL PERIODS**

Employees may take one fifteen (15) minute break for every four (4) hours worked. All breaks shall be arranged so that they do not interfere with City business or service to the public.

Pursuant to state law, where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen (15) minutes for each four (4) hours worked, scheduled rest periods are not required.

Breaks are not intended to be saved in order to extend any other break period. Meal periods shall be scheduled by the employee's department head. The scheduling of meal periods may vary depending on department workload but will commence no less than two (2) hours nor more than five (5) hours from the beginning of the shift. When an employee works three (3) or more hours

longer than a normal work day, the employee will be allowed at least one thirty (30) minute meal period prior to or during the overtime. Meal periods are unpaid.

#### **4.8 CALL BACK**

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back may be grounds for immediate disciplinary action, possibly including termination.

Non-exempt (FLSA covered) employees called back to duty will be paid their appropriate rate of pay for hours worked and paid the overtime rate for hours worked in excess of forty (40) per week. See Section 5.5 for more information on Call Back Pay.

An employee held over at the end of a shift is not considered called back.

#### **4.9 PAYROLL RECORDS**

The official payroll records are kept by the Finance Director. Each department head shall turn in work records to the Finance Department on the Monday morning following the last day of the two-week pay period.

Each employee shall sign their work record noting hours worked, leave taken and overtime worked. The department head shall review the work record and by his/her signature, approve the work record for processing. The City Manager shall sign work records for department heads. See Section 5.11 for more information about timesheets.

## SECTION 5 COMPENSATION

### 5.1 SALARY CLASSIFICATION AND GRADES

Each job title within the City is classified into one of the City's classifications for salary purposes. Each classification is designated a particular salary or salary range shown on the City's salary and wage schedule ordinance, which is approved annually by the City Council.

### 5.2 WITHIN-RANGE SALARY ADJUSTMENTS

The salary range is divided into six (6) steps, with five (5) percent increase between steps. Upon successful completion of one-year continuous service, an employee is eligible to progress from one pay step to the next higher pay step, provided performance has been evaluated as at least satisfactory. Employees reclassified or promoted become eligible to advance on their annual reclassification date or promotion date.

**City Manager Position Exempt.** The City Manager position is exempt from within-range salary adjustments and any salary adjustments shall be conducted pursuant to the employment agreement with the City Council.

### 5.3 EMPLOYEE PAY RATES

Employees shall be paid within the limits of the salary range to which their positions are assigned. Usually, new employees will start their employment at Step A for their classification. However, a new employee may be employed at a higher step than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting step greater than the minimum.

Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the City Manager may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

The City Manager may propose and the City Council may grant an across-the-board pay adjustment (cost-of-living increase) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

Any employee promoted or reclassified to a position in a higher classification and salary range shall be placed at the pay step in the new range which represents a pay increase.

### 5.4 OUT OF CLASSIFICATION PAY

Any employee required by the employee's department head to work in excess of two (2) consecutive scheduled work shifts in a higher job classification shall receive pay for all time worked in the higher classification. This would apply as soon as an employee begins a third consecutive work shift.

Payment will be at the lowest pay step in the higher classification or one-hundred five (105) percent times the regular position's base rate of pay, whichever is more. Non-worked hours are not authorized for out-of-classification payment. Employees are required to record all out-of-classification pay hours on the appropriate section of their work record.

**Set-Up Required by Law.** For the Public Works Departments, if state law or regulation requires that a foreman be present on the job-site and no foreman is present, then the department director shall designate a qualified employee to assume the duty of foreman and the employee shall be paid 105% of the employee's base wage rate during the period that the employee has assumed the foreman's duties.

The Public Works Director may further determine if a lead worker/person-in-charge is required to be present at a job site for more than two hours. In such case, the qualified employee appointed as the person-in-charge shall be paid 103% of the employee's base wage rate during the period of time the employee has assumed the responsibilities of the person-in-charge.

**Live Wire Work.** Employees who perform live wire streetlight work (not including bulb and photo cell replacement), shall receive 103% of the employee's base wage with a two-hour minimum guarantee.

**Work at Altitude.** Employees required to work at least seventy-five feet above ground shall be compensated for actual time worked at two times their base wage rate.

## **5.5 CALL BACK PAY**

Any full-time employee required by the employee's department head to work after completion of the employee's regularly scheduled shift shall receive pay for all hours worked at the overtime rate of pay.

Employees called back to work shall be paid a minimum of two (2) hours at the overtime rate of pay, regardless of the number of hours worked. An employee held over at the end of a shift is not considered called back.

When a non-exempt employee is called at home (excluding redirecting the call to another employee) to perform City business, the employee shall be compensated for one hour at the employee's overtime rate of pay for the first emergency/response call that does not require a return to City headquarters or the worksite to address and resolve the reported problem. Subsequent calls after the first hour of paid time shall be paid at the overtime rate of pay for the actual time spent to handle the call.

## **5.6 PAYMENT OF SALARY**

City employees are paid bi-weekly on Friday. If a payday falls on a recognized holiday, pay checks will be distributed the previous day.

Employees should review the pay stubs upon receipt to ensure that the amount paid is correct. Discrepancies must be reported to the Finance Department. Employees may elect to have their paycheck deposited directly into the account of their choice. If you wish to participate in the direct deposit program, please coordinate with the Finance Department.

**Statement of Earnings.** Statement of Earnings (Paycheck Stubs) will be distributed bi-weekly in such a manner as to not interfere with the normal work day. The Statement of Earnings includes information such as Gross Pay, Regular and Overtime Hours, Vacation, Holiday, Sick, and/or Personal Day Hours used; all applicable deductions, all available leave time available. The amount of Federal or State withholdings is affected by the number of exemptions claimed on Form W-4, the Employee's Withholding Allowance Certificate. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Personnel Officer.

## **5.7 DEDUCTIONS**

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee in writing, by applicable union contract, or by statute.

## **5.8 TRAVEL AWAY FROM THE CITY**

All travel away from the City must be approved in advance by the department head and the City Manager. Employees must submit travel requests on the "Training Attendance Request" form.

## **5.9 TRAVEL EXPENSE REIMBURSEMENT**

City employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the City, including food, lodging and travel expenses while away, but excluding any expenses for alcoholic beverages.

Tips not exceeding fifteen percent (15%) for meals, taxis, or baggage handling are reimbursable. If private automobiles are used, employees will be reimbursed at a rate the Internal Revenue Service allows per mile without supporting documents.

Requests for reimbursement, including receipts, shall be submitted on a "Travel Expense Claim" form signed by the employee, department head, and City Manager.

**Meals.** Meal reimbursements shall not exceed the amount for per diem meal reimbursement. Meals included with registration costs shall not be reimbursed. The City shall not reimburse an employee of any expenses associated with the purchase of alcohol. Per diem meal reimbursement rates are:

- Breakfast: \$10.00
- Lunch: \$15.00
- Dinner: \$25.00



**Hotel/Motel.** Reasonable hotel/motel accommodations are acceptable for travel more than fifty (50) miles from the City and will be reimbursed at a maximum of the single room rate.

**Incidental Expenses.** Allowable incidental expenses include baggage checking, business telephone, and one *brief* (generally, not exceeding five minutes) telephone call home to a family member every twenty-four (24) hour period.

#### **5.10 COMPENSATION UPON TERMINATION**

When an employee's employment with the City is terminated, the employee will receive the following compensation on the next regularly scheduled payday:

1. Regular wages for all hours worked up to the time of termination which have not already been paid,
2. Any overtime or holiday pay due, and
3. A lump sum payment of any accrued but unused vacation.

#### **5.11 TIMESHEETS**

All City employees must record all hours worked and all leave hours taken on a timesheet, and submit their timesheets to the Finance Department bi-weekly. All timesheets must be in the Finance Department by 10:00 AM the Monday preceding payday in order for an employee's pay to be processed for payday. Attendance records are City records, and care must be exercised in recording the hours worked, overtime hours, and absences. Both the employee and the supervisor are responsible for carefully and honestly completing the timesheets.

## **SECTION 6**

### **PERFORMANCE EVALUATIONS AND TRAINING**

#### **6.1 PERFORMANCE EVALUATIONS**

To achieve the City's goal to train, promote and retain the best qualified employee for every job, the City conducts periodic performance evaluations for all positions. The City Manager is responsible for developing and maintaining the City's performance evaluation program.

Employees are to be evaluated by their department head at the midpoint of and prior to the end of their working test period and usually once every twelve (12) months thereafter. Each department head will maintain a list of employee anniversary dates and timely evaluate employees in their departments.

The evaluation is part of an employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.

#### **6.2 TRAINING POLICY**

The City seeks, within the limits of available resources, to offer training to increase an employee's skill, knowledge and abilities directly related to City employment to obtain or maintain required licenses and certifications, and to develop staff resources.

Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

Any training that requires travel away from the City must be approved in advance by the department head and the City Manager as provided by the budget. Employees must submit travel requests on the "Training Attendance Request" form.

If a utility employee is required to have special certifications or licenses in order to be able to perform the employee's job duties, then the employee is responsible for obtaining the initial certifications or licenses at the employee's expense. The City will pay the cost of maintaining the certification or license. Any costs for required physical examinations will be paid by the City directly to a City-approved vendor or as a reimbursement when an employee uses another physician. The reimbursement amount when an employee chooses another physician will not exceed the amount that would have been paid to the City-approved vendor.

## SECTION 7 BENEFITS

### 7.1 RETIREMENT BENEFITS

**Social Security.** The City makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.

**Law Enforcement Officers' and Firefighters' Retirement System (LEOFF).** All regular uniformed employees in the police department are covered by the Law Enforcement Officers' and Firefighters' Retirement System (LEOFF). Benefit levels and contribution rates are set by the State of Washington.

**Public Employees Retirement System (PERS).** Most regular full-time and part-time non-uniformed employees are covered under the Public Employees Retirement System (PERS). Benefit levels and contribution rates are set by the State of Washington.

Employees intending to retire should notify their department head of their intent to retire at least three (3) months prior to the date of retirement.

**Deferred Compensation Plans.** The City provides two voluntary deferred compensation 457 plans for employees to contribute pre-tax dollars.

**Health Reimbursement Arrangement (HRA) VEBA.** The City has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest. Eligibility is limited to employees who retire from service with leave cash-out rights as provided in this manual. Employer contributions shall include the cash-out value of unused vacation leave accrued and available for cash-out upon retirement from service per Section 8.1.

### 7.2 DISABILITY BENEFITS (WORKERS' COMPENSATION)

All employees are covered by the State Workers' Compensation Program (Industrial Insurance). This insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, State Industrial Insurance will pay the employee for work days lost and medical costs due to job-related injuries or illnesses. All job-related accidents shall be reported immediately to the supervisor.

When an employee is absent for one or more days due to an on-the-job accident, he/she is required to file a claim for workers' compensation. If the employee files a claim, the City will continue to pay (by use of the employee's unused sick leave) the employee's regular salary pending receipt of workers' compensation benefits.

**Coordination of Benefits.** When the employee receives workers' compensation benefits, he/she is required to repay to the City the amount covered by workers' compensation and previously

advanced by the City. This policy is to ensure that the employee will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than he/she would have received had the injury not occurred.

Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account. Employees may supplement workers' compensation salary benefits by using accrued sick or other leaves to increase their workers' compensation disability payments up to an amount not to exceed their net pay if they were working their regular schedule. The City may require an examination at its expense, performed by a physician of its choice to determine when the employee can return to work and if he/she will be capable of performing the duties of the position.

Volunteers may be covered by the State Workers' Compensation Program. They must submit on a timely basis the hours volunteered to ensure proper contributions are made on their behalf for the time worked. Commissions, committees and boards are not covered under this provision.

### **7.3 HEALTH INSURANCE BENEFITS**

**Regular Full-Time Employees.** Regular full-time employees and their dependents are eligible to participate in the City's various insurance programs on the first day of the month following employment. The programs and criteria for eligibility will be explained upon hire.

The City contributes toward the cost of premiums in the amounts authorized by the City Council. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees.

**Regular Part-Time Employees.** Regular part-time employees will be entitled to benefits as authorized by the City Manager and City Council.

**Temporary Employees.** Temporary employees will not be eligible for insurance coverage.

### **7.4 LIFE INSURANCE BENEFIT**

The City provides life and accidental death and dismemberment insurance for regular full-time employees. This coverage is effective the first day of the month following employment. Said policy amount shall be at the sum of one (1) times the annual salary, rounded to the next one thousand (1,000) dollars plus the dollar value of the accrued sick leave as of December 1 of the prior year, rounded to the nearest one thousand (1,000) dollars (to the maximum available through the City's insurance). The City may provide the term insurance policy through any insurance company approved by the State Insurance Commissioner. The program will be explained upon hire.

### **7.5 LONG TERM CARE INSURANCE BENEFIT**

The City provides long term care insurance for eligible active and retired LEOFF I employees.

## **7.6 CONTINUATION OF INSURANCE COVERAGE**

**Workers' Compensation Leave.** An employee receiving workers' compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The City also continues to pay for the employer's portion of health insurance premiums, provided that the employee continues to pay their share of premiums, if any.

After six (6) months, the employee's benefits shall cease unless the City Manager makes an exception based on the criteria stated in Section 1.4 of these policies. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time he/she receives workers' compensation benefits.

**Consolidated Omnibus Budget Reconciliation Act (COBRA) rights.** Upon an employee's termination from City employment or upon an unpaid leave of absence, at the employee's option and expense, the employee may be eligible to continue City health insurance benefits to the extent provided under the federal COBRA regulations.

An administrative handling fee over and above the cost of the insurance premium may be charged the employee or his/her dependents who elect to exercise their COBRA continuation rights.

**Termination, retirement, leave of absence.** For eligible employees who terminate, retire or are on an approved leave of absence, the City will pay the premium for the month the employee is leaving, provided the employee is on paid status for the first ten (10) days of the month.

## **7.7 UNEMPLOYMENT COMPENSATION**

City employees may qualify for State Unemployment Compensation after termination from City employment depending on the reason for termination and if certain qualifications are met.

## **7.8 RETURN FROM UNPAID LEAVE**

Upon return from an unpaid leave, an employee's benefits, leave accruals, and insurance coverage will commence on the first day of the month following the return date.

## **7.9 EMPLOYEE ASSISTANCE PROGRAM**

As provided in the budget, the City may pay all or part of the premium cost for regular full-time and part-time employees' enrollment in an approved Employee Assistance Program (EAP). The EAP is a consultation and referral service to assist employees in resolving a variety of problems which may interfere with the employee's productivity on the job. Under the EAP, employees may seek consultation and referral for a variety of problems including emotional, marital, drug and alcohol abuse, family problems, and other situations. After consultation, the employee may be referred to sources where treatment may be obtained. The cost of the initial consultation is paid by the City; however, treatment by the referral source will be the responsibility of the employee. Some of the treatments may be covered by the City's medical insurance programs. Contact your department head or the Personnel Officer to obtain the current phone number for the EAP. Most contacts you make with the EAP are considered strictly confidential.

#### **7.10 WELLNESS PROGRAM**

The City has an AWC-approved ongoing Wellness Program which focuses on health, fitness, and wellness issues by promoting positive lifestyle choices among City employees and their families (Resolution No. 1151, adopted October 26, 2010). This program helps to stabilize the cost of insurance programs and can help lower insurance premium rates. In addition, the Wellness Program can increase employee productivity and performance, reduce stress and enhance the quality of life. As provided in the budget, the City may pay a portion of wellness programs for employees.

## SECTION 8 LEAVES

### 8.1 VACATION LEAVE

Each regular full-time employee is entitled to vacation leave as follows:

<u>Years of Employment</u>	<u>Vacation Hours Earned</u>
1 - 2 years	88 hours
3 years	96 hours
4 years	104 hours
5 years	112 hours
6 years	120 hours
7 years	128 hours
8 years	136 hours
9 years	144 hours
10 years	152 hours
11 - 14 years	160 hours
15 - 19 years	176 hours
20 years or over	184 hours

**Accrual and Use.** Vacation time accrues from date of hire and may be taken as it is accrued after successful completion of the working test period. An employee who separates from City service prior to successful completion of the working test period shall not be entitled to receive annual leave or pay for any vacation hours accrued.

**Scheduling.** Department heads are responsible for scheduling employees' vacations without undue disruption of department operations. As a general guideline, leave requests for one week or more duration should be submitted at least thirty (30) days in advance.

**Maximum Accrual.** The maximum number of vacation hours which may be accrued is two hundred forty (240) hours. Vacation time in excess of two hundred forty (240) hours shall be used or forfeited.

**FLSA Exempt Employees.** FLSA exempt employees will receive an additional forty (40) hours annual vacation.

**Employment Termination.** Employees will be paid for unused vacation time upon termination of employment.

**Vacation Time Sell-Back.** Within the limits of available resources, once annually during the last quarter of the year, an employee may request to sell back unused vacation time, provided the accrued vacation leave is not reduced to less than eighty (80) hours. The City reserves the right to

limit an employee's request if the department's budgeted appropriations, in the City Manager's opinion, appear insufficient to pay the amount requested.

**Regular Part-Time Employees.** Regular part-time employees will receive vacation on a pro-rata basis based on the established number of hours in their regularly scheduled work week.

**Casual, Seasonal, and Temporary Employees.** Employees under these classifications are not eligible for any vacation benefits.

**Leave Without Pay.** Employees do not accrue vacation benefits during a leave without pay.

## **8.2 PAID SICK LEAVE**

**Accrual and Use.** All full-time regular employees accrue paid sick leave benefits at the rate of eight (8) hours for each calendar month of continuous employment. Regular Part-Time, Casual and Seasonal employees accrue sick leave pro-rated to their Full-Time Equivalent status (i.e., a 0.5 FTE employee would earn 4 hours of sick leave per month). All employees accrue at least one hour of paid sick leave for every 40 hours worked.

**Availability.** Employees are entitled to use their accrued, unused paid sick leave beginning on the 90<sup>th</sup> calendar day after the start of their employment.

**Maximum Accrual.** Paid sick leave granted and not used shall accrue up to a total of one thousand nine hundred forty (1,940) hours. Accrued sick leave is canceled upon termination of employment.

### **Allowable Uses of Paid Sick Leave.**

Employees may use accrued, unused paid sick leave:

- To care for their health needs or the health needs of their family members;
- When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
- For absences that qualify for leave under the state's Domestic Violence Leave Act.
- Employers may allow employees to use paid sick leave for additional purposes (i.e. medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day); exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others; use of a prescription drug which impairs job performance or safety; and additional leave beyond bereavement leave for a death in the immediate family, as authorized by the City Manager).

**Doctor's Documentation.** A doctor's certificate shall be required when an employee is absent for a period in excess of five (5) days.

The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job.



Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the City.

**Regular Part-Time Employees.** Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked.

**Leave Without Pay.** Employees who use all their accumulated sick leave and other leave accruals and require more time off work due to illness or injury may, with their department head's prior approval, request a leave without pay. (See 8.6 Leave Without Pay.)

Employees do not accrue sick leave benefits during a leave without pay.

**Unused Sick Leave.** Employees will not be paid for any unused sick leave upon leaving City service for any reason.

**Temporary Employees.** Temporary employees do not earn sick leave benefits.

### **8.3 FAMILY AND MEDICAL LEAVE**

The City complies with the federal Family and Medical Leave Act of 1993 (FMLA) and all applicable state laws related to family and medical leave.

#### **Definitions:**

**Serious health condition (family leave)** means an illness, injury, impairment or physical or mental condition of a child, parent or spouse which warrants the participation of a family member to provide care during a period of the treatment, or supervision of the child, parent or spouse and also involves either an:

1. inpatient facility, or
2. continuing treatment or supervision by a health care provider.

**Serious health condition (employee)** means an illness, injury, impairment or physical or mental condition that involves:

1. any period of incapacity or treatment in connection with inpatient care, any period of incapacity requiring absence from work of more than three (3) calendar days, and
2. also involving continuing treatment by (or under the supervision of) a health care provider or continuing treatment (or under the supervision of) a health care provider for:
  - a. a chronic or long-term health condition that is either incurable or so serious that if not treated, would likely result in a period of incapacity of more than three (3) calendar days, or

- b. for prenatal care.

**Family Leave Eligibility.** The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees to take up to twelve (12) weeks of unpaid, job-protected in a twelve (12) month period for certain family and medical reasons.

To be eligible, an employee must have worked for the City for a least 12 months and has at least one thousand two hundred fifty (1,250) hours of service for the City during the twelve (12) month period immediately preceding the leave. There also must be at least fifty (50) employees working for the City.

**Reasons for Taking Leave.** Unpaid FMLA leave is granted for any of the following reasons:

1. The birth of a newborn child or a newly adopted child who is under the age of 18 or a child just placed with the employee for foster care. Leave must conclude within 12 months of birth, adoption, or placement.
2. To care for a qualified family member who has a serious health condition and needs the employee's care;
3. For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
4. For any qualifying exigency arising out of the fact that a qualified family member is a military member on covered active duty or call to covered active duty status.

**Substitution of Paid Leave.** At the employee's request or the employer's request, certain kinds of paid leave may be substituted for unpaid FMLA leave. Accrued vacation may be substituted for any type of FMLA leave. Accrued sick leave may be substituted only in the circumstances where the City's policies or state law allow employees to use that paid leave. Under the law, employees in Washington State are entitled to use their choice of sick leave or other paid time off, including certain disability plans to care for:

- a child with a health condition that requires treatment or supervision;
- a spouse, parent, parent-in-law, or grandparent, who has a serious health condition or an emergency health condition; and,
- children 18 years and older with disabilities that make them incapable of self-care.

The Family Care Act allows employees to use earned sick leave to care for a sick child under the age of 18 years. Employees may use available sick leave or other paid time off, including vacation time and certain disability plans, to care for immediate family members identified by RCW 49.46.210. An employer is prohibited from discharging, demoting, or disciplining employees for exercising their rights under the law. Violations of the Family Care Act provisions may result in a civil penalty. All employees who have paid-leave benefits in Washington State are covered by this law, regardless of the size of the employer.

If an employee has any sick leave available that may be used for the kind of FMLA leave the employee is taking, the City requires use of that paid sick leave as part of the FMLA leave. Use of vacation time for FMLA leave is also an option.

If an employee uses paid leave for a purpose which FMLA leave would be available, the City requires the employee to designate their paid leave as counting against the employee's FMLA leave allowance. Employees are to notify the City if they use paid leave for a reason covered by the FMLA so that proper accounting is made for the leave.

**Advance Notice and Medical Certifications.** Employees must provide at least thirty (30) days advance written leave notice to their department head, with specific reasons for the medical leave. If circumstances do not allow giving the required notice, employees are to give notice as soon as possible.

Prior to approving the request, the City may require confirmation from a health care provider of the need for and probable duration of the leave requested for a serious health condition. Such notice must be provided within fifteen (15) days of the date of request. If planned medical treatment is required, employees are required to make a reasonable effort to schedule so as to minimize disruption to City operations.

**Intermittent Use of Leave.** If medically necessary because of a serious health condition and under some circumstances, FMLA leave may be taken in blocks of time or by reducing the normal weekly or daily work schedule.

If FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to City Manager approval.

**Benefits While on Leave.** Employees will be allowed to have medical and dental coverage continued under the same conditions as before their leave commenced. Except in certain circumstances, if an employee does not return from leave, the City may recover all insurance premiums it paid to continue the employee's coverage while on leave.

Employees taking family or medical leave are required to exhaust their accrued vacation and sick leave first at the beginning of the leave.

Taking an unpaid family leave will not cause employees to lose employment benefits which accrued before the start of the leave, such as seniority. However, employees will not accrue these benefits during the unpaid family leave.

**Periodic Reporting.** Employees taking leave for more than two (2) weeks, must report to the City at least every two (2) weeks on their status and intent to return to work.

**Leave Related to Pregnancy.** Employees taking leave for the disability phase of pregnancy or childbirth while they are physically unable to work, will have the time counted against the annual

twelve (12) week FMLA leave allowance. For example, if an employee takes six weeks of FMLA leave for childbirth to recover from childbirth, the employee is entitled to only six (6) weeks of FMLA leave after that to care for the new child.

Employees are entitled to unpaid leave for the full period of the physical disability resulting from pregnancy and childbirth, even if the employee is disabled for more than twelve (12) weeks, and even if the employee does not qualify for leave under the federal law.

**Return from Leave.** Upon returning from a family leave, employees will generally be assigned the same or a substantially similar position as the one held when the leave commenced or to a position with equivalent pay, benefits, and other conditions of employment.

Employees must provide a medical certification of Fitness for Duty to return to work after a medical leave that extends beyond five (5) consecutive working days, that involves a mental disability or substance abuse, or where the medical condition and employee's position are such that may present a serious risk of injury to the employee or others. See Section 9.9 for more information about the fitness for duty examination.

#### **8.4 BEREAVEMENT LEAVE**

Regular full-time and part-time employees may receive paid leave for up to three (3) days bereavement leave, which will be deducted from the employee's accrued sick leave and/or vacation leave, in the event of the death of an immediate family member as defined in Section 1.7. Additional hours may be granted upon approval of the department head and City Manager.

#### **8.5 SICK LEAVE SHARING**

A medical condition, illness or injury is defined as a physician certified case or a medical condition, illness or injury which is of an extraordinary or severe nature and which has caused or is likely to cause the employee to:

1. Go on leave of absence without pay; or
2. Terminate City employment; and
3. Will not include any mental, emotional or stress related medical condition, illness, claims or injuries except for periods during hospitalization or institutional internment.

**Authorization.** The City Manager may permit a regular full-time or part-time employee to receive sick leave donations from other qualified employees if:

1. The condition meets the definition;
2. The employee's absence and the use of shared sick leave are justified;
3. The employee has depleted or will deplete his/her annual vacation leave and sick leave accruals;

4. The employee has abided by all personnel rules regarding sick leave use, including physician certification; and
5. The employee has diligently pursued and been found to be ineligible for State Industrial Insurance benefits or other government or private disability insurance benefits.

**Process.** The City Manager will determine the sick leave amount which an employee may receive in donations which cannot exceed a total of three hundred forty-nine (349) hours of donated sick leave upon the following considerations:

1. Donated sick leave will be utilized in order of receipt in eight (8) hour increments;
2. In the instance where an illness or injury qualifies an employee for workers' compensation or other disability insurance benefits, the employee's access to shared sick leave will only be for the difference between the employee's base wage rate and the amount paid the employee by the benefits, to the extent of available shared sick leave, if any;
3. An employee with sick leave accrual more than one hundred ninety-two (192) hours may request the City Manager to transfer a specified amount of sick leave to another employee authorized to receive sick leave;
4. In no event may the employee request transfer of an amount that would result in his/her own sick leave accrual under one hundred ninety-two (192) hours; and
5. The amount of sick leave time transferred which remains unused will be returned to the employee(s) who transferred the leave when the City Manager finds the leave is no longer needed.

Employees who request donated hours will be required to submit medical documentation supporting the need for the leave completed by a board certified medical physician. Medical certification must be sufficient to document how the condition qualifies under one of the state or federal protected leave acts. Medical certification requests will be administered in accordance with relevant laws and regulations.

## **8.6 LEAVE WITHOUT PAY**

The City Manager may grant leaves of absence without pay in appropriate circumstances. In order to receive leave without pay the employee must submit a written request to the City Manager after obtaining the permission of his/her department head. Failure to return upon expiration date of the leave may be cause for negative employment action.

## **8.7 JURY AND WITNESS LEAVE**

Employees shall be granted time off with pay to serve on a jury or as a court witness. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

It is expected that employees will report to work if there is a break during jury duty where the employee is not required to report to the courts.

You must provide your supervisor with a copy of the jury duty summons as soon as possible after receiving it. Notification is to be given to the department head and Finance Department.

## **8.8 ADMINISTRATIVE LEAVE**

On a case-by-case basis, the City may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used in the best interests of the City as determined by the City Manager during the pendency of an investigation or other administrative proceeding.

## **8.9 MILITARY LEAVE**

**Military Training.** Employees who are members of the National Guard or federal reserve military units are entitled to paid leave for a period of up to fifteen (15) calendar days per year, or any greater period required by law, for performing ordered active duty training.

If active duty training exceeds fifteen (15) calendar days, the employee will take accrued vacation leave and then leave without pay.

Employees are required to provide their supervisor with copies of military orders as soon as possible after they are received.

**Leave for Active Duty.** Employees who are called to or volunteer for active duty military service *in excess of* fifteen (15) calendar days will be placed on an indefinite unpaid leave of absence during the time the employee is serving in active duty status with any branch of the United States Armed Forces or state militia.

The employee may, at his/her option, use any or all of accrued vacation leave prior to moving to unpaid status. Any unused leave accruals remaining at the time the unpaid leave begins will be held until the employee returns to active employment with the City. The employee will not earn additional vacation or sick leave during the time of unpaid leave nor will he/she be entitled to health insurance benefits except as may be provided for under COBRA.

Reinstatement upon return from military service will be determined in accordance with applicable federal and state law.

## 8.10 HOLIDAYS

The following are recognized as paid holidays:

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

The employee must be on paid status the day prior and day after a holiday to qualify for holiday payment.

**Floating Holiday.** In addition to the above holidays, each regular full-time employee shall be granted eight (8) hours floating holiday time each calendar year; provided the employee has worked or is scheduled to work four (4) consecutive months in the calendar year. Accumulated holiday time shall be taken in the year it is accrued or it is lost.

**Condition of Payment.** As a condition of payment for holidays, an employee must be in a paid status the scheduled work day immediately preceding a holiday and the scheduled work day immediately following the holiday, unless excused by the City Manager.

**Holiday Work.** Non-exempt regular full-time or part-time employees will be paid for the holiday plus two (2) times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the City Manager or his/her designee.

**Regular Part-Time Employees.** A regular part-time employee is not entitled to compensation for a holiday unless the day it is observed falls on the employee's regular scheduled work day. Regular part-time employees will be paid on a pro-rata basis based on the established number of hours in their work week.

## 8.11 RELIGIOUS HOLIDAYS

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the City Manager or his/her designee approval, take the day off using vacation, floating holiday, or leave without pay.

## **8.12 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES**

Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are as follows:

**Regular Part-Time Employees.** All leaves, including holidays are pro-rated. Pro-rated means the ratio between the number of hours in the employee's normal work schedule and forty (40) hours per week. The City may pay a pro-rata cost of premiums for medical, dental or life insurance for regular part-time employees as authorized by the City Manager and provided for in the annual budget.

**Casual, Seasonal, and Temporary Employees.** Employees under these classifications are not eligible to receive benefits, including leaves, holidays and insurance, except sick leave as required by law.



## **SECTION 9**

### **EMPLOYEE RESPONSIBILITIES AND CONDUCT**

#### **9.1 GENERAL CODE OF CONDUCT**

All “ employees are expected to represent the City to the public in a professional manner which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and department head.

**Minimum standards of personal conduct.** Since the proper working relationship between employees and the City depends on each employee's on-going job performance, professional conduct and behavior, the City has established certain minimum standards of personal conduct. Among the City's expectations are:

1. Basic tact and courtesy towards the public, vendors, and fellow employees;
2. Adherence to City policies, procedures, safety rules and safe work practices;
3. Compliance with directions from supervisors;
4. Preserving and protecting the City's equipment, grounds, facilities and resources;
5. Avoiding any action that might result in or create the impression of using their position for private gain, giving preferential treatment or privileged information to any person, or losing impartiality in conducting the City's business; and
6. Providing orderly and cost efficient services to its citizens.

The City is a relatively small organization. To function as efficiently as possible, employees may be asked to perform seemingly "menial" duties outside their regular assignments. It is no reflection on an employee's worth to the City, but a necessary arrangement for most small organizations.

To make the most efficient use of personnel, the City also reserves the right to change employees' work conditions and the duties originally assigned. If these arrangements become necessary, the City expects employees' best cooperation.

#### **9.2 OUTSIDE EMPLOYMENT AND CONFLICT OF INTEREST**

The position that all regular employees hold with the City is viewed by the City as that employee's primary job. Due to the high standards and emergency service expectations of the public for all City employees, all outside employment will be approved in advance by the department head and City Manager.

Employees may engage in another job outside their City employment as long as it does not conflict with the best interests of the City or interfere with the employee's ability to perform his/her City job. Specifically, outside activities may not:

1. Prevent the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
2. Be conducted during the employee's work hours;
3. Utilize City telephones, computers, supplies, or any other resources, facilities or equipment;
4. Be with a firm which has contracts with or does business with the City; or
5. Be reasonably perceived by members of the public as a conflict of interest or otherwise discredits public service.

**Conflict of Interest.** No employee shall use his/her position for personal gain and shall avoid conflict of interest or the appearance of conflict of interest.

### **9.3 REPORTING IMPROPER GOVERNMENTAL ACTION**

**General Policy.** In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, and Resolution No. 494, employees are encouraged to disclose any improper governmental action taken by City officials or employees without fear of retaliation.

This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution.

#### **Key definitions:**

**"Improper Governmental Action"** is any action by a City officer or employee that is:

1. Undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment, and
2. In violation of any federal, state or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds.
3. "Improper governmental action" does not include personnel actions (hiring, firing, complaints, promotions, reassignment, for example). In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

**"Retaliatory Action"** is any material adverse change in the terms and conditions of an employee's employment.

**"Emergency"** is a circumstance that if not immediately changed may cause damage to persons or property.

**Procedure for Reporting Improper Government Action.** Employees who become aware of improper governmental action should follow this procedure:

1. Bring the matter to the attention of his/her supervisor, if non-involved, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as soon as the employee becomes aware of the improper action.
2. Where the employee believes the improper action involves the supervisor, the employee may raise the issue directly with the City Manager.
3. The City Manager or his/her designee, shall promptly investigate the report of improper government action. After the investigation is completed (within ten (10) work days of the employee's report), the employee shall be advised of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.
4. If the employee is not satisfied with the results of the investigation, he/she may request reconsideration in writing within five (5) work days of receipt of the City Manager's written response. The City Manager has three (3) work days to advise the reporting employee in writing whether reconsideration will be granted. If granted, the City Manager has five (5) work days from the date reconsideration is granted to complete additional investigation and provide the employee with a written response.
5. If the employee is still dissatisfied with the response, he/she may disclose the complaint to an outside agency or organization (Office of the Attorney General, Office of the State Auditor, or Office of Pierce County Prosecutor) for further review.

An employee who fails to make a good faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation, pursuant to RCW 42.41.030.

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may bypass the above procedure and report the improper action directly to the appropriate government agency responsible for investigating the improper action.

Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the City to determine whether an improper government action occurred, or that insufficient action was taken by the City to address the improper action or that for other reasons the improper action is likely to recur.

**Protection Against Retaliation.** It is unlawful for a local government to take retaliatory action because an employee, in good faith, provided information that improper government action occurred. Employees who believe they have been retaliated against for reporting an improper government action should follow the following procedure.

### **Procedure for Seeking Relief Against Retaliation.**

1. Employees must provide a written complaint to the City Manager within thirty (30) days of the occurrence of the alleged retaliatory action. The written charge shall specify the alleged retaliatory action and the relief requested.
2. The City Manager shall investigate the complaint and respond in writing within thirty (30) days of receipt of the written charge.
3. After receiving the City's response, the employee may request a hearing before a state Administrative Law Judge (ALJ) to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The request for hearing must be delivered within the earlier of either fifteen (15) days of receipt of the City's response to the charge of retaliatory action or forty-five (45) days of receipt of the charge of retaliation to the City Manager for response.
4. Within five (5) working days of receipt of a request for hearing the City shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an ALJ. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence in the hearing. The ALJ will issue a final decision not later than forty-five (45) days after the date of the request for hearing, unless an extension is granted.

**Policy Implementation.** The City Manager or designee is responsible for implementation, making the policy available to any employee upon request, and providing the policy to all newly hired employees. Officers, department heads and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility.

### **9.4 POLITICAL ACTIVITIES**

City employees may participate in political or partisan activities of their choosing provided that City resources, time, and property are not utilized, and the activity does not adversely affect the responsibilities of employees in their positions. Employees may not campaign on City time or in a City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities.

Any employee who meets with or may be observed by the public or otherwise represents the City to the public, while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours.

Employees shall not solicit, on City property or City time, for a contribution for a partisan political cause.

An employee shall not hold an appointed or elected public office of the City when the holding of such office is incompatible with or substantially interferes with the official duties of the employee's job.

Except as noted in this policy, employees are otherwise free to fully exercise their constitutional First Amendment rights.

## **9.5 SMOKING AND TOBACCO POLICY**

It is the City's policy to maintain a safe, healthful, and aesthetically pleasing work environment by prohibiting smoking and use of tobacco products. Smoking is defined to include the use of tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes. For these considerations, smoking, including vaping, is prohibited on all City-owned property, and the City prohibits smoking, including vaping, and tobacco use by employees in all City facilities, including City-owned buildings, vehicles, work sites, and offices or other facilities rented or leased by the City, including individual employee offices. Smoking is permitted on public right-of-way or where posted "Smoking Permitted" signs are located. This policy applies equally to all employees, customers, and visitors.

Employees are expected to exercise common courtesy and to respect for the needs and sensitivities of coworkers with regard to the smoking policy. Smokers have a special obligation to not abuse break and work rules and to keep smoking areas litter-free. Complaints about smoking issues should be resolved at the lowest level possible but may be processed through the City's grievance procedure.

Employees are protected from retaliatory action or from being subjected to any adverse personal action for exercising or attempting to exercise his/her rights under the smoking and tobacco policy. Any violation of this policy may result in appropriate corrective disciplinary action, up to and including termination.

Employees may contact the Personnel Officer for information regarding the effects of smoking and the availability of smoking cessation programs

## **9.6 SENSITIVITY TO FRAGRANCES AND ODORS**

Employees are asked to be considerate of those who are sensitive to fragrances and odors and avoid using scented products in the workplace. If you use a fragrance or scented product, please use it sparingly.

A general guideline for fragrances and scented products is that they should be barely detectable at an arm's length away, or if it can be smelled by a reasonable person at a distance of between three and four feet away, it is too strong. If there is a question whether a scent is too heavy, err on the side of caution.

When using products such as air fresheners in your work area, please be considerate and coordinate with your coworkers with regard to any sensitivity issues from certain scents.

## **9.7 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS**

The City furnishes desks, closets, and/or lockers for security of employee coats, purses, and other personal possessions. The City does not assume responsibility for any theft or damage to the personal belongings of employees, and reserves the right to search employee desks, lockers, and personal belongings brought onto City premises, if necessary.

## **9.8 DRIVER'S LICENSE REQUIREMENTS**

As part of the requirements for certain specific City positions, an employee may be required to hold a valid Washington State Driver's license.

If an employee's license is revoked, suspended or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify his/her department head and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her department head.

Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action up to and including discharge.

## **9.9 USE OF CITY VEHICLES AND EQUIPMENT**

**City Vehicle Use.** City-owned vehicles may be operated for authorized use only. Vehicles will not be taken home during off-duty hours except as approved by the department head and/or City Manager.

Vehicles must be legally and appropriately operated and/or parked. Violations issued to the driver will be the responsibility of the driver, not the City.

City employees will set a proper example of safe driving practices. Pursuant to Washington law, anyone operating or riding in City vehicles must wear seat belts at all times. Employees shall comply with the laws related to cell phone use and distracted driving.

Smoking, tobacco use, or vaping in City vehicles is not permitted. Transporting other persons in City vehicles will be allowed only when the person is accompanying an employee to a City meeting or official function or otherwise authorized by the department head and/or City Manager.

**Personal Vehicle Use.** Employees may use personal vehicles for official City business when no City vehicle is available and with the prior approval of the department head or City Manager. Upon authorization, employees using their personal vehicles will be reimbursed at the Internal Revenue Service rate established per mile.

**Driving Record.** Employees will be required to authorize for initial and continuous employment a driving record check if their jobs involve driving in the course of City business. A driving record check will be conducted once each calendar year by the Personnel Officer.

Employee drivers shall have and maintain a good driving record and a current, valid driver's license with proper endorsement(s), if required for the job.

Employees who drive personal vehicles in the course of City business will be required to provide information about personal automobile insurance coverage.

**Accidents.** Employees driving a City-owned vehicle or a privately owned vehicle in the performance of official duties who become involved in an accident resulting in personal injury or property damage shall:

1. Request all parties remain at the accident scene, if possible, until a law enforcement representative has released them;
2. Have all collisions regardless of the amount of property damage investigated by the police agency having jurisdiction or as they select another authority;
3. Refrain from making statements regarding the accident with anyone other than the investigating law enforcement representative, City official and insurance representative;
4. Forward a copy of all police reports with attached statements to the Risk Manager;
5. If injured, follow procedures as required for reporting of on-the-job injuries including reporting promptly to supervisor or department head for evaluation/investigation; if needed, dial 9-1-1 for medical aid and be accompanied by supervisor or department head to doctor or hospital; complete the employee's portion of the Department of Labor & Industries Accident Report Form and submit to doctor; and complete Employee's Report of Accident form and submit it to the Risk Manager or Safety Committee.

**Equipment Use.** City equipment, including vehicles, should be used by employees for City business only. An employees' misuse of City services, phones, vehicles, equipment or supplies can result in disciplinary action including termination.

**Cellular Phone and Smartphone Use.** Cellular phones and smartphones provided by the City are intended for City business. Except as allowed in this policy, employees are discouraged from using City-owned cellular phones or smartphones for personal use and must never use them for private business or political purposes. The City Manager, in consultation with the City's department heads, will determine the need for an employee to be issued a City-owned cellular phone or smartphone.

Use of City cellular phones or smartphones for illegal, unethical, or sexual purposes or that interferes with or affects the ability of the employee to perform their duties is expressly prohibited. City employees have no expectation of privacy in the use of City-owned cellular phones or smartphones. Any information or data transmitted via a City-owned cellular phone or smartphone will be captured and retained in compliance with the City's retention obligations under State law, and may be subject to public disclosure.

Any personal use of City-owned cellular phones or smartphones that results in additional costs to the City, above the City's normal costs for its cellular phone plan, must be paid by the employee. Personal use of City-owned cellular phones and/or smartphones that does not interfere with the performance of official duties and which do not result in any added costs to the City, is an allowed "de minimus" use of City resources.

The City Manager and City department heads are responsible to ensure that all City-owned cellular phones and smartphones are inventoried and a current, accurate inventory is maintained. Except where a shared cellular phone for a department is approved, responsibility for every City-owned cellular phone and smartphone shall be assigned to a City employee. The City employee assigned the phone shall be responsible for use that occurs on the phone and payment for any added cost due to personal use.

Any City employee who uses a City-owned cellular phone or smartphone inappropriately, or in violation of this policy shall be subject to appropriate disciplinary action, up to and including termination.

#### **9.10 SAFETY/SECURITY**

The safety of employees and the public is a primary responsibility of each employee. Every employee is responsible for maintaining a safe work environment and following the City's safety policies as included in the City's Accident Prevention Program.

Employees are required to promptly report all unsafe or potentially hazardous conditions to their supervisor immediately.

Endangerment of other employees or the public may result in immediate disciplinary action up to and including discharge. The City will make every effort to remedy problems as quickly as possible.

Employees assigned or provided safety clothing or equipment are required to wear or utilize that clothing or equipment. Failure to do so may result in disciplinary action.

In case of any on the job accident involving a personal injury, employees shall immediately notify their supervisor, department head or Personnel Officer.

**Bloodborne Pathogens.** Since being exposed to a bloodborne pathogen may lead to sicknesses such as hepatitis, AIDS, or malaria, and since the City wants to assure employees will have as safe and healthy work environment as possible, it is the policy of the City to comply with all statutory obligations for the prevention of exposure to bloodborne pathogens.

Employees in the Fircrest Police Department should familiarize themselves with the Department's Exposure Control Plan (Appendix C) and follow it at all times.

**Safety Committee.** The Safety Committee will function in accordance with state (WAC 296-800-130) and federal laws and will maintain direct communication with management in all areas of safety.



The Committee will consist of two employees (Risk Manager and Safety Officer (Facilities staff)) appointed by the City Manager and three employees elected by employees. Meetings will be held at least every other month.

**Fitness for Duty Examination.** A fitness for duty examination may be required when the City reasonably believes that an employee's job performance may be impaired due to a health problem or the employee may pose a risk to the safety of the employee or others. This examination is a mechanism for identifying whether and to what extent an employee may be unable to perform his/her essential job functions effectively or could endanger the safety of others, him/herself, or City property. The City will choose a qualified health care professional to conduct the examination on a case-by-case basis. The employee's status during the duration of the examination will be evaluated on a case-by-case basis; options include, but are not limited to, relieving the employee of certain duties, assigning different duties, or sending the employee home under appropriate leave status. If the examination concludes that the employee is not fit for duty, the City will continue the interactive process with the employee in compliance with applicable laws, including the Americans with Disabilities Act, Washington Law Against Discrimination, and the Family and Medical Leave Act to determine if and when the employee can be returned to work or regular duties.

#### **9.11 SOLICITATIONS**

Most forms of selling and solicitations for other than City sponsored events are inappropriate in the work place. Solicitations can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of City or employee property. The following limitations apply:

1. Persons not employed by the City may not solicit, survey, petition, or distribute literature on City premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor.

Exceptions to this rule may be made by the City Manager in special circumstances where the City determines that an exception would serve the best interests of the organization and employees. An example of an exception might be the United Way campaign or a similar, community-based fund-raising effort.

2. Employees may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal or break periods.

Soliciting employees who are on non-work time may not solicit other employees who are on work time. Employees may not distribute literature for any purpose during work time or in work areas.

The employee lunchroom is considered a non-work area under this policy.

#### **9.12 ACCEPTANCE OF GIFTS**

Employees are not permitted to solicit or receive a gift, loan, favor, entertainment, or other thing of monetary value if it is or appears to be solicited, received, or given with the intent to give or obtain

special consideration or influence to any job-related action by the employee. This policy does not prohibit the following:

1. Attendance at a hosted meal provided in conjunction with a seminar, conference or gathering which relates directly to City business or which is attended as a staff representative;
2. An award publicly presented in recognition of public service;
3. An occasional non-monetary gift (such as fruit, flower, candy given to the City) having a monetary value of \$50.00 or less when the gift is offered without obligation or the appearance of obligation; and
4. Any gift which would have been offered or given to the employee regardless of City employment.

### **9.13 PROFESSIONAL AND CIVIC ASSOCIATIONS**

The City Manager may authorize department heads to be active participants in civic and service organizations whose activities may benefit or otherwise affect the citizens of Fircrest.

Department head memberships must be authorized and approved by the City Manager. Membership costs may be reimbursed for various community based groups, if provided for in the annual budget. The City Manager may limit the number of appointed officials to any given organization.

### **9.14 SUBSTANCE ABUSE**

The City's Drug-Free Work Place Policy prohibits illegal drugs, including marijuana, in the work place and provides for taking appropriate personnel action against employees who are convicted of drug related crimes.

The term "drug" shall mean a substance taken into the body, in any form, which may impair mental facilities and/or physical performance, and shall include alcohol, marijuana, and any controlled substances as identified in RCW Chapter 69.50.

The City's philosophy on substance abuse has two focuses:

1. concern for the well-being of the employee; and
2. concern for the safety of other employees and the public.

**Availability of Rehabilitation or Treatment.** As part of the City's Employee Assistance Program, employees who are concerned about their alcohol or drug use are encouraged to seek counseling, treatment and rehabilitation.

Although the decision to seek diagnosis and accept treatment is completely voluntary, the City is fully committed to helping employees who voluntarily come forward to overcome substance abuse

problems. In most cases, the expense of treatment may be fully or partially covered by the City's benefit program.

Employees are encouraged to contact the EAP for more information. In recognition of the sensitive nature of these matters, all discussions will be kept confidential. Employees who seek advice or treatment will not be subject to retaliation or discrimination for seeking advice or treatment.

**Use of Medication.** An employee taking prescription or non-prescription medication which may affect the employee's ability to work or may affect the safety of the employee, co-workers, or the public is required to notify his/her supervisor prior to commencement of work. The supervisor will make a fitness for duty determination.

**When Job Performance is Affected.** Although the City is concerned with rehabilitation, it must be understood that disciplinary action may be taken when an employee's job performance is impaired because he/she is under the influence of drugs or alcohol on the job.

1. The City may discipline or terminate an employee possessing, consuming, selling or using alcohol, marijuana, or controlled substances (other than legally prescribed) during work hours.
2. The City may also discipline or terminate an employee when ongoing use of alcohol, marijuana, or controlled substances impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the City or others.

**Substance Abuse Policy for operators of Commercial Motor Vehicles.** City employees who hold commercial driver's licenses (CDLs) and who operate commercial motor vehicles while employed by the City are subject to additional rules and regulations imposed by the federal government.

These regulations require urine drug testing and alcohol breath testing in the following circumstances:

1. Pre-employment;
2. Reasonable suspicion;
3. Post-accident;
4. Return to duty testing;
5. Random testing.

CDL holders who test positive must be removed from service and are subject to discipline, up to and including termination. CDL holders should consult the City's Drug and Alcohol Testing Policy for Employees Who Operate Commercial Vehicles for the additional details concerning these rules.

**Drug-Free Work Place.** The City complies with the federal Drug-Free Work Place Act and has adopted policies as follows:

1. The manufacturing, distribution, dispensation, possession and use of unlawful drugs, marijuana, or alcohol on City premises or during work hours by employees is strictly prohibited.
2. Employees also must notify the City within five (5) days of any conviction for a drug violation in the workplace.
3. Violation of this policy can result in disciplinary action, including discharge. Continued poor performance or failure to successfully complete a rehabilitation program are grounds for termination.

**Drug Testing:** The City requires pre-employment drug tests and may require an employee to undergo testing for drugs when it has reasonable cause or suspicion to believe an employee may be in violation of the City's Drug-Free Work Place policy. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination.

#### **9.15 BULLETIN BOARDS**

The City maintains bulletin boards for posting information as required by federal or state law as well as to provide information to employees. Posting of materials on City bulletin boards is restricted to materials deemed appropriate by the City. Employees need authorization of the City Manager to post other materials on bulletin boards.

#### **9.16 EMPLOYEE ATTIRE, UNIFORMS, SPECIAL EQUIPMENT AND CLOTHING**

In order to enhance and maintain a professional image to the general public, all employees should maintain the highest standards of personal cleanliness and grooming and shall present a neat and business-like appearance during working hours. (Union employee dress codes are already covered in their collective bargaining agreements). In times of extreme weather or when you must accommodate a medical condition then exceptions to this policy may be granted.

The City may require the wearing of uniforms or special clothing or the use of special equipment. When such requirement exists, the City will pay for the purchase of such uniform, clothing or equipment. The employee is required to wear or utilize the clothing or equipment in accordance with City policy and practice. Failure to wear or utilize such uniform, equipment or clothing may result in disciplinary action up to and including discharge.

#### **9.17 CONTACT WITH THE NEWS MEDIA**

The City Manager shall be responsible for all official contacts with the news media during working hours, including answering of questions from the media. The City Manager may designate specific employees to give out procedural, factual or historical information on particular subjects.

#### **9.18 USE OF CITY COMPUTERS**

While the City encourages and supports use of computer systems as a means of improving productivity, certain restrictions are necessary to avoid improprieties, ensure that established standards are met, and maintain appropriate security of computerized data.

A fundamental restriction relates to the policy that City computer systems are to be used for official City business purposes only. City computer systems are not to be used for personal correspondence or other personal use during or outside City business hours.

### **Responsibilities:**

- **Employees:** The procedures described in this policy are to be followed by all employees who use City computer systems.
- **Supervisors:** All supervisors of employees who use computers are responsible for ensuring that subordinates adhere to this policy.
- **Information Systems Department (INS):** The INS is available to assist department users in the acquisition and use of computer systems. The City Manager is responsible for enforcing this policy.

### **Definitions:**

**"Application"** is the system, process or problem to which a computer, program or software is applied.

**"Data File"** is the collection of data accumulated for a definite use. Examples include word processing documents, spreadsheets, databases, etc.

**"Hardware"** is the electric, electronic, and mechanical equipment used to process data. Examples include the central processing unit, keyboard, monitor, printer, etc.

**"Program"** is a unique set of instructions created by City staff or by consultants that tell the computer how to perform a function or series of functions.

**"Software"** is a set of programs that tell the computer how to perform a function or series of functions, usually created by commercial firms for sale and general use in specific types of applications. Examples include Word, Excel, AUTOCAD, etc.

**"Template"** is a stored pattern of instructions or macros, developed in software, for performing the same repetitive process on different sets of data.

### **Procedure:**

1. **Use of Software or Hardware.** To ensure compatibility between computer systems and provisions of adequate user support, the City has established standard software and hardware for commonly used applications.

Use of specialized software or hardware other than those standard products may be authorized through a special use policy.

The use of unauthorized, non-standard software on City computer systems is prohibited. Consequently, employees shall not install or use unauthorized software or hardware, including personally owned software or hardware, on City computers. Non-standard hardware or software, if discovered, will be reported to the immediate supervisor of the user. It will be the responsibility of the supervisor to notify the City Manager.

2. **Installation of Software and Hardware.** Improper installation of software or hardware can damage a computer system or cause it to malfunction. Consequently, all software and hardware are to be installed by a competent person as directed by the Department Manager. Any moving, relocating, or rearranging of computer hardware should also be reported to the Finance Department so the E.R.R. records can be updated.
3. **Ownership and Confidentiality.** All software, programs, applications, templates, data, and data files residing on municipal computer systems or storage media or developed on municipal computer systems are the property of the City.

The City retains the right to access, copy, change, alter, modify, destroy, delete or erase this property. Computer data files containing confidential or sensitive data should be treated accordingly and should not be removed from the workplace without proper authorization.

4. **Copying Software, Programs, Applications, Templates, etc.** Users should notify the City Manager or his/her designee and receive proper authorization before attempting to copy software. In many cases, copyright laws and/or licenses for commercial software, programs, applications, and templates used by the City prohibit making multiple copies.

The City and its employees are required to abide by the federal copyright laws and to abide by all such licensing agreements.

5. **Back-Up of Data Files.** Employees are encouraged to regularly back up computer data files in order to avoid irretrievable loss through hardware failure. At a minimum, all computers should be backed up onto tape, if available, once a week.
6. **Use of Employee Computers to Work on City Data Files.** Employees who own personal computers may wish to use them for work at home. Those who choose to do so must adhere to this policy with regard to use of City-owned software or data files.

Use of outside computers introduces the risk that a "computer virus" could infect City computer systems. Data files should be checked by virus-detecting software before copying them back to City computers.

7. **Portable Computers.** The use of laptops, notebooks, or other portable computers must comply with all the aforementioned policies. When not in use, portable computers must be stored securely. If they must be left in a vehicle, they should be securely locked in the trunk. If taken offsite, portable computers must either be in direct control of an authorized employee or physically secured accessible only to authorized employees. Storage of confidential information on portable computers should be limited. If confidential data is stored on a portable computer, it must be encrypted in accordance with applicable policies

and regulations. Portable computers are more susceptible to damage, both due to their portable nature and their relatively fragile construction. Users are expected to take precautions to ensure that laptops are not stolen, lost, or damaged. If laptops are lost, stolen, or otherwise damaged such that they cannot be restored to normal working order, the employee may be responsible for the prorated cost of the laptop (first year: 100%; second year, 75%; third year, 50%; fourth year, 25%). In case of theft, damage, or loss, the user must file a report with the Information Services Manager promptly.

#### **9.19 PERSONAL PHONE CALLS**

Use of City phones for local personal phone calls should be kept to a minimum. Employees are not permitted to make personal long-distance phone calls that are charged to the City. However, if City business creates an unforeseeable need for the employee to work late, a *brief* long-distance personal call for the purpose of notifying a family member is permitted.

## **SECTION 10**

### **DISCIPLINE AND TERMINATIONS**

#### **10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION**

Employees are responsible to the public and are held to a high standard of performance to maintain the public trust. In pursuing Fircrest's goal of excellence in City service, the mission of employees is to provide efficient, courteous, professional services to enhance the quality of life for employees and the community.

The following examples of types of inappropriate work behavior that may result in discipline up to and including discharge are listed as illustrative and not comprehensive.

1. Falsification of any work, personnel, or other City records;
2. Unauthorized use of City property and taking or removal of City funds or property;
3. Unauthorized use of position for personal gain or advantage; acceptance of unlawful gratuities or bribes;
4. Insubordination or other disrespectful conduct;
5. Being on the job in possession of, distributing, selling, or using alcohol, marijuana, or controlled substances or under their influence. (The only exception to this rule shall be for an employee using or possessing a controlled substance prescribed by a doctor if such employee has given his/her supervisor prior notice of such use and/or possession and such use does not impair safe and/or efficient work performance.);
6. Unauthorized disclosure of confidential information;
7. Poor performance; inability, inefficiency, negligence, or concealing defective work;
8. Excessive absenteeism or tardiness or failure to report in when absent or tardy; insufficient reasons for absenteeism; loitering, shirking duties, failing to assist others in a work situation;
9. Smoking or vaping in any unauthorized area or creating of fire hazards in any area;
10. Violation of duties or personnel policies or any other City policy or rule;
11. Making malicious, false, or derogatory statements that are intended or could reasonably be expected to damage the integrity or reputation of the City or employees, on or off premises, including on social media, except that no employee will be subject to discipline for conduct protected by the First Amendment;
12. Disorderly conduct, including fighting on the premises, violence or threats of violence, rudeness, harassment, discrimination, intimidation, coercion, use of obscene language, gesture or lack of courtesy to the public or fellow employees;
13. Failure to observe safety practices, rules, regulations, and instructions or failure to promptly report on-the-job injury or accident involving an employee, equipment, or property;
14. Possession of weapons in the work place, except as authorized by the City;



15. Conviction of a gross misdemeanor or felony which could adversely impact the employee's ability to perform job duties;
16. Dishonesty or lying.

This list contains examples of inappropriate work behavior and is not exhaustive. It is not intended to and does not modify the status of any employee employed "at-will." The examples are presented for guidance only and are not intended to nor do they establish or limit the basis upon which the City may make disciplinary or termination decisions.

## 10.2 POSSIBLE DISCIPLINARY ACTIONS

These policies are furnished to all employees to inform them of expected behavior and work performance. Breaches of behavior expectations or unsatisfactory work performance may result in disciplinary action, at the discretion of the City, in disciplinary action.

The disciplinary alternatives are provided as a means of facilitating the resolution of employment issues, but are not meant to modify or alter the at-will status of an employee. Disciplinary action, in the sole discretion of the City, may include one or more of the following:

1. **Oral Warning.** The supervisor will discuss behavior and performance problems with the employee on an informal basis. Such discussion may be temporarily documented in the supervisor's file, but not in the employee's personnel file.
2. **Written Warning.** This is a formal written disciplinary action for misconduct, inadequate performance or repeated lesser infractions. Written warnings are placed in the employee's personnel file. The written warning may include the nature of the infraction, suggestions to correct the conduct or improve performance and clear warning that repeated instances or lack of improvement will result in further disciplinary action.
3. **Suspension.** This is a temporary, paid or unpaid absence from duty which may be imposed as a penalty for significant misconduct and the action is made a part of the employee's personnel file.
4. **Demotion.** An employee may be demoted to a position for which they qualify for lesser pay and responsibility as a disciplinary action when determined appropriate by the City Manager. Demotions cannot be considered if it would result in laying off another employee who would not have otherwise been laid off.
5. **Discharge.** See paragraph 10.3(5) below.

Each of these actions is independent of the other and need not follow the sequence listed above.

The choice of what discipline to apply in any particular case is solely the City's. Employees who are exempt from overtime laws will not be suspended without pay for disciplinary purposes for periods less than a full workweek, unless the infraction involves violation of safety rules of major significance.

### 10.3 TERMINATION

Termination from employment with the City may be for a number of reasons including:

1. **Resignation.** An employee may initiate termination of employment by choosing to leave City employment voluntarily.

An employee should provide two (2) weeks written notice of resignation. These time limits may be waived by the City Manager. Failure to provide appropriate notice may result in ineligibility for rehire and a resignation not in good standing.

2. **Retirement.** Voluntary retirement from active employment status initiated by the employee.
3. **Layoff.** The City Manager may lay off employees for lack of work, budgetary restrictions, reorganization or other changes that have taken place. Employees will be given two (2) weeks written notice stating the reason for the layoff.

Temporary employees or employees who have not completed their working test period will be laid off before regular employees are affected.

In determining who will be laid off, the City Manager will evaluate the needs of the City and identify which position(s) have the least impact to the City. Further consideration usually will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal, as determined by the City. In the event that a layoff is expected, the City of Fircrest will attempt to communicate information about an impending layoff as soon as practicable.

Employees who are laid off may be eligible to be re-employed if a vacancy occurs in a position for which they are qualified.

4. **Medical.** If an employee has a physical or mental impairment that prevents him/her from performing the essential duties of the employee's position and the employee cannot be reasonably accommodated, the employee or the City may institute termination for medical reasons.

The City may require an examination at its expense performed by a physician of its choice prior to termination. Failure to submit to such a request may result in a discharge from employment.

5. **Discharge.** It is hoped employment relationships with the City will be long-term; however, it is recognized that at times things do not develop as hoped and the City may decide to terminate the employment relationship. An employee may be involuntarily discharged from City employment for any of the reasons listed below:

- a. During or at the end of employee's working test period with or without cause;
- b. At-will; and
- c. For-cause employees may be discharged as a result of disciplinary action for unsatisfactory performance, for inappropriate conduct; or due to loss of skills

certification or other conditions which would make the employee unable to satisfactorily perform the job or be unfit for service.

Prior to termination of employment, the employee may participate in an exit interview normally conducted with the department head and/or City Manager during which the employee's benefits, rights and responsibilities following termination are explained. At the exit interview employees are expected to return all City property.

#### **10.4 PRE-TERMINATION HEARING**

In the case of involuntary termination of an employee for cause, other than working test employees, the City will conduct a pre-termination hearing. The pre-termination hearing serves as a check against mistaken decisions and as an opportunity for an employee to furnish additional facts before a termination decision is finalized. The employee shall be provided with a notice of the recommendation for termination. The notice shall include an explanation of the charges on which the recommendation is based, and the time and date for a pre-termination hearing. If the employee fails or refuses to appear, the termination may proceed.

Pre-termination hearings will be presided over by the City Manager or a designated representative. The hearings are intended to be informal. The employee may show good reason(s) why he/she should not be terminated. The employee may bring one person to the hearing as a representative.

Usually within five (5) working days after the pre-termination hearing, the City Manager will issue a decision on whether there are reasonable grounds to believe the charges against the employee are true and support termination. A longer review period may be required in more complex situations.

#### **10.5 DEMOTION**

If qualified, an employee may be demoted to another position of lesser pay and responsibility as a disciplinary action when determined appropriate by the City Manager. Demotions cannot be considered if it would result in laying off another employee who would not have otherwise been laid off.

#### **10.6 RETURN OF CITY PROPERTY**

Prior to release of a terminated employee's final pay check, the employee will be required to return to the City all property in his/her possession or assigned to him/her including but not limited to:

1. Equipment, tools, and cellular phones;
2. Keys;
3. Manuals and written or electronic materials/computer access codes; and
4. Protective equipment and uniforms.

The property not returned or lost will result in appropriate legal action being taken to reclaim the property or recover the value of the property not returned.

## **SECTION 11**

### **COMPLAINT PROCEDURES**

#### **11.1 COMPLAINT PROCEDURES**

A "complaint" is defined as an action by an employee alleging that he/she has not been treated fairly concerning the administration of these personnel policies or other administrative policies of the City. No punitive action will be carried out against an employee for using the following procedure.

This complaint procedure does not apply to claims of discrimination, sexual harassment, or reports of improper governmental action. Separate procedures apply to these types of complaints. (See 2.6 Harassment/Discrimination Complaint Procedure, or 9.3 Reporting Improper Government Action.)

#### **Complaint Procedures.**

1. Employees discuss the problem with their supervisor. The supervisor will reply within five (5) work days, unless mutually agreed that additional time is needed.
2. Employees who feel the problem is not resolved to their satisfaction with the supervisor or they disagree with how personnel policies have been applied, should discuss the matter with their department head. He/she will respond within five (5) work days after receipt of complaint unless it is mutually agreed that additional time is needed.
3. Employees who remain dissatisfied with the response from the department head can submit the problem in writing to the City Manager. The written complaint needs to include a description of the problem and the remedy sought and must be filed within twenty (20) work days after first becoming aware of the circumstances.

The City Manager may meet with the parties involved and will prepare a written response within ten (10) work days of the meeting unless mutually agreed that additional time is needed. The City Manager may bring in a third-party to help resolve the problem. The City Manager's response and decision are final and binding.

## Memo

**To:** Mayor and Councilmembers  
**From:** Lindsay Chambers, Interim Finance Director  
**CC:** Bob Jean, Acting City Manager  
**Date:** May 9, 2023  
**Re:** 1st Quarter 2023 Financial Report

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This report is based on the completed Financial reports as of March 31, 2023.

There are several charts attached. Please refer to each as they are reviewed.

### GENERAL FUND REVENUES

General Fund Revenues for the 1st Quarter of 2023 are close to anticipated.

General Fund Revenue Pie Chart (Figure A): This chart shows the year to date (YTD) revenue collected in the General Fund by category. While 25% of the fiscal year is completed, total General Fund revenue is at 17.9% of budget. The primary reason for being below 25% is that Property tax, as reviewed below, is due twice per year and largely received in May and November. Total taxes make up over half of General Fund Revenue. This delay is one reason we designate a portion of fund balance for cash flow purposes.

Total General Fund Revenue Chart (Figure B-1): This chart shows how total General Fund revenue compares to previous years for the 1<sup>st</sup> Quarter.

Total Taxes Chart (Figure B-2): This category consists of General and EMS Property taxes, Zoo tax, Retail Sales & Use tax, Local Criminal Justice, Gas, Garbage, Cable, Telephone, Water, Sewer, and Storm Drain tax.

The largest lines in the taxes category include General Property tax, Retail Sales tax, Local Criminal Justice tax and Garbage tax.

General Property Tax Chart (Figure B-3): This chart shows how General Property tax revenue compares to previous years for the 1<sup>st</sup> Quarter. Property tax is due to Pierce County on April 30<sup>th</sup> for the 1<sup>st</sup> half and October 31<sup>st</sup> for the 2<sup>nd</sup> half. The City receives the revenue the following month. As of 3/31/23 the total received was 3% of budget, which is comparable to previous years.

Retail Sales Tax Chart (Figure B-4): This chart shows how Retail Sales Tax revenue compares to previous years for the 1<sup>st</sup> Quarter. For 2023 it is at 24% of budget. Historically this tax trends upward during the summer months and again in late fall before the holidays.

Gas Utility Tax (Figure B-5) and Telephone Tax Chart (Figure B-6): These charts show how revenue compares to previous years for the 1<sup>st</sup> Quarter. Gas Utility tax is received quarterly from PSE and continues to trend upwards. Telephone tax, on the other hand, is still trending downwards from previous years.

Total Licenses & Permits Chart (Figure B-7): This chart's category consists of Franchise Fees, Business Licenses, Building, Mechanical, Plumbing, and Sign Permits, and Investigation Fees. As mentioned in the 2022 year-end report, the 4<sup>th</sup> Quarter Non-Compete fee was received late from Tacoma, as shown in January 2023. As of 3/31/23 the total received was 24.1% of budget. The 1<sup>st</sup> Quarter fee was received late from Tacoma as well, in April of 2023.

Total Intergovernmental Revenue Chart (Figure B-8): This chart's category consists of revenue received from other government agencies and includes City Assistance, Criminal Justice Programs, DUI, Liquor Excise Tax, Liquor Board Profits, and grant revenue. Most of these are received on a quarterly basis. As of 3/31/23 the total received was 16.3% of budget. State revenues are close to expected; grant revenue is typically received as a reimbursement after it's been billed to the granting agency.

Total Other Services & Charges Chart (Figure B-9): This chart's category consists of Passport Fees, Planning Permits, Site Development, Plan Checking Fees, Ruston Court Contract Revenue, Swimming Pool Revenue and Recreation Fees. Instructor Based Revenue is based on revenue collected, with a percentage collected going to the Instructor. Recreation fees are all above expected, due to increased program capabilities of the new Community Center. As of 3/31/23 the total received was 24.9% of budget. We will see an increase in June through August when the pool is open.

Total Fines & Forfeits Chart (Figure B-10): This category consists of revenue received from the Fircrest Court, Investigative Fund Assessments and DUI Investigative Fund Assessments. As of 3/31/23 the total received was 21.7% of budget. This continues to trend downwards over previous years due to various changes in the legislature.

Total Miscellaneous Revenue chart (Figure B-11): Total Miscellaneous Revenue consists of Interest, Space & Facility Rentals, Donations, and other miscellaneous revenues. The large amounts in February 2019 and 2020 are donations for the pool project from the Edwards Family. Their more recent donations were recorded in the Park Capital Fund. As noted in the 2022 year-end report, Investment Interest is up considerably due to the Federal Funds

Rate being elevated to combat inflation. As of 3/31/23 the total received was 35.5% of budget.

## **GENERAL FUND EXPENDITURES**

If you look at the General Fund Expenditures list (Figure C-1), the General Fund Actual to Budget Chart (Figure C-2) and the Expenditures by Department Chart (Figure C-3) you can see the total expenditure for each department and how it compares to the budgeted amounts along with the percentage spent in the 1<sup>st</sup> Quarter. The total spent including Capital and Transfers as of 3/31/23 was \$1,469,555 or 19.3% of the General Fund Budget. Ideally, we should be at 25% or less.

## **OPERATING REVENUE TO EXPENDITURES COMPARISON**

The Actual Revenue Over/(Under) Expenditures Chart (Figure D) shows the effect on ending fund balance (EFB). When revenues exceed expenditures Ending Fund Balance is increased and vice versa.

General Fund: If we look at the 1<sup>st</sup> quarter General Fund operating revenue of \$1,250,812 compared to the operating expenditures of \$1,423,189, we see that revenue is \$172,377 less than expenditures. When including capital, transfers and non-revenues the Fund Balance decreased by \$210,489 as of 3/31/23. Keep in mind that in May and November we will be receiving a large amount for property taxes.

Other Funds: Also included in Figure D are comparisons for the Street, Storm, Storm Capital, Water, Water Capital, Sewer, Sewer Capital, ERR, and REET Funds. The proprietary (Storm, Water, Sewer) funds receive most of their revenue in the even months when billing cycles are due, so the negative fund balances are to be expected during the 1<sup>st</sup> Quarter.

## **AVAILABLE CASH BALANCES**

The Available Cash per Fund (Figure E) shows the current available cash per fund after reserves for cash flow and Assigned/Restricted are separated out. This amount is what is available for future capital costs, emergencies and unexpected expenditures not included in the adopted budget.

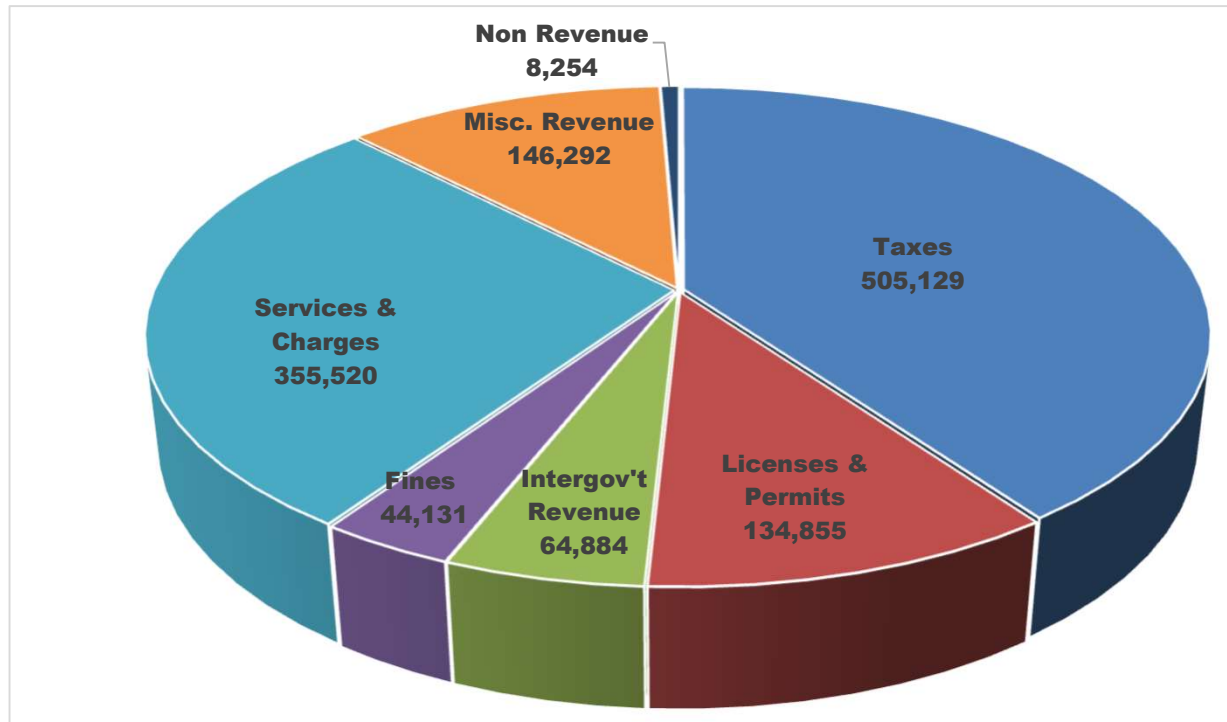
## **CONCLUSION**

Overall, the financial analysis for 1<sup>st</sup> Quarter looks comparable to previous years. Revenues are close to expected, expenditures are below budget in most departments/funds, but Fund Balance is decreased in nearly half of the funds. Looking at 2<sup>nd</sup> Quarter data available as of today, expenditures are still trending higher than revenues in many of the funds, but revenue will catch up in some of them as Property Taxes and grant funds are received.

This report does not take into account changes from the Budget Amendment approved in April which used just over \$100,000 of General Fund Ending Fund Balance. There are also items already identified for the next Budget Amendment that may use Fund Balance. It will be important to watch expenditures accordingly during this year, along with interest rates which could impact revenue. This report along with line-item details can be found at the City of Fircrest's website at [cityoffircrest.net](http://cityoffircrest.net).

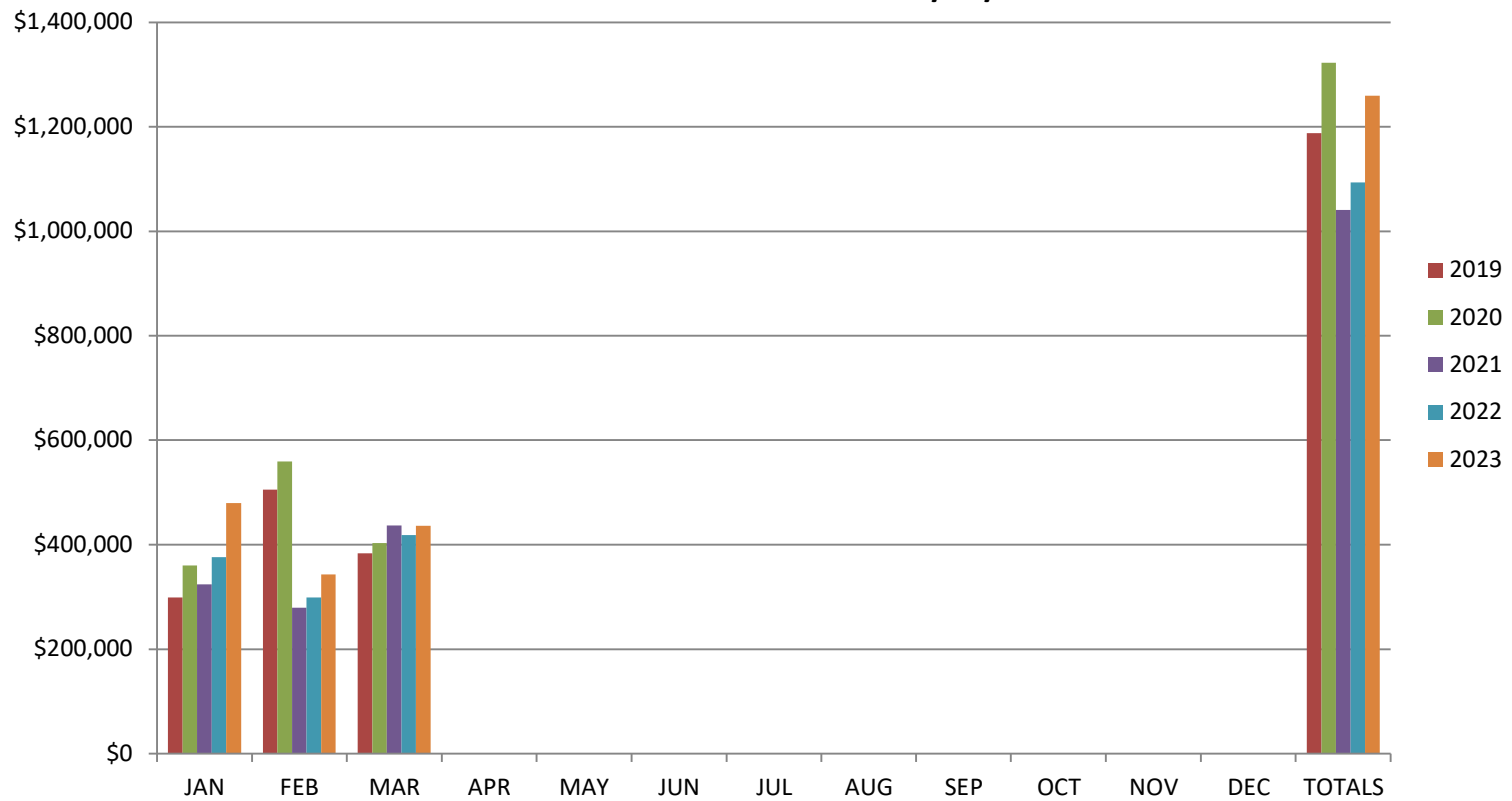


**City of Fircrest**  
**Figure A**  
**General Fund Revenue as of March 31, 2023**

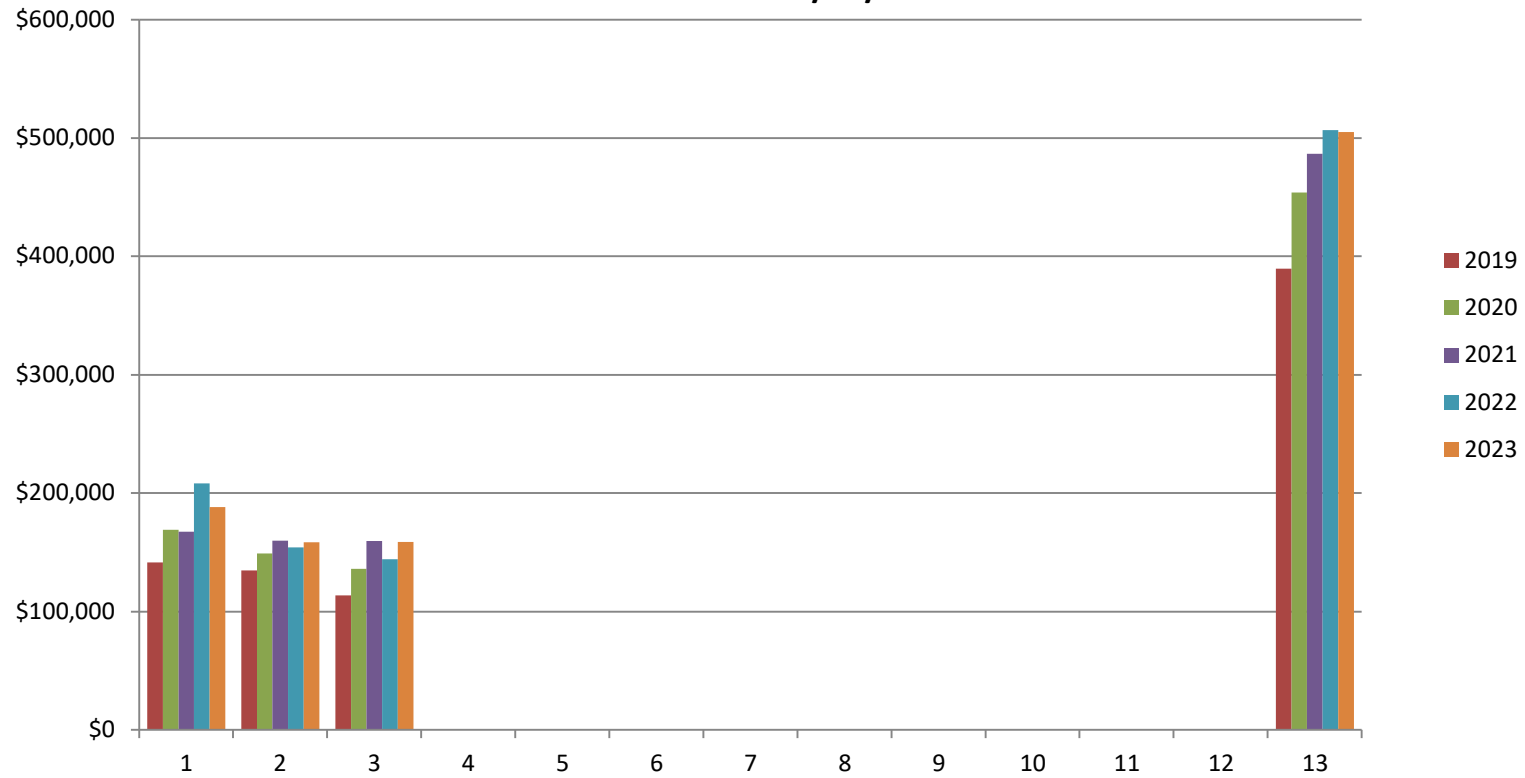


	<u>YTD 3/31/2023</u>	<u>Budget</u>	<u>%</u>
Taxes	505,129	4,032,654	12.5%
Licenses & Permits	134,855	560,000	24.1%
Intergov't Revenue	64,884	397,955	16.3%
Fines & Forfeits	44,131	203,800	21.7%
Services & Charges	355,520	1,425,522	24.9%
Misc. Revenue	146,292	412,453	35.5%
Non Revenue	<u>8,254</u>	<u>0</u>	<u>0.0%</u>
TOTAL GEN FUND REV	1,259,066	7,032,384	17.9%

**City of Fircrest Figure B-1**  
**TOTAL GENERAL FUND REVENUE AS OF 3/31/2023**

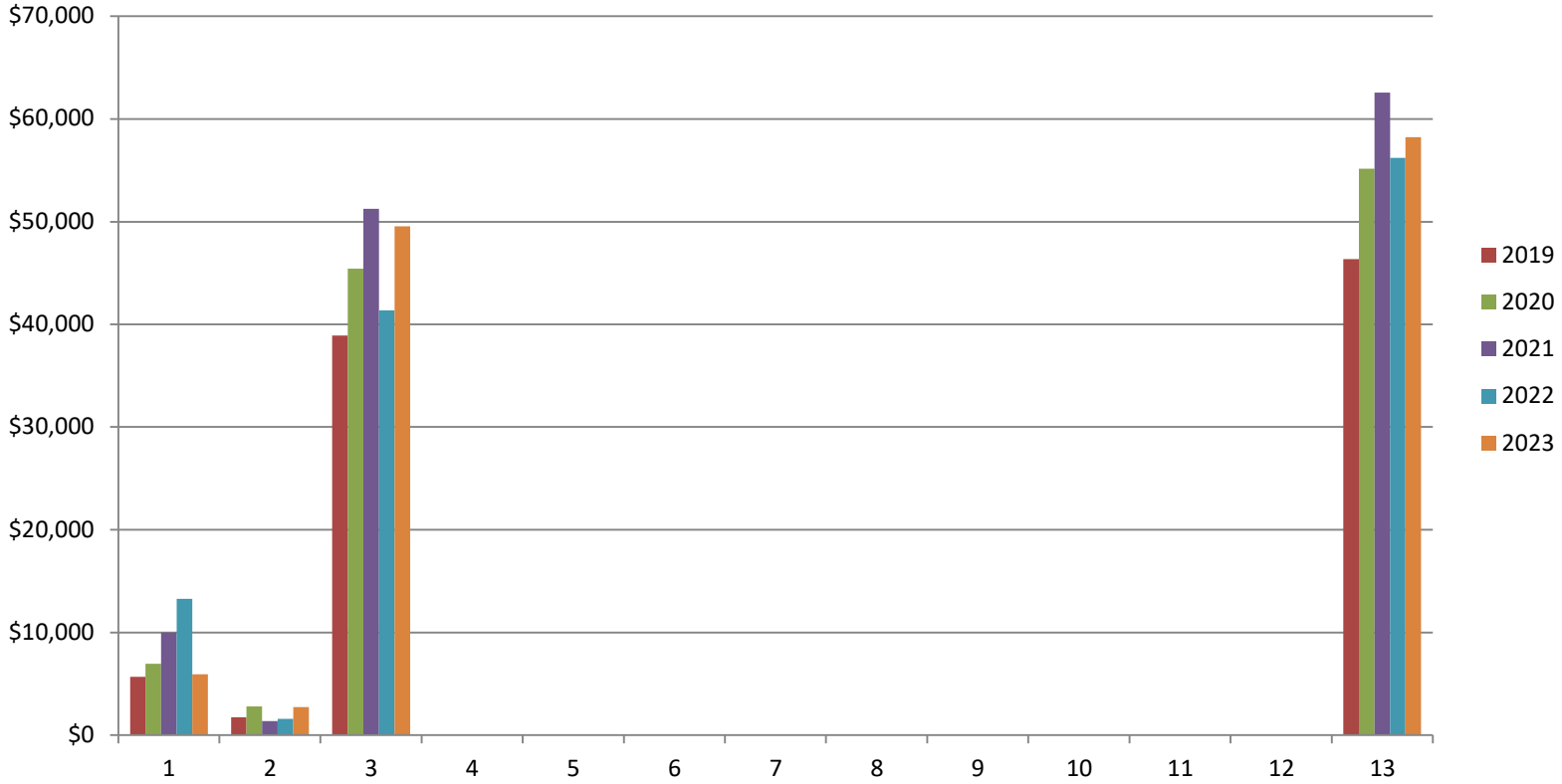


**City of Fircrest Figure B-2**  
**TOTAL TAXES AS OF 03/31/2023**

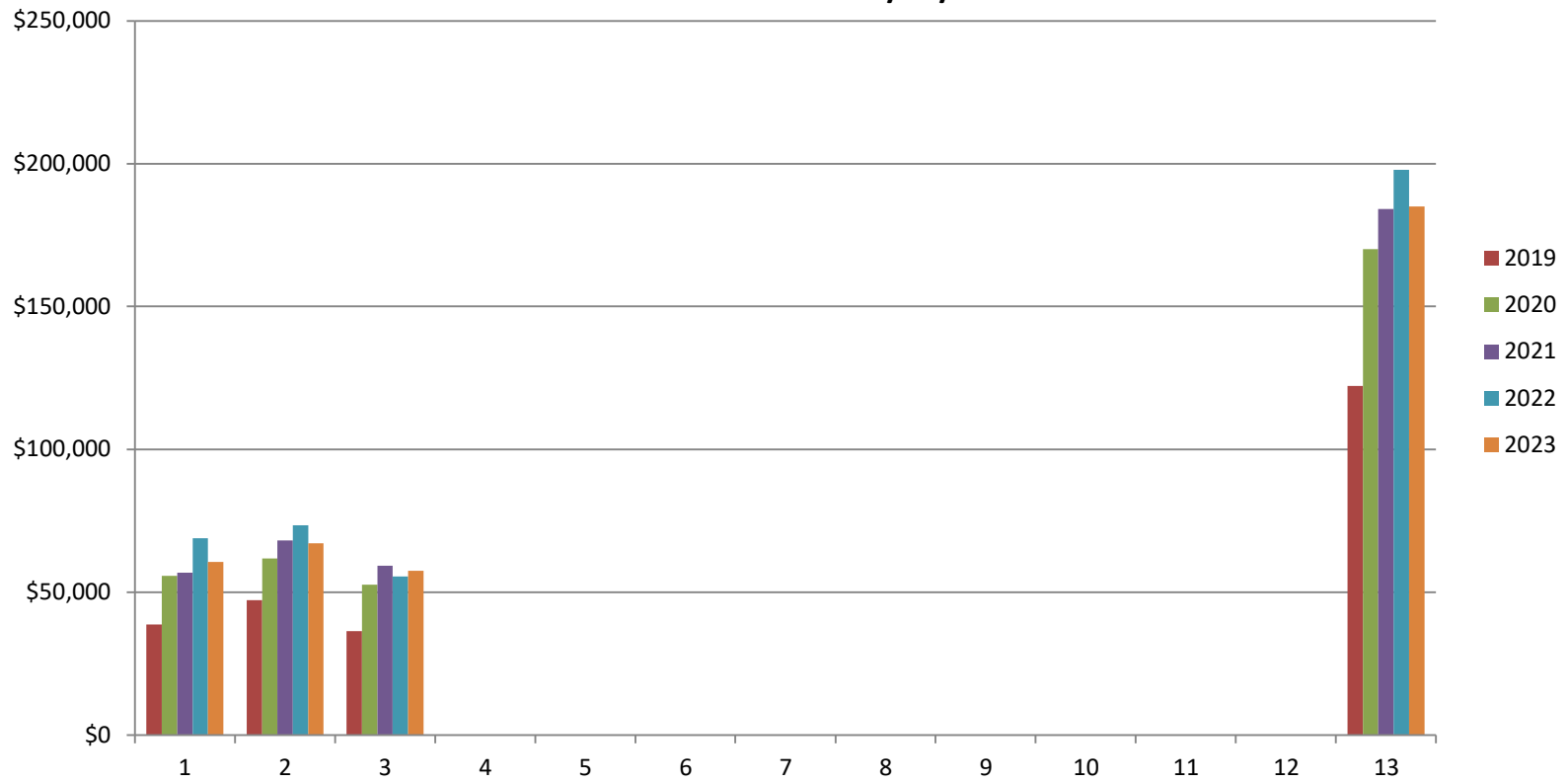


Taxes include General Property, EMS, Retail Sales and Use, Zoo, Local Criminal Justice, Storm, Water, Sewer, Gas, Garbage, Cable, and Telephone. The major source of revenue in this category is property tax, which is limited by law to a 1% increase collected from the previous year.

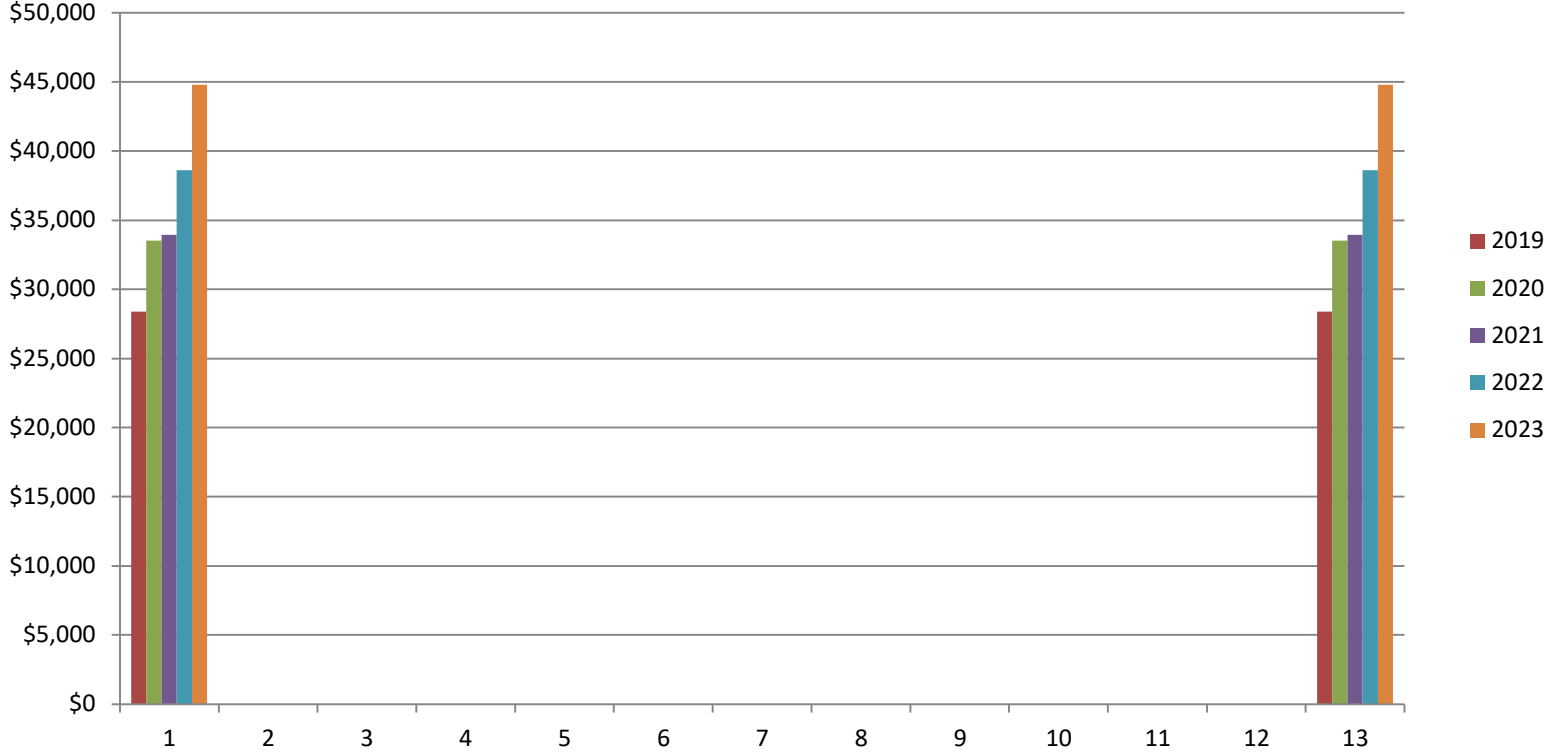
**City of Fircrest Figure B-3**  
**GENERAL PROPERTY TAX AS OF 3/31/2023**



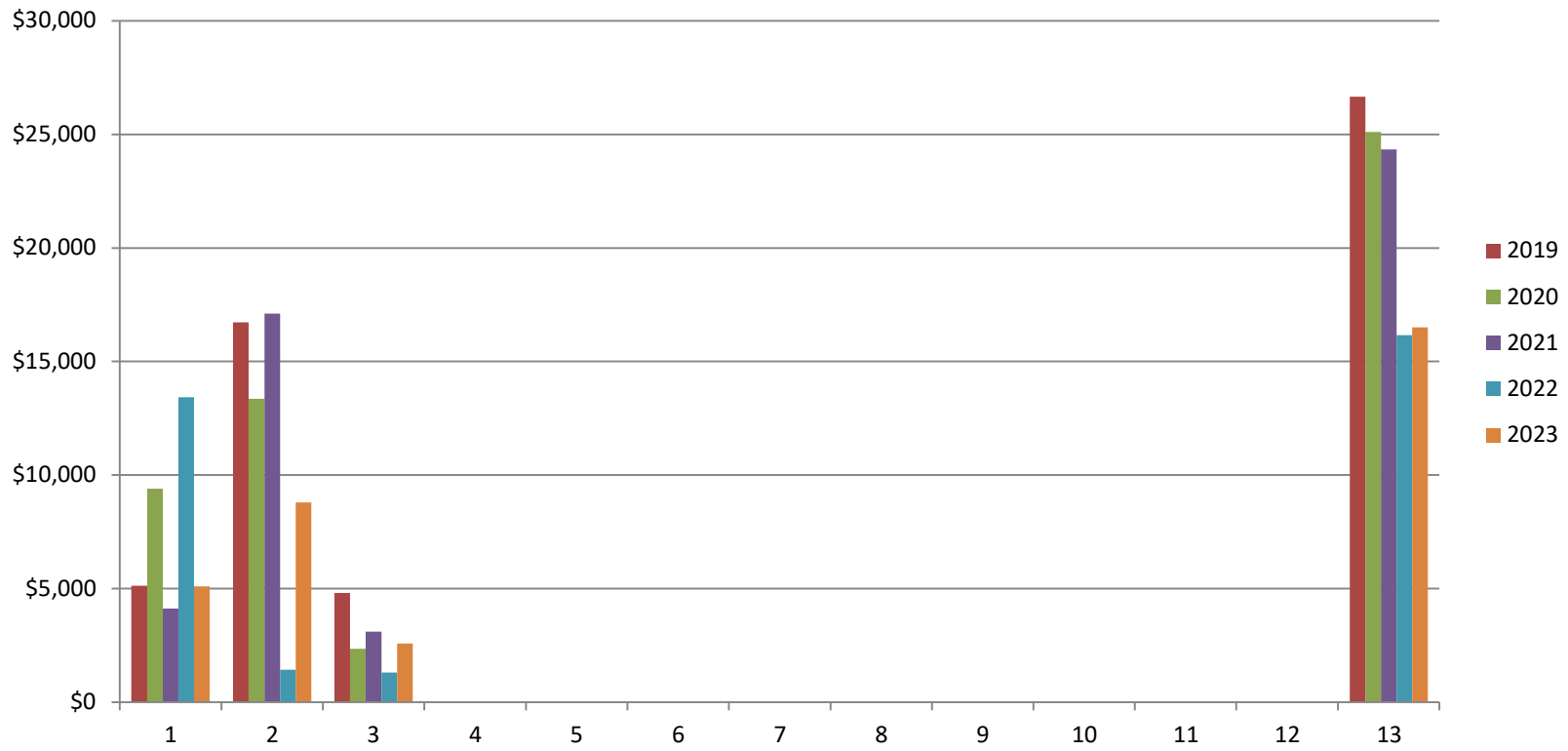
**City of Fircrest Figure B-4**  
**RETAIL SALES TAX AS OF 3/31/2023**



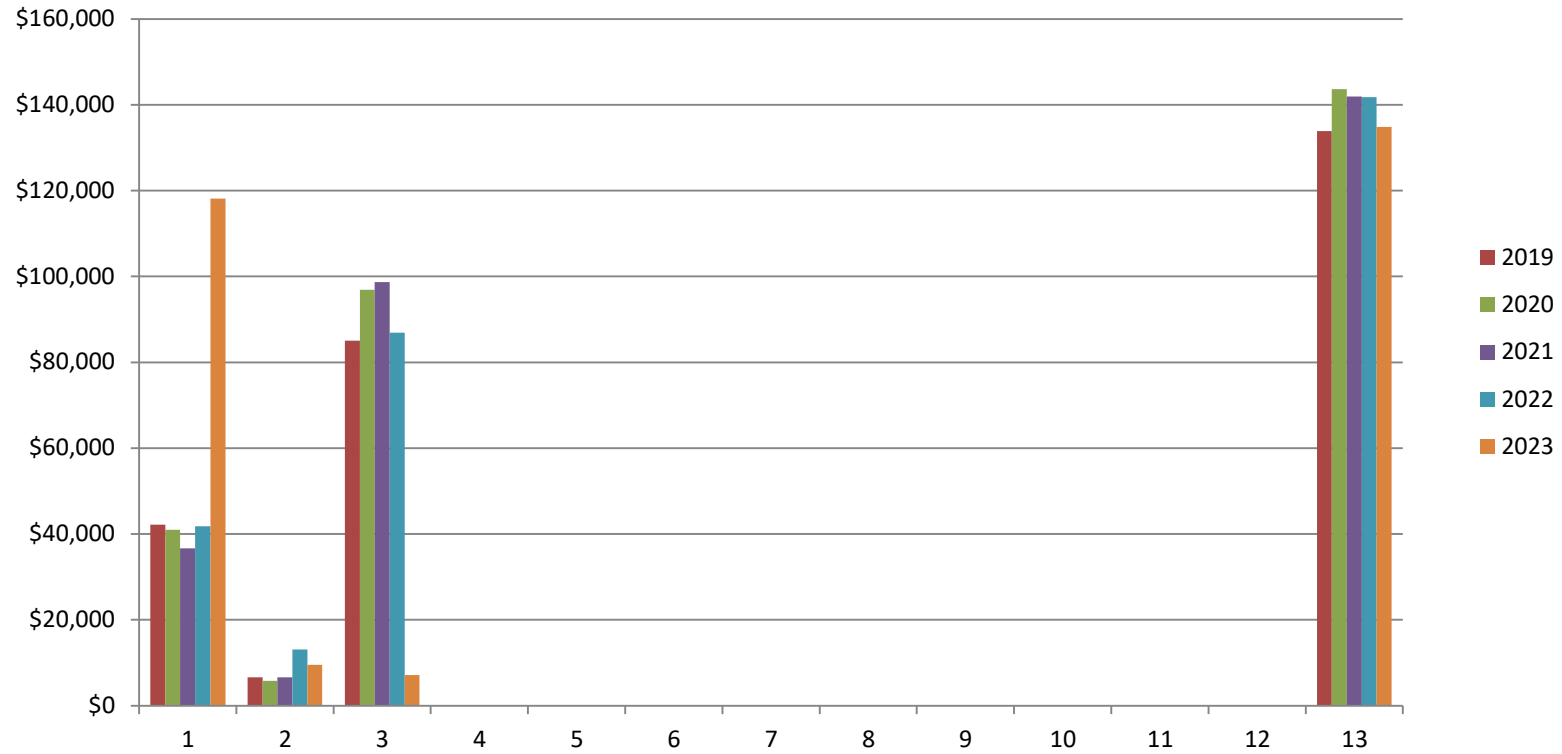
**City of Fircrest Figure B-5**  
**GAS UTILITY TAX AS OF 3/31/2023**



**City of Fircrest Figure B-6**  
**TELEPHONE TAX AS OF 3/31/2023**



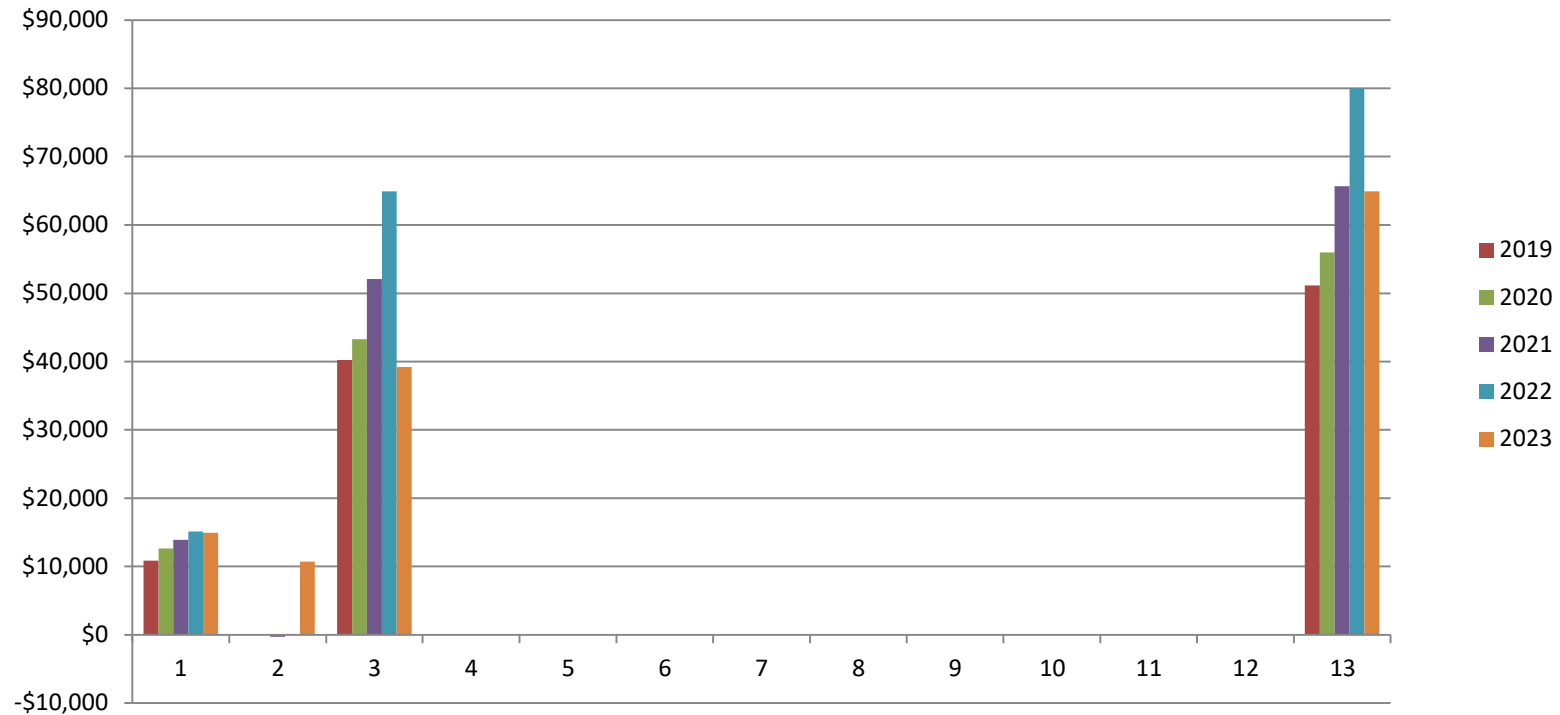
**City of Fircrest Figure B-7**  
**TOTAL LICENSES & PERMITS AS OF 3/31/2023**



Licenses & Permits include Non Compete/Franchise Fees, Business Licenses, Building, Mechanical, Plumbing and Sign Permits, and Investigation Fees. January 2023 includes the late Non-Compete fee from Tacoma for 4th Quarter 2022, 1st Quarter 2023 was received in April.

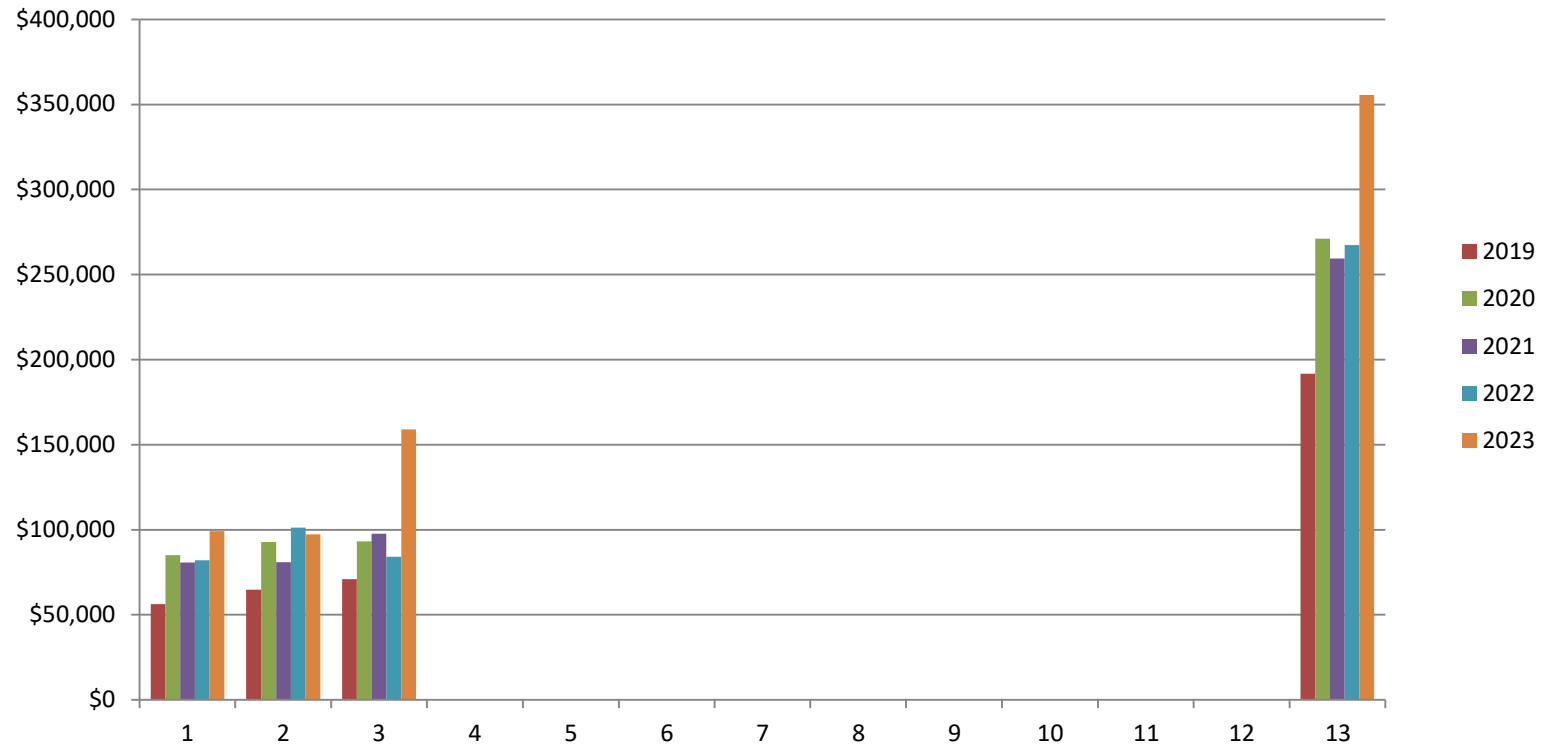


**City of Fircrest Figure B-8**  
**TOTAL INTERGOV'T REVENUE AS OF 3/31/2023**



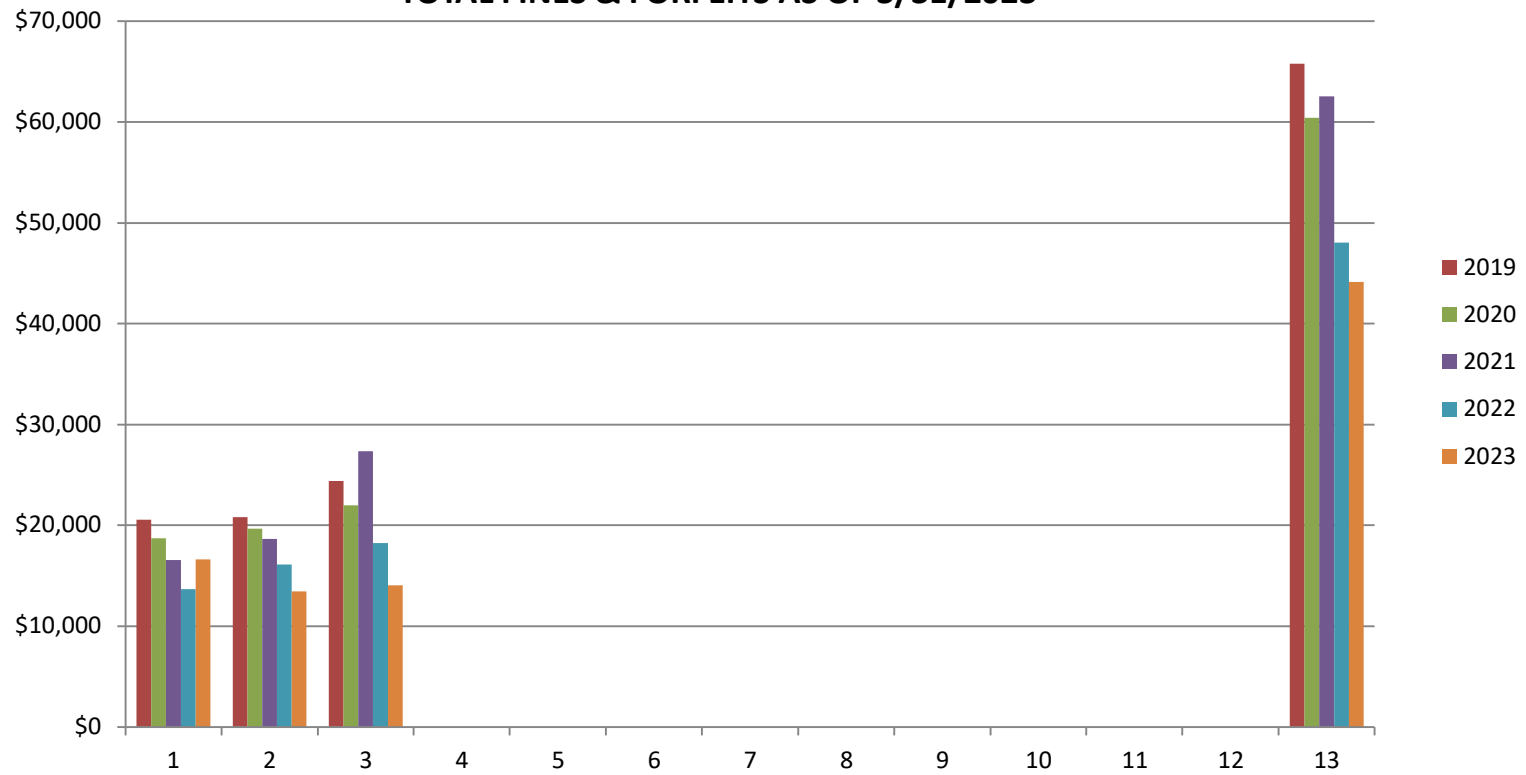
Intergovernmental includes Overtime Reimbursements from the State, City Assistance, CJ Special Programs, DUI-Cities, Liquor Excise Tax and Liquor Board Profits. In February 2023, we received \$10,000 in Special Funding for police training due to Legislative changes.

**City of Fircrest Figure B-9  
TOTAL OTHER SERVICES & CHARGES AS OF 3/31/2023**



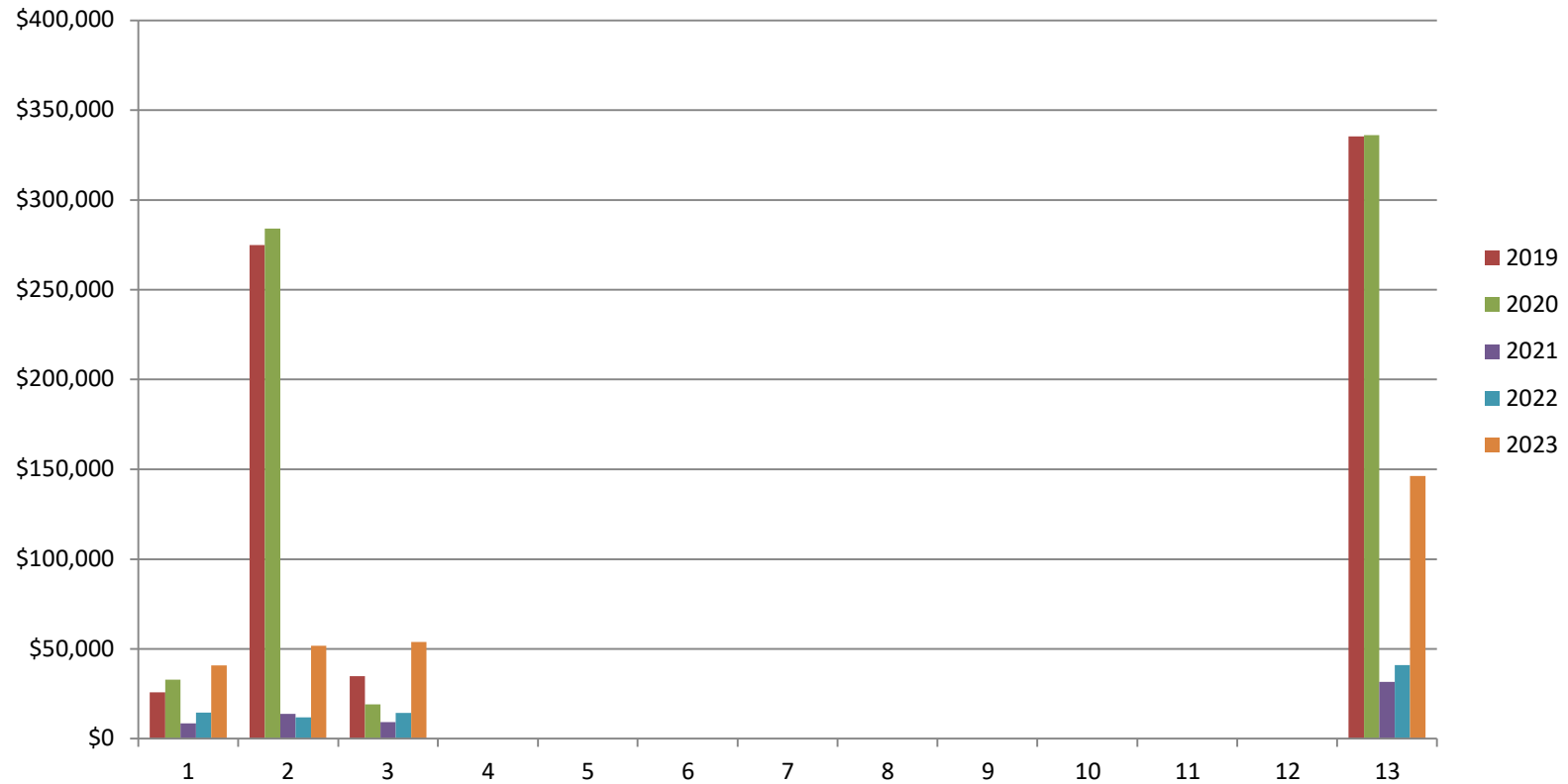
Other Services & Charges include Passport Fees, Planning & Development Fees, Swimming Pool Fees/Lessons, Recreation Fees, Ruston Court Contract and Interdepartmental Fees.  
In 2023, Recreation and Instructor Based fees increased due to additional capability of new Community Center. Ruston Court Contract increased.

**City of Fircrest Figure B-10**  
**TOTAL FINES & FORFEITS AS OF 3/31/2023**



Total Fines & Forfeits include Municipal Court, Investigative Fund Assessments and DUI Investigative Fund Assessments.

**City of Fircrest Figure B-11**  
**TOTAL MISC REVENUE AS OF 3/31/2023**

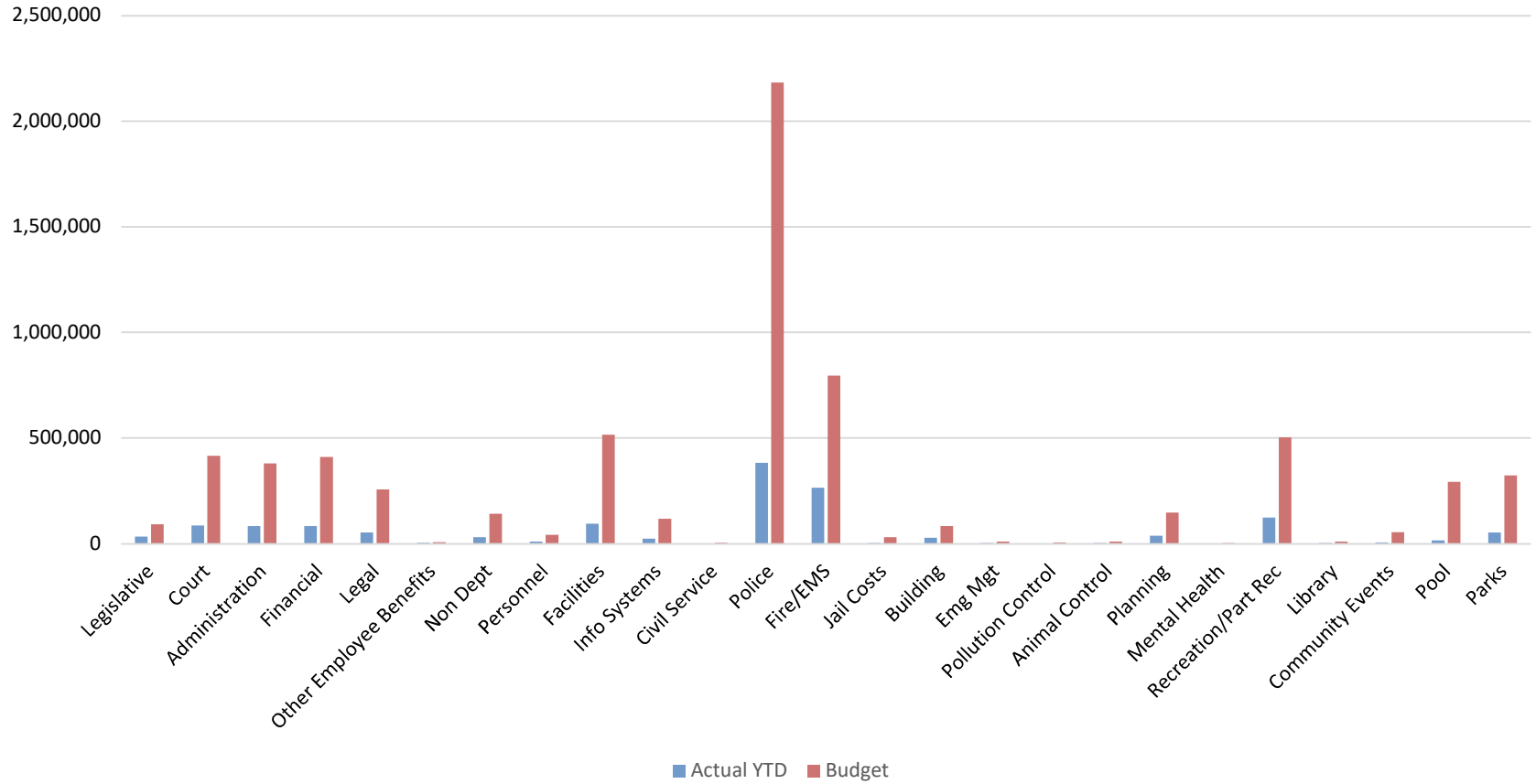


Miscellaneous includes Investment Interest, Space & Facility Rentals, Donations, Reimbursements, and other miscellaneous revenues. The large increase in February 2019 and February 2020 are from donations for the Pool and Community Center project.

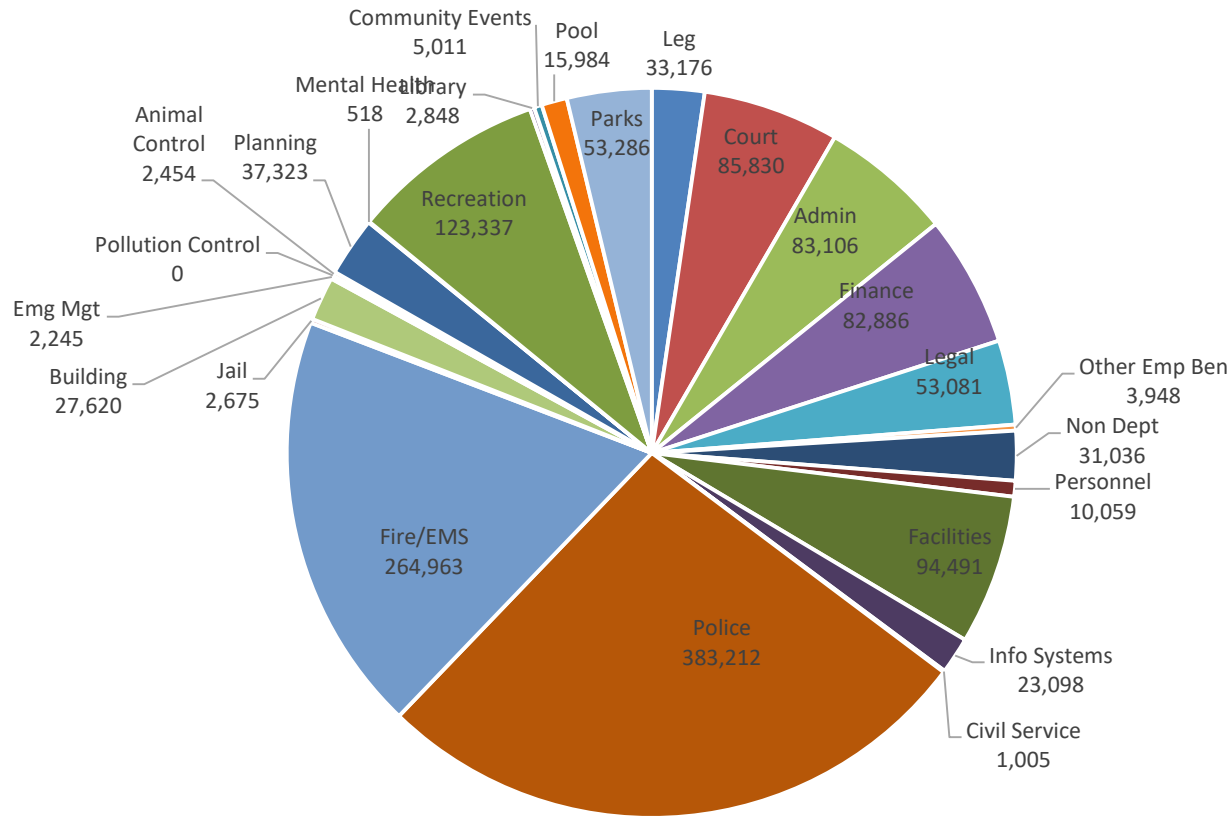
**City of Fircrest Figure C-1**  
**General Fund Expenditures by Departments as of 03/31/2023**

<u>DEPARTMENT</u>	<u>YTD</u>	<u>BUDGET</u>	<u>REMAINING</u>	<u>% Expensed</u>
Legislative	33,176	91,295	58,119	36.3%
Court	85,830	415,245	329,415	20.7%
Administration	83,106	379,610	296,504	21.9%
Financial	82,886	410,750	327,864	20.2%
Legal	53,081	256,300	203,219	20.7%
Other Employee Benefits	3,948	6,500	2,552	60.7%
Non Dept	31,036	141,449	110,413	21.9%
Personnel	10,059	41,520	31,461	24.2%
Facilities	94,491	516,050	421,559	18.3%
Info Systems	23,098	117,995	94,897	19.6%
Civil Service	1,005	4,875	3,870	20.6%
Police	383,212	2,183,391	1,800,179	17.6%
Fire/EMS	264,963	794,888	529,925	33.3%
Jail Costs	2,675	30,500	27,825	8.8%
Building	27,620	82,970	55,350	33.3%
Emg Mgt	2,245	10,230	7,985	21.9%
Pollution Control	0	5,280	5,280	0.0%
Animal Control	2,454	10,000	7,547	24.5%
Planning	37,323	147,520	110,197	25.3%
Mental Health	518	2,208	1,690	23.5%
Recreation/Part Rec	123,337	503,110	379,773	24.5%
Library	2,848	10,000	7,153	28.5%
Community Events	5,011	53,650	48,639	9.3%
Pool	15,984	292,485	276,501	5.5%
Parks	53,286	322,870	269,584	16.5%
 Total Gen Fund Oper Exp	 1,423,189	 6,830,691	 5,407,502	 20.8%
 Transfers Out	 25,524	 607,592	 582,068	 4.2%
Non Expenditures	3,290	0	-3,290	0.0%
Capital	17,552	157,200	139,648	11.2%
 Total General Fund	 1,469,555	 7,595,483	 6,125,928	 19.3%

**City of Fircrest Figure C-2  
GENERAL FUND ACTUAL TO BUDGET AS OF 03/31/2023**



**City of Fircrest Figure C-3**  
**Expenditures by Department as of 03/31/23**



- |                           |                     |                    |              |                 |
|---------------------------|---------------------|--------------------|--------------|-----------------|
| ■ Legislative             | ■ Court             | ■ Administration   | ■ Financial  | ■ Legal         |
| ■ Other Employee Benefits | ■ Non Dept          | ■ Personnel        | ■ Facilities | ■ Info Systems  |
| ■ Civil Service           | ■ Police            | ■ Fire/EMS         | ■ Jail Costs | ■ Building      |
| ■ Emg Mgt                 | ■ Pollution Control | ■ Animal Control   | ■ Planning   | ■ Mental Health |
| ■ Recreation/Part Rec     | ■ Library           | ■ Community Events | ■ Pool       | ■ Parks         |

**Figure D****ACTUAL REVENUE OVER/(UNDER) EXPENDITURES AS OF 3/31/2023**

	<u>General</u>	<u>Street</u>	<u>Storm</u>	<u>Storm Cap</u>	<u>Water</u>	<u>Water Cap</u>	<u>Sewer</u>	<u>Sewer Cap</u>	<u>ERR</u>	<u>REET</u>
Operating Revenue	1,250,812	48,833	123,446	0	215,107	0	612,403	0	30,612	0
Operating Expenditures	<u>(1,423,189)</u>	<u>(113,067)</u>	<u>(134,649)</u>		<u>(243,617)</u>		<u>(677,648)</u>		<u>(14,438)</u>	<u>0</u>
<b>Net Operating Revenue Over/(Under) Expenditures</b>	<b>(172,377)</b>	<b>(64,235)</b>	<b>(11,203)</b>	<b>0</b>	<b>(28,510)</b>	<b>0</b>	<b>(65,245)</b>	<b>0</b>	<b>16,174</b>	<b>0</b>
Capital Contributions						0	0	0	62,219	87,231
Capital Expenditures	<u>(17,552)</u>	<u>0</u>		<u>0</u>		<u>(54,433)</u>		<u>(26,623)</u>	<u>(133,114)</u>	<u>0</u>
	<b>(17,552)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(54,433)</b>	<b>0</b>	<b>(26,623)</b>	<b>(70,895)</b>	<b>87,231</b>
<b>Total Net Revenue Over/(Under) Expenditures</b>	<b>(189,929)</b>	<b>(64,235)</b>	<b>(11,203)</b>	<b>0</b>	<b>(28,510)</b>	<b>(54,433)</b>	<b>(65,245)</b>	<b>(26,623)</b>	<b>(54,721)</b>	<b>87,231</b>
Non - Revenue	8,254	171					0	0	0	
Transfers In	0	25,524		20,475		50,000	0	57,500	0	
Non - Expenditures	(3,290)	0	0	0		0		0	0	
Transfers Out	<u>(25,524)</u>	<u>0</u>	<u>(20,475)</u>	<u>0</u>	<u>(50,000)</u>	<u>0</u>	<u>(57,500)</u>	<u>0</u>	<u>0</u>	
	<b>(20,560)</b>	<b>25,695</b>	<b>(20,475)</b>	<b>20,475</b>	<b>(50,000)</b>	<b>50,000</b>	<b>(57,500)</b>	<b>57,500</b>	<b>0</b>	<b>0</b>
<b>Total Change in Fund Balance</b>	<b>(210,489)</b>	<b>(38,539)</b>	<b>(31,678)</b>	<b>20,475</b>	<b>(78,510)</b>	<b>(4,433)</b>	<b>(122,745)</b>	<b>30,877</b>	<b>(54,721)</b>	<b>87,231</b>

**ACTUAL BEGINNING/ENDING FUND BALANCES FOR 2023**

	<u>General</u>	<u>Street</u>	<u>Storm</u>	<u>Storm Cap</u>	<u>Water</u>	<u>Water Cap</u>	<u>Sewer</u>	<u>Sewer Cap</u>	<u>ERR</u>	<u>REET</u>
Beginning Fund Balance (Actual)	5,561,746	425,495	369,106	681,075	244,152	215,312	1,386,211	1,351,997	1,908,856	2,460,056
Total Change in Fund Balance	<u>(210,489)</u>	<u>(38,539)</u>	<u>(31,678)</u>	<u>20,475</u>	<u>(78,510)</u>	<u>(4,433)</u>	<u>(122,745)</u>	<u>30,877</u>	<u>(54,721)</u>	<u>87,231</u>
<b>Ending Fund Balance as of 3/31/2023 (cash balance)</b>	<b>5,351,257</b>	<b>386,956</b>	<b>337,428</b>	<b>701,550</b>	<b>165,642</b>	<b>210,879</b>	<b>1,263,466</b>	<b>1,382,874</b>	<b>1,854,134</b>	<b>2,547,287</b>

**Figure E****AVAILABLE CASH AS OF 3/31/2023**

<b>Fund Balance Distribution</b>	<u>General</u>	<u>Street</u>	<u>Storm</u>	<u>Storm Cap</u>	<u>Water</u>	<u>Water Cap</u>	<u>Sewer</u>	<u>Sewer Cap</u>	<u>ERR</u>	<u>REET</u>
Total Cash Balance	5,351,257	386,956	337,428	701,550	165,642	210,879	1,263,466	1,382,874	1,854,134	2,547,287
Less Assigned Light Fund	(502,126)									
Less Assigned 44th/Alameda	(568,395)									
Less Restricted ARPA	(800,393)					(644)				
Designated for cash flow (3 months of operating expenses)	<u>(1,707,673)</u>	<u>(112,235)</u>	<u>(119,573)</u>		<u>(256,843)</u>		<u>(577,674)</u>		<u>(45,770)</u>	
<b>Fund Balance Available</b>	<b><u>1,772,671</u></b>	<b><u>274,721</u></b>	<b><u>217,856</u></b>	<b><u>701,550</u></b>	<b><u>(91,201)</u></b>	<b><u>210,235</u></b>	<b><u>685,792</u></b>	<b><u>1,382,874</u></b>	<b><u>1,808,364</u></b>	<b><u>2,547,287</u></b>

**CUMULATIVE RESERVE**

	<u>General</u>	<u>Street</u>	<u>Storm</u>	<u>Storm Cap</u>	<u>Water</u>	<u>Water Cap</u>	<u>Sewer</u>	<u>Sewer Cap</u>	<u>ERR</u>	<u>REET</u>
Designated Fund Balance	1,212,846									
<b>Cumulative Reserve Fund Balance Available</b>	<b><u>1,212,846</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

Total invested at LGIP \$17,067,303.95

Park Capital Bond Fund \$1,931,724.01



## 1st QUARTER 2023

City Of Fircrest

Time: 08:11:13 Date: 05/05/2023

Page: 1

001 General Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 31 00 01	Restricted BFB - ARPA	860,393.00	800,393.21	59,999.79	93.0%
308 51 00 01	Assigned BFB - Light	488,047.00	502,125.93	(14,078.93)	102.9%
308 51 00 02	Assigned BFB - 44th Alameda	513,529.00	568,394.56	(54,865.56)	110.7%
308 91 00 01	Unassigned BFB - General	3,086,601.00	3,690,832.54	(604,231.54)	119.6%
308 Beginning Balances		4,948,570.00	5,561,746.24	(613,176.24)	112.4%

## 310 Taxes

311 10 00 00	General Property Taxes	1,699,415.00	58,215.04	1,641,199.96	3.4%
311 10 01 00	E.M.S. Taxes	562,040.00	19,305.75	542,734.25	3.4%
313 11 00 00	Retail Sales & Use Tax	775,000.00	185,111.72	589,888.28	23.9%
313 17 00 00	Zoo Tax	90,000.00	24,698.29	65,301.71	27.4%
313 71 00 00	Local Criminal Justice	165,000.00	41,807.22	123,192.78	25.3%
316 40 00 00	Water Utility Tax	89,600.00	11,924.25	77,675.75	13.3%
316 41 00 00	Sewer Utility Tax	167,015.00	27,633.78	139,381.22	16.5%
316 42 00 01	Storm Drain Utility Tax	31,584.00	5,170.27	26,413.73	16.4%
316 43 00 00	Gas Utility Tax	120,000.00	44,786.46	75,213.54	37.3%
316 45 00 00	Garbage/Solid Waste Tax	138,000.00	33,630.56	104,369.44	24.4%
316 46 00 00	Television Cable Tax	135,000.00	36,351.59	98,648.41	26.9%
316 47 00 00	Telephone/Telegraph Tax	60,000.00	16,494.05	43,505.95	27.5%
310 Taxes		4,032,654.00	505,128.98	3,527,525.02	12.5%

## 320 Licenses &amp; Permits

321 91 00 01	Non-Comp Charge/Electric	320,000.00	76,148.72	243,851.28	23.8%
321 91 00 02	Franchise Fee Water	7,500.00	2,500.49	4,999.51	33.3%
321 91 00 03	Franchise Fee Cable TV	125,000.00	30,175.73	94,824.27	24.1%
321 99 00 00	Business Licenses & Permits	62,000.00	16,975.00	45,025.00	27.4%
322 10 00 00	Building Permit	30,000.00	6,146.96	23,853.04	20.5%
322 10 00 01	Mechanical Permit	8,000.00	935.00	7,065.00	11.7%
322 10 00 02	Plumbing Permit	5,000.00	545.00	4,455.00	10.9%
322 10 00 03	Excavate/Clear/Grading Permit	0.00	0.00	0.00	0.0%
322 10 00 05	Sign Permit	500.00	71.43	428.57	14.3%
322 10 00 06	Investigation Fee	1,000.00	1,296.75	(296.75)	129.7%
322 10 00 07	Fire Protection Permit	500.00	0.00	500.00	0.0%
322 90 00 00	Other Licenses & Permits (Alarm)	500.00	60.00	440.00	12.0%
320 Licenses & Permits		560,000.00	134,855.08	425,144.92	24.1%

## 330 State Generated Revenues

332 92 10 00	ARPA Grant	0.00	0.00	0.00	0.0%
333 20 60 00	Reimb - St Of WA (Fed Passthru)	27,000.00	0.00	27,000.00	0.0%
333 21 00 00	Federal Indirect Grant From Department Of Treasury	0.00	0.00	0.00	0.0%
334 00 30 00	State Grant From Secretary Of State	0.00	0.00	0.00	0.0%
334 01 20 00	State Grant From AOC	0.00	880.13	(880.13)	0.0%
334 03 50 00	Reimbursement-St Of Wa	0.00	0.00	0.00	0.0%
334 04 20 00	State Grant From Department Of Commerce	62,500.00	0.00	62,500.00	0.0%
335 04 01 00	Criminal Justice Special Funding	0.00	10,000.00	(10,000.00)	0.0%
336 00 98 00	City Assistance	170,000.00	22,605.75	147,394.25	13.3%
336 06 21 00	CJ Population	2,600.00	630.84	1,969.16	24.3%

## 1st QUARTER 2023

City Of Fircrest

Time: 08:11:13 Date: 05/05/2023

Page: 2

## 001 General Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 330 State Generated Revenues

336 06 26 00	CJ Special Programs	9,165.00	2,231.72	6,933.28	24.4%
336 06 42 00	Marijuana Excise Tax	10,000.00	2,780.77	7,219.23	27.8%
336 06 51 00	DUI-Cities	1,000.00	8.81	991.19	0.9%
336 06 94 00	Liquor Excise Tax	49,495.00	11,956.14	37,538.86	24.2%
336 06 95 00	Liquor Board Profits	55,195.00	11,032.21	44,162.79	20.0%
336 06 95 01	Liquor Board Profits-Public Safety	11,000.00	2,758.05	8,241.95	25.1%
337 00 00 00	Interlocal Grants, Entitlements And Other Payments	0.00	0.00	0.00	0.0%
330 State Generated Revenues		397,955.00	64,884.42	333,070.58	16.3%

## 340 Charges For Services

341 43 00 00	Interdepartmental Service Chg	755,622.00	188,905.41	566,716.59	25.0%
341 49 00 00	Ruston Court Contract	254,100.00	63,525.00	190,575.00	25.0%
341 99 00 00	Passport Fees	50,000.00	14,210.00	35,790.00	28.4%
342 10 00 00	Police Reimburse Non State	0.00	0.00	0.00	0.0%
342 40 00 00	Special Inspection Fees	0.00	0.00	0.00	0.0%
345 81 00 01	Planning Permit	13,000.00	28,732.00	(15,732.00)	221.0%
345 81 00 02	Site Development Permit	2,000.00	1,527.15	472.85	76.4%
345 83 00 00	Plan Checking	18,000.00	12,327.00	5,673.00	68.5%
347 30 00 00	Swimming Pool Fees (incl Member/Punch)	150,000.00	0.00	150,000.00	0.0%
347 30 00 02	Swim Team Fees	7,000.00	0.00	7,000.00	0.0%
347 30 00 04	Recreation Fees	20,000.00	7,378.00	12,622.00	36.9%
347 30 00 06	Adult Basketball Registration	1,500.00	1,490.00	10.00	99.3%
347 30 00 07	Adult Baseball Registration	3,000.00	0.00	3,000.00	0.0%
347 60 00 01	Youth Basketball Registration	15,000.00	100.00	14,900.00	0.7%
347 60 00 02	Youth Baseball Registration	23,000.00	16,990.00	6,010.00	73.9%
347 60 00 04	Indoor Soccer Registration	2,000.00	2,848.00	(848.00)	142.4%
347 60 00 05	Flag Football Registration	800.00	320.00	480.00	40.0%
347 60 00 09	Instructor Based Revenue	45,000.00	17,167.59	27,832.41	38.2%
347 60 00 10	Swimming Instruction Fees	64,000.00	0.00	64,000.00	0.0%
347 60 00 11	Instructor Based Revenue - Pool	1,500.00	0.00	1,500.00	0.0%
347 60 00 12	Cancellation Fee - Activities	0.00	0.00	0.00	0.0%
340 Charges For Services		1,425,522.00	355,520.15	1,070,001.85	24.9%

## 350 Fines &amp; Forfeitures

353 10 00 01	Municipal Court	200,000.00	43,285.46	156,714.54	21.6%
356 50 00 00	Investigative Fund Assessment	2,000.00	570.04	1,429.96	28.5%
356 50 04 00	DUI Cost Reimbursement	1,800.00	275.90	1,524.10	15.3%
356 90 00 01	Forfeited Funds	0.00	0.00	0.00	0.0%
350 Fines & Forfeitures		203,800.00	44,131.40	159,668.60	21.7%

## 360 Misc Revenues

361 11 00 01	Investment Interest - General	192,418.00	73,349.79	119,068.21	38.1%
361 40 00 01	Sales Interest	500.00	498.47	1.53	99.7%
361 40 00 03	Int On Gen Property Taxes	500.00	284.90	215.10	57.0%
361 40 00 04	Int On EMS Property Taxes	100.00	58.44	41.56	58.4%
361 40 00 05	Interest Payment from PCBF	0.00	0.00	0.00	0.0%
362 40 00 00	Rental Revenue - Space & Facility	60,000.00	16,369.49	43,630.51	27.3%

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## 001 General Fund

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Revenues	Amt Budgeted	Revenues	Remaining
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## 360 Misc Revenues

362 40 00 01	Rental Revenue - Soccer Field	5,200.00	0.00	5,200.00	0.0%
362 40 00 02	Rental Revenue - Cancellation Fees	0.00	10.00	(10.00)	0.0%
362 50 00 01	Land Rental - Gen Fund Property	90,595.00	22,648.78	67,946.22	25.0%
362 50 00 02	Land Rental - ERR Garage	5,000.00	1,249.97	3,750.03	25.0%
362 50 00 03	Rental Revenue - Time/Temp sign	2,640.00	660.00	1,980.00	25.0%
362 50 00 04	Rental Revenue - Pool	15,000.00	3,300.00	11,700.00	22.0%
362 50 00 07	Rental Revenue - Pool party room	5,000.00	2,649.01	2,350.99	53.0%
367 00 00 01	Donations - Parks (Pool/CommCtr)	0.00	0.00	0.00	0.0%
367 00 00 02	Donations - Parks	25,000.00	13,100.00	11,900.00	52.4%
367 00 00 03	Donations - Police	9,000.00	500.00	8,500.00	5.6%
367 00 00 10	Donations - Fireworks	1,000.00	640.00	360.00	64.0%
367 00 00 11	Private Grants	0.00	6,658.00	(6,658.00)	0.0%
369 10 00 00	Sale Of Surplus - General	0.00	3,356.45	(3,356.45)	0.0%
369 30 00 01	Confiscated And Forfeited Property	0.00	0.00	0.00	0.0%
369 40 00 00	Judgements And Settlements	0.00	350.00	(350.00)	0.0%
369 81 00 00	Cash Over/Short	0.00	(0.75)	0.75	0.0%
369 81 00 01	Cash Over/Short - Pool	0.00	0.00	0.00	0.0%
369 91 00 01	Other Misc Revenue - General	500.00	609.89	(109.89)	122.0%
360 Misc Revenues		412,453.00	146,292.44	266,160.56	35.5%

## 380 Non Revenues

382 10 00 00	Refundable Deposits	0.00	7,278.57	(7,278.57)	0.0%
382 10 00 01	Permit Deposits	0.00	921.05	(921.05)	0.0%
382 10 00 02	Rec Household Credit	0.00	54.00	(54.00)	0.0%
389 00 00 00	Other Increases To Fund Resources	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	8,253.62	(8,253.62)	0.0%

## 390 Other Revenues

398 10 00 01	Insurance Recovery Non Capital - General	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.0%

Fund Revenues:	11,980,954.00	6,820,812.33	5,160,141.67	56.9%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 511 Legislative

511 60 10 00	Sal & Wages - Legisl	36,015.00	8,652.75	27,362.25	24.0%
010 Salaries and Wages		36,015.00	8,652.75	27,362.25	24.0%
511 60 20 00	Personnel Benefits - Legislative	2,880.00	711.52	2,168.48	24.7%
020 Personnel Benefits		2,880.00	711.52	2,168.48	24.7%
511 60 31 00	Office & Oper Sup - Legisl	250.00	0.00	250.00	0.0%
511 60 35 00	Small Tools & Equip - Legisl	500.00	0.00	500.00	0.0%
030 Supplies		750.00	0.00	750.00	0.0%
511 60 41 00	Prof Svcs - Legisl	14,000.00	601.18	13,398.82	4.3%
511 60 41 01	Advertising - Legisl	1,200.00	87.97	1,112.03	7.3%

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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 511 Legislative

511 60 41 02	Recording Software Services	150.00	0.00	150.00	0.0%
511 60 43 00	Travel - Legisl	1,500.00	0.00	1,500.00	0.0%
511 60 48 98	Interfd ERR Replace - Legisl	0.00	0.00	0.00	0.0%
511 60 48 99	Interfd ERR R & M - Legisl	200.00	0.00	200.00	0.0%
511 60 49 00	Miscellaneous - Legisl	100.00	0.00	100.00	0.0%
511 60 49 01	A.W.C. Dues	4,650.00	5,137.00	(487.00)	110.5%
511 60 49 02	Dues/Member/Subscriptions - Legisl	2,650.00	0.00	2,650.00	0.0%
511 60 49 03	Codification Costs	5,500.00	0.00	5,500.00	0.0%
511 60 49 04	Meals	500.00	0.00	500.00	0.0%
511 60 49 05	Reg & Tuition - Legisl	1,200.00	0.00	1,200.00	0.0%
514 40 41 01	Special Elections & Voter Reg	20,000.00	17,986.00	2,014.00	89.9%

040 Other Services and Charges	51,650.00	23,812.15	27,837.85	46.1%
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594 11 64 00	Machinery & Equipment - Legisl	88,000.00	0.00	88,000.00	0.0%
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094 Capital Expenditures	88,000.00	0.00	88,000.00	0.0%
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511 Legislative	179,295.00	33,176.42	146,118.58	18.5%
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## 512 Judicial

512 51 10 00	Sal & Wages - Court	316,900.00	66,392.34	250,507.66	21.0%
512 51 11 00	Overtime - Court	500.00	0.00	500.00	0.0%

010 Salaries and Wages	317,400.00	66,392.34	251,007.66	20.9%
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512 51 20 00	Personnel Benefits - Court	69,470.00	14,840.07	54,629.93	21.4%
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020 Personnel Benefits	69,470.00	14,840.07	54,629.93	21.4%
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512 51 31 00	Office & Oper Sup - Court	8,000.00	1,514.48	6,485.52	18.9%
512 51 31 01	Publications - Court Rules	650.00	0.00	650.00	0.0%
512 51 35 00	Small Tools & Equip - Court	1,000.00	0.00	1,000.00	0.0%

030 Supplies	9,650.00	1,514.48	8,135.52	15.7%
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512 51 41 02	Prof Svcs - Pro Temp Judges - FMC	3,500.00	1,537.50	1,962.50	43.9%
512 51 41 03	Prof Svcs - Interpreter - FMC	7,000.00	690.00	6,310.00	9.9%
512 51 41 05	Recording Software Services	150.00	0.00	150.00	0.0%
512 51 41 06	Prof Svcs - Court	0.00	0.00	0.00	0.0%
512 51 42 00	Communication - Court	0.00	0.00	0.00	0.0%
512 51 43 00	Travel - Court	2,700.00	57.18	2,642.82	2.1%
512 51 45 00	Oper Rentals - Copier - Court	2,100.00	300.00	1,800.00	14.3%
512 51 48 00	Rep & Maint - Court	0.00	0.00	0.00	0.0%
512 51 48 98	Interfd ERR Replace - Court	0.00	0.00	0.00	0.0%
512 51 48 99	Interfd ERR R & M - Court	0.00	0.00	0.00	0.0%
512 51 49 00	Miscellaneous - Court	500.00	97.95	402.05	19.6%
512 51 49 01	Reg & Tuition - Court	750.00	0.00	750.00	0.0%
512 51 49 02	Dues/Member/Subscriptions - Court	600.00	400.00	200.00	66.7%
512 51 49 03	Juror Costs	1,200.00	0.00	1,200.00	0.0%
512 51 49 04	Witness Costs	225.00	0.00	225.00	0.0%
512 52 41 02	Prof Svcs - Pro Temp Judges - RMC	0.00	0.00	0.00	0.0%
512 52 41 03	Prof Svcs - Interpreter - RMC	0.00	0.00	0.00	0.0%

040 Other Services and Charges	18,725.00	3,082.63	15,642.37	16.5%
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001 General Fund Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining
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## 512 Judicial

594 12 64 00 Machinery & Equipment - Court	0.00	0.00	0.00	0.0%
094 Capital Expenditures	0.00	0.00	0.00	0.0%
512 Judicial	415,245.00	85,829.52	329,415.48	20.7%

## 513 Administration

513 10 10 00 Sal & Wages - Admin	295,755.00	66,341.16	229,413.84	22.4%
010 Salaries and Wages	295,755.00	66,341.16	229,413.84	22.4%
513 10 20 00 Personnel Benefits - Admin	77,175.00	15,260.95	61,914.05	19.8%
020 Personnel Benefits	77,175.00	15,260.95	61,914.05	19.8%
513 10 31 00 Office & Oper Sup - Admin	500.00	65.20	434.80	13.0%
513 10 35 00 Small Tools & Equip - Admin	500.00	439.99	60.01	88.0%
030 Supplies	1,000.00	505.19	494.81	50.5%
513 10 41 00 Prof Svcs - Admin	300.00	0.00	300.00	0.0%
513 10 42 00 Communication - Admin	930.00	314.12	615.88	33.8%
513 10 43 00 Travel - Admin	400.00	0.00	400.00	0.0%
513 10 48 00 Rep & Maint - Admin	100.00	0.00	100.00	0.0%
513 10 48 98 Interfd ERR Replace - Admin	300.00	75.00	225.00	25.0%
513 10 48 99 Interfd ERR R & M - Admin	100.00	0.00	100.00	0.0%
513 10 49 00 Miscellaneous - Admin	100.00	0.00	100.00	0.0%
513 10 49 01 Reg & Tuition - Admin	1,250.00	585.00	665.00	46.8%
513 10 49 02 Dues/Member/Subscriptions - Admin	2,200.00	25.00	2,175.00	1.1%
040 Other Services and Charges	5,680.00	999.12	4,680.88	17.6%
513 Administration	379,610.00	83,106.42	296,503.58	21.9%

## 514 Finance

514 23 10 00 Sal & Wages - Finance	288,100.00	53,475.30	234,624.70	18.6%
514 23 11 00 Overtime - Finance	500.00	0.00	500.00	0.0%
010 Salaries and Wages	288,600.00	53,475.30	235,124.70	18.5%
514 23 20 00 Personnel Benefits - Finance	104,500.00	16,052.34	88,447.66	15.4%
020 Personnel Benefits	104,500.00	16,052.34	88,447.66	15.4%
514 23 31 00 Office & Oper Sup - Finance	200.00	194.17	5.83	97.1%
514 23 35 00 Small Tools & Equip - Finance	700.00	281.67	418.33	40.2%
030 Supplies	900.00	475.84	424.16	52.9%
514 23 41 00 Prof Svcs - Finance	10,400.00	11,551.57	(1,151.57)	111.1%
514 23 43 00 Travel - Finance	1,700.00	41.40	1,658.60	2.4%
514 23 48 98 Interfd ERR Replace - Finance	0.00	0.00	0.00	0.0%
514 23 48 99 Interfd ERR R & M - Finance	0.00	0.00	0.00	0.0%
514 23 49 00 Miscellaneous - Finance	400.00	99.36	300.64	24.8%
514 23 49 01 Reg & Tuition - Finance	2,650.00	640.00	2,010.00	24.2%
514 23 49 02 Printing & Binding - Finance	1,200.00	0.00	1,200.00	0.0%
514 23 49 03 Dues/Member/Subscriptions - Finance	400.00	550.00	(150.00)	137.5%

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001 General Fund Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining
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## 514 Finance

040 Other Services and Charges	16,750.00	12,882.33	3,867.67	76.9%
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514 Finance	410,750.00	82,885.81	327,864.19	20.2%
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## 515 Legal Services

515 31 31 00 Publications	0.00	0.00	0.00	0.0%
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030 Supplies	0.00	0.00	0.00	0.0%
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515 31 43 00 Travel - Legal	0.00	0.00	0.00	0.0%
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515 31 49 01 Reg & Tuition - Legal	0.00	0.00	0.00	0.0%
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515 31 49 02 Dues/Member/Subscriptions - Legal	0.00	0.00	0.00	0.0%
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515 41 41 00 Assigned Counsel	72,800.00	0.00	72,800.00	0.0%
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515 41 41 01 City Attorney	45,000.00	20,814.13	24,185.87	46.3%
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515 41 41 02 Special Legal Counsel	2,500.00	1,601.00	899.00	64.0%
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515 41 41 03 City Prosecutor	130,000.00	30,666.00	99,334.00	23.6%
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515 41 41 05 Conflict Counsel	6,000.00	0.00	6,000.00	0.0%
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040 Other Services and Charges	256,300.00	53,081.13	203,218.87	20.7%
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515 Legal Services	256,300.00	53,081.13	203,218.87	20.7%
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## 517 Other Employee Benefits

517 78 20 00 Unemployment Compensation	5,000.00	4,466.50	533.50	89.3%
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020 Personnel Benefits	5,000.00	4,466.50	533.50	89.3%
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517 90 31 01 Oper Supplies - Wellness Program	1,000.00	(518.62)	1,518.62	51.9%
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517 90 43 00 Travel - Wellness Program	500.00	0.00	500.00	0.0%
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040 Other Services and Charges	1,500.00	(518.62)	2,018.62	34.6%
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517 Other Employee Benefits	6,500.00	3,947.88	2,552.12	60.7%
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## 518 Central Services

518 10 10 00 Sal & Wages - Non Dept	24,000.00	4,937.58	19,062.42	20.6%
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518 10 11 00 Overtime - Non Dept	200.00	0.00	200.00	0.0%
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518 11 10 00 Sal & Wages - Personnel	32,000.00	7,549.82	24,450.18	23.6%
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518 30 10 00 Sal & Wages - Fac/Equip	134,800.00	42,727.39	92,072.61	31.7%
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518 30 11 00 Overtime - Fac/Equip	500.00	0.00	500.00	0.0%
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518 30 12 00 Casual & Seasonal Labor - Fac/Equip	0.00	0.00	0.00	0.0%
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518 81 10 00 Sal & Wages - I/S	34,200.00	7,857.00	26,343.00	23.0%
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010 Salaries and Wages	225,700.00	63,071.79	162,628.21	27.9%
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518 10 20 00 Personnel Benefits - Non Dept	16,680.00	1,941.92	14,738.08	11.6%
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518 11 20 00 Personnel Benefits - Personnel	6,870.00	1,621.89	5,248.11	23.6%
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518 30 20 00 Personnel Benefits - Fac/Equip	55,630.00	20,527.51	35,102.49	36.9%
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518 81 20 00 Personnel Benefits - I/S	6,345.00	1,471.68	4,873.32	23.2%
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020 Personnel Benefits	85,525.00	25,563.00	59,962.00	29.9%
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518 10 31 00 Office & Oper Sup - Non Dept	200.00	0.00	200.00	0.0%
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## 001 General Fund

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Expenditures		Amt Budgeted	Expenditures	Remaining	
518 Central Services					
518 10 34 01	Office Supplies - Central	6,000.00	335.72	5,664.28	5.6%
518 10 34 02	Printing & Binding - Central	1,000.00	662.75	337.25	66.3%
518 10 35 00	Small Tools & Equip - Non Dept	500.00	0.00	500.00	0.0%
518 11 31 00	Office & Oper Sup - Personnel	100.00	0.00	100.00	0.0%
518 11 35 00	Small Tools & Equip - Personnel	150.00	0.00	150.00	0.0%
518 30 31 00	Oper Supplies - Facilities	500.00	187.61	312.39	37.5%
518 30 31 01	Oper Supplies - Rec Bldg	3,500.00	417.24	3,082.76	11.9%
518 30 31 02	Oper Supplies - PSB Bldg	3,500.00	330.56	3,169.44	9.4%
518 30 31 03	Oper Supplies - PWF	3,000.00	444.27	2,555.73	14.8%
518 30 31 04	Oper Supplies - CH	5,500.00	995.37	4,504.63	18.1%
518 30 31 05	Oper Supplies - Parks Structures	1,000.00	210.35	789.65	21.0%
518 30 31 06	Oper Supplies - Landscaping	500.00	0.00	500.00	0.0%
518 30 35 00	Small Tools & Equip - Facilities	1,500.00	43.92	1,456.08	2.9%
518 81 35 00	Small Tools & Equip - I/S	2,500.00	642.71	1,857.29	25.7%
030 Supplies		29,450.00	4,270.50	25,179.50	14.5%
518 10 41 01	Annual Audit - Non Dept	20,000.00	3,238.00	16,762.00	16.2%
518 10 42 00	Communication - Non Dept	12,500.00	5,384.71	7,115.29	43.1%
518 10 42 01	Postage - Non Dept	14,000.00	3,525.19	10,474.81	25.2%
518 10 43 00	Travel - Non Dept	100.00	0.00	100.00	0.0%
518 10 45 00	Oper Rentals - Copier - Non Dept	4,000.00	433.97	3,566.03	10.8%
518 10 48 98	Interfd ERR Replace - Non Dept	2,719.00	679.78	2,039.22	25.0%
518 10 48 99	Interfd ERR R & M - Non Dept	2,000.00	38.82	1,961.18	1.9%
518 10 49 00	Miscellaneous - Non Dept	27,000.00	7,078.16	19,921.84	26.2%
518 10 49 01	Town Topics/Citizen Communication	10,000.00	2,640.52	7,359.48	26.4%
518 10 49 02	Notary	250.00	129.96	120.04	52.0%
518 10 49 03	Dues/Member/Subscriptions - Non Dept	150.00	0.00	150.00	0.0%
518 10 49 04	Reg & Tuition - Non Dept	150.00	0.00	150.00	0.0%
518 11 41 00	Prof Svcs - Personnel	1,000.00	21.90	978.10	2.2%
518 11 41 01	Advertising - Personnel	0.00	0.00	0.00	0.0%
518 11 41 02	Drug & Alcohol - Personnel	750.00	805.00	(55.00)	107.3%
518 11 43 00	Travel - Personnel	50.00	0.00	50.00	0.0%
518 11 49 00	Miscellaneous - Personnel	100.00	0.00	100.00	0.0%
518 11 49 01	Dues/Member/Subscriptions - Personnel	200.00	0.00	200.00	0.0%
518 11 49 02	Meals - Other Than Travel/Train	50.00	0.00	50.00	0.0%
518 11 49 03	Reg & Tuition - Personnel	250.00	60.00	190.00	24.0%
518 20 43 01	Excise Tax - Time/Temp Rental	0.00	8.68	(8.68)	0.0%
518 30 41 00	Advertising - Fac/Equip	0.00	0.00	0.00	0.0%
518 30 41 01	Contract Maintenance	52,620.00	7,922.18	44,697.82	15.1%
518 30 41 02	General Fund Property Maint	1,500.00	0.00	1,500.00	0.0%
518 30 42 00	Communication - Fac/Equip	1,100.00	179.16	920.84	16.3%
518 30 45 01	Oper Rentals - Fac/Equip	100.00	0.00	100.00	0.0%
518 30 45 99	Rental Space In ERR Garage	4,700.00	1,174.97	3,525.03	25.0%
518 30 46 00	Insurance	200,000.00	(61.50)	200,061.50	0.0%
518 30 46 01	Insurance Deductible	1,000.00	0.00	1,000.00	0.0%
518 30 47 00	Public Utility Services - City Hall	15,000.00	3,839.29	11,160.71	25.6%
518 30 48 00	Rep & Maint - Fac/Equip	100.00	0.00	100.00	0.0%
518 30 48 01	Rep & Maint - Rec Bldg	5,000.00	2,741.81	2,258.19	54.8%
518 30 48 02	Rep & Maint - City Hall	5,000.00	2,387.77	2,612.23	47.8%
518 30 48 03	Rep & Maint - PW	6,000.00	8,166.14	(2,166.14)	136.1%
518 30 48 04	Rep & Maint - PSB	5,000.00	1,072.96	3,927.04	21.5%
518 30 48 05	Rep & Maint - Time/Temp	700.00	0.00	700.00	0.0%

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## 001 General Fund

Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining
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## 518 Central Services

518 30 48 06	Rep & Maint - Parks Structures	500.00	0.00	500.00	0.0%
518 30 48 98	Interfd ERR Replace - Fac/Equip	3,100.00	775.03	2,324.97	25.0%
518 30 48 99	Interfd ERR R & M - Facilities	4,000.00	138.80	3,861.20	3.5%
518 30 49 00	Miscellaneous - Fac/Equip	700.00	270.24	429.76	38.6%
518 30 49 01	Alarm Monitoring - City Hall	0.00	0.00	0.00	0.0%
518 61 40 01	Judgements And Settlements	0.00	0.00	0.00	0.0%
518 63 40 00	General Grants, Financial Assistance & Other Distributions To Local Governments	0.00	0.00	0.00	0.0%
518 81 41 01	Prof Svcs - I/S	41,850.00	12,533.13	29,316.87	29.9%
518 81 41 02	Web Design & Maintenance	5,000.00	0.00	5,000.00	0.0%
518 81 42 00	Communication/Internet - I/S	8,000.00	320.85	7,679.15	4.0%
518 81 48 00	Rep & Maint - I/S	0.00	0.00	0.00	0.0%
518 81 48 98	Interfd ERR Replace - I/S	0.00	0.00	0.00	0.0%
518 81 48 99	Interfd ERR R & M - I/S	0.00	0.00	0.00	0.0%
518 81 49 01	Software Licenses	20,100.00	272.80	19,827.20	1.4%

040 Other Services and Charges	476,339.00	65,778.32	410,560.68	13.8%
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597 10 00 01	Transfer Out To Street	10,000.00	10,000.00	0.00	100.0%
597 10 00 02	Transfer Out To Property Tax	254,912.00	8,732.26	246,179.74	3.4%
597 10 00 03	Transfer Out To Light Maint	52,680.00	6,791.30	45,888.70	12.9%
597 10 00 04	Transfer Out To C.R.	0.00	0.00	0.00	0.0%
597 10 00 05	Transfer Out To Water Capital (ARPA)	290,000.00	0.00	290,000.00	0.0%

090 Interfund	607,592.00	25,523.56	582,068.44	4.2%
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594 18 62 00	Buildings & Structures - Facilities	0.00	0.00	0.00	0.0%
594 18 63 00	Other Improvements - Facilities	0.00	0.00	0.00	0.0%
594 18 64 00	Machinery & Equipment - I/S	0.00	0.00	0.00	0.0%
594 18 64 01	Machinery & Equipment - Facilities	0.00	0.00	0.00	0.0%

094 Capital Expenditures	0.00	0.00	0.00	0.0%
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518 Central Services	1,424,606.00	184,207.17	1,240,398.83	12.9%
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## 521 Law Enforcement

521 10 10 00	Sal & Wages - Civil Svc	3,065.00	765.00	2,300.00	25.0%
521 22 10 00	Sal & Wages - Police	1,209,495.00	219,154.77	990,340.23	18.1%
521 22 11 00	Overtime - Police	30,000.00	6,172.45	23,827.55	20.6%
521 22 12 00	Major Holiday Compensation	6,500.00	1,591.02	4,908.98	24.5%
521 22 13 00	Emphasis Patrol Overtime	15,000.00	1,198.83	13,801.17	8.0%
521 22 14 00	Reimbursable Overtime	8,000.00	0.00	8,000.00	0.0%

010 Salaries and Wages	1,272,060.00	228,882.07	1,043,177.93	18.0%
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521 10 20 00	Personnel Benefits - Civil Svc	560.00	139.68	420.32	24.9%
521 22 20 00	Personnel Benefits - Police	474,160.00	80,640.19	393,519.81	17.0%
521 22 20 01	LEOFF I Medical Premiums	9,445.00	2,227.50	7,217.50	23.6%
521 22 20 02	LEOFF I Long Term Care Premiums	600.00	170.70	429.30	28.5%
521 22 20 03	LEOFF I Other Medical Costs	4,000.00	0.00	4,000.00	0.0%

020 Personnel Benefits	488,765.00	83,178.07	405,586.93	17.0%
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521 10 31 00	Office Supplies - Civil Svc	50.00	0.00	50.00	0.0%
521 22 31 00	Office & Oper Sup - Police	5,300.00	537.05	4,762.95	10.1%



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## 001 General Fund

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Expenditures		Amt Budgeted	Expenditures	Remaining	
521 Law Enforcement					
521 22 35 00	Small Tools & Equip - Police	3,350.00	659.97	2,690.03	19.7%
030 Supplies		8,700.00	1,197.02	7,502.98	13.8%
521 10 41 00	Prof Svcs - Civil Svc	500.00	100.00	400.00	20.0%
521 10 41 01	Advertising - Civil Svc	0.00	0.00	0.00	0.0%
521 10 43 00	Travel - Civil Svc	100.00	0.00	100.00	0.0%
521 10 49 00	Miscellaneous - Civil Svc	50.00	0.00	50.00	0.0%
521 10 49 01	Meals - Other Than Travel/Train	300.00	0.00	300.00	0.0%
521 10 49 02	Reg & Tuition - Civil Svc	250.00	0.00	250.00	0.0%
521 22 41 00	Prof Svcs - Police	48,000.00	35,509.02	12,490.98	74.0%
521 22 42 00	Communication - Police	15,500.00	1,476.81	14,023.19	9.5%
521 22 43 00	Travel - Police	3,500.00	0.00	3,500.00	0.0%
521 22 45 00	Oper Rentals - Copier - Police	5,385.00	519.49	4,865.51	9.6%
521 22 48 00	Rep & Maint - Police	3,500.00	203.50	3,296.50	5.8%
521 22 48 98	Interfd ERR Replace - Police	88,336.00	22,084.03	66,251.97	25.0%
521 22 48 99	Interfd ERR R & M - Police	64,100.00	4,416.29	59,683.71	6.9%
521 22 49 00	Miscellaneous - Police	600.00	101.96	498.04	17.0%
521 22 49 01	Uniforms/Clothing/Laundry	8,500.00	1,650.29	6,849.71	19.4%
521 22 49 02	Reg & Tuition - Police	10,000.00	95.00	9,905.00	1.0%
521 22 49 03	Dues/Member/Subscriptions - Police	575.00	310.00	265.00	53.9%
521 22 49 04	CJF Programs	9,165.00	4,454.32	4,710.68	48.6%
521 22 49 05	Reimbursable Programs	9,000.00	0.00	9,000.00	0.0%
521 22 49 06	Chaplaincy Program	0.00	0.00	0.00	0.0%
521 22 49 07	Community Outreach	1,500.00	38.50	1,461.50	2.6%
040 Other Services and Charges		268,861.00	70,959.21	197,901.79	26.4%
521 22 41 01	Pierce Co Radio Communication	12,150.00	0.00	12,150.00	0.0%
521 22 41 02	Dispatching - Lesa	86,740.00	0.00	86,740.00	0.0%
521 22 41 03	WACIC/NCIC	2,400.00	0.00	2,400.00	0.0%
521 22 41 04	Records	12,950.00	0.00	12,950.00	0.0%
521 22 41 05	IT Charges	35,640.00	0.00	35,640.00	0.0%
050 Intergovt Services and Taxes		149,880.00	0.00	149,880.00	0.0%
594 21 64 00	Machinery & Equipment - Police	34,200.00	0.00	34,200.00	0.0%
094 Capital Expenditures		34,200.00	0.00	34,200.00	0.0%
521 Law Enforcement		2,222,466.00	384,216.37	1,838,249.63	17.3%
522 Fire/EMS					
522 20 40 00	Tacoma Contract - Fire	232,848.00	77,616.00	155,232.00	33.3%
522 20 41 00	Tacoma Contract - EMS	562,040.00	187,346.68	374,693.32	33.3%
522 Fire/EMS		794,888.00	264,962.68	529,925.32	33.3%
523 Jail Costs					
523 60 40 01	Jail	30,000.00	2,674.98	27,325.02	8.9%
523 60 40 02	Jail (Medical Serv)	500.00	0.00	500.00	0.0%
523 Jail Costs		30,500.00	2,674.98	27,825.02	8.8%

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## 001 General Fund

Months: 01 To: 03

Expenditures		Amt Budgeted	Expenditures	Remaining	
524 Protective Inspections					
524 20 10 00	Sal & Wages - Building	45,280.00	10,413.54	34,866.46	23.0%
	010 Salaries and Wages	45,280.00	10,413.54	34,866.46	23.0%
524 20 20 00	Personnel Benefits - Building	10,190.00	3,447.68	6,742.32	33.8%
	020 Personnel Benefits	10,190.00	3,447.68	6,742.32	33.8%
524 20 31 00	Office & Oper Sup - Building	500.00	8.26	491.74	1.7%
524 20 35 00	Small Tools & Equip - Building	250.00	0.00	250.00	0.0%
	030 Supplies	750.00	8.26	741.74	1.1%
524 20 41 01	Bldg Inspec/Plan Review	23,000.00	11,844.44	11,155.56	51.5%
524 20 41 02	Eng Inspec/Plan Review	0.00	0.00	0.00	0.0%
524 20 41 03	Prof Svcs - Building	3,000.00	1,758.23	1,241.77	58.6%
524 20 42 00	Communication- Building	200.00	29.86	170.14	14.9%
524 20 43 00	Travel - Building	200.00	0.00	200.00	0.0%
524 20 48 98	Interfd ERR Replace - Building	0.00	0.00	0.00	0.0%
524 20 48 99	Interfd ERR R & M - Building	0.00	0.00	0.00	0.0%
524 20 49 00	Dues/Member/Subscriptions - Building	150.00	47.50	102.50	31.7%
524 20 49 01	Reg & Tuition - Building	200.00	70.00	130.00	35.0%
	040 Other Services and Charges	26,750.00	13,750.03	12,999.97	51.4%
524 Protective Inspections		82,970.00	27,619.51	55,350.49	33.3%
525 Emergency Management					
525 60 10 00	Sal & Wages - Emg Mgmt	7,940.00	1,727.68	6,212.32	21.8%
	010 Salaries and Wages	7,940.00	1,727.68	6,212.32	21.8%
525 60 20 00	Personnel Benefits - Emg Mgmt	2,290.00	516.90	1,773.10	22.6%
	020 Personnel Benefits	2,290.00	516.90	1,773.10	22.6%
525 60 41 00	Emg Mgmt Dues	0.00	0.00	0.00	0.0%
	050 Intergovt Services and Taxes	0.00	0.00	0.00	0.0%
594 25 64 00	Machinery & Equipment - Emg Mgmt	0.00	0.00	0.00	0.0%
	094 Capital Expenditures	0.00	0.00	0.00	0.0%
525 Emergency Management		10,230.00	2,244.58	7,985.42	21.9%
553 Conservation					
553 70 40 00	Pollution Control	5,280.00	0.00	5,280.00	0.0%
553 Conservation		5,280.00	0.00	5,280.00	0.0%
554 Animal Control					
554 30 41 00	Animal Control	10,000.00	2,453.50	7,546.50	24.5%
554 Animal Control		10,000.00	2,453.50	7,546.50	24.5%

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## 001 General Fund

Months: 01 To: 03

Expenditures		Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel					
558 60 10 00	Sal & Wages - Planning	45,280.00	10,413.56	34,866.44	23.0%
	010 Salaries and Wages	45,280.00	10,413.56	34,866.44	23.0%
558 60 20 00	Personnel Benefits - Planning	10,190.00	3,447.59	6,742.41	33.8%
	020 Personnel Benefits	10,190.00	3,447.59	6,742.41	33.8%
558 60 31 00	Office & Oper Sup - Planning	500.00	8.26	491.74	1.7%
558 60 35 00	Small Tools & Equip - Planning	250.00	0.00	250.00	0.0%
	030 Supplies	750.00	8.26	741.74	1.1%
558 60 41 00	Prof Svcs - Planning	89,500.00	22,877.47	66,622.53	25.6%
558 60 41 01	Advertising - Planning	500.00	239.22	260.78	47.8%
558 60 41 02	Recording Software Services	0.00	0.00	0.00	0.0%
558 60 42 00	Communication - Planning	200.00	29.86	170.14	14.9%
558 60 43 00	Travel - Planning	200.00	0.00	200.00	0.0%
558 60 48 98	Interfd ERR Replace - Planning	300.00	75.00	225.00	25.0%
558 60 48 99	Interfd ERR R & M - Planning	200.00	0.00	200.00	0.0%
558 60 49 00	Miscellaneous - Planning	50.00	0.00	50.00	0.0%
558 60 49 01	Reg & Tuition - Planning	200.00	110.00	90.00	55.0%
558 60 49 02	Dues/Member/Subscriptions - Planning	150.00	122.50	27.50	81.7%
558 60 49 03	Printing & Binding - Planning	0.00	0.00	0.00	0.0%
	040 Other Services and Charges	91,300.00	23,454.05	67,845.95	25.7%
	558 Planning & Community Devel	147,520.00	37,323.46	110,196.54	25.3%
566 Substance Abuse					
566 66 49 00	Substance Abuse Fee	2,208.00	518.07	1,689.93	23.5%
	566 Substance Abuse	2,208.00	518.07	1,689.93	23.5%
571 Recreation					
571 10 10 00	Sal & Wages - Rec	236,100.00	53,383.46	182,716.54	22.6%
571 10 11 00	Overtime - Rec	5,500.00	128.40	5,371.60	2.3%
571 10 12 00	Casual & Seasonal Labor - Rec	54,560.00	18,751.83	35,808.17	34.4%
	010 Salaries & Wages	296,160.00	72,263.69	223,896.31	24.4%
571 10 20 00	Personnel Benefits - Rec	108,700.00	25,683.82	83,016.18	23.6%
	020 Personnel Benefits	108,700.00	25,683.82	83,016.18	23.6%
571 10 31 00	Office Supplies - Rec	600.00	265.42	334.58	44.2%
571 10 31 01	Oper Supplies - Rec	1,000.00	908.94	91.06	90.9%
571 10 31 02	Senior Program Supplies	400.00	1,085.55	(685.55)	271.4%
571 10 31 03	Youth Supplies	1,200.00	0.00	1,200.00	0.0%
571 10 31 04	Janitorial Supplies - Rec Bldg	6,000.00	1,561.53	4,438.47	26.0%
571 10 35 00	Small Tools & Equip - Rec	1,000.00	0.00	1,000.00	0.0%
	030 Supplies	10,200.00	3,821.44	6,378.56	37.5%
571 10 41 00	Senior Trips	250.00	326.60	(76.60)	130.6%
571 10 41 01	Prof Svcs - Rec	4,450.00	0.00	4,450.00	0.0%
571 10 42 00	Postage - Rec	2,500.00	0.00	2,500.00	0.0%

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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 571 Recreation

571 10 42 01	Communication - Rec	0.00	0.00	0.00	0.0%
571 10 43 00	Travel - Rec	600.00	0.00	600.00	0.0%
571 10 45 01	Oper Rentals - Copier - Rec	2,450.00	324.33	2,125.67	13.2%
571 10 47 00	Public Utility Services - Rec	20,000.00	4,977.76	15,022.24	24.9%
571 10 49 00	Miscellaneous - Rec	2,000.00	258.50	1,741.50	12.9%
571 10 49 01	Printing & Binding - Rec	1,000.00	0.00	1,000.00	0.0%
571 10 49 02	Reg & Tuition - Rec	800.00	0.00	800.00	0.0%
571 10 49 03	Dues/Member/Subscriptions - Rec	400.00	172.00	228.00	43.0%
571 20 41 01	Adult Basketball - Referees	1,500.00	0.00	1,500.00	0.0%
571 20 41 02	Adult Baseball - Umpires	2,000.00	0.00	2,000.00	0.0%
571 20 49 03	Indoor Soccer	900.00	388.76	511.24	43.2%
571 20 49 04	Flag Football	700.00	89.27	610.73	12.8%
571 20 49 05	5k Race	0.00	0.00	0.00	0.0%
571 20 49 06	Instructor Fees	31,500.00	8,096.90	23,403.10	25.7%
571 20 49 07	Youth Basketball/Youth Referees	4,000.00	6,678.56	(2,678.56)	167.0%
571 20 49 08	Adult Basketball	800.00	255.20	544.80	31.9%
571 20 49 09	Youth Baseball	10,000.00	0.00	10,000.00	0.0%
571 20 49 10	Adult Baseball	700.00	0.00	700.00	0.0%

040 Services	86,550.00	21,567.88	64,982.12	24.9%
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571 20 43 00	Excise Tax - Participation Fees/Rentals	1,500.00	0.00	1,500.00	0.0%
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050 Facilities	1,500.00	0.00	1,500.00	0.0%
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594 71 64 00	Machinery & Equipment - Rec	0.00	0.00	0.00	0.0%
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094 Capital Expenditures	0.00	0.00	0.00	0.0%
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571 Recreation	503,110.00	123,336.83	379,773.17	24.5%
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## 572 Libraries

572 21 49 00	Library Services	10,000.00	2,847.50	7,152.50	28.5%
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572 Libraries	10,000.00	2,847.50	7,152.50	28.5%
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## 573 Community Events

573 90 49 01	Community Events	53,650.00	5,010.80	48,639.20	9.3%
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573 Community Events	53,650.00	5,010.80	48,639.20	9.3%
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## 576 Park Facilities

576 20 10 00	Sal & Wages - Pool	28,575.00	4,063.22	24,511.78	14.2%
576 20 11 00	Overtime - Pool	1,500.00	0.00	1,500.00	0.0%
576 20 12 00	Casual & Seasonal Labor - Pool	137,210.00	0.00	137,210.00	0.0%
576 80 10 00	Sal & Wages - Parks	133,400.00	22,984.41	110,415.59	17.2%
576 80 11 00	Overtime - Parks	1,500.00	151.94	1,348.06	10.1%
576 80 12 00	Casual & Seasonal Labor - Parks	16,520.00	0.00	16,520.00	0.0%

010 Salaries and Wages	318,705.00	27,199.57	291,505.43	8.5%
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576 20 20 00	Personnel Benefits - Pool	34,100.00	2,030.33	32,069.67	6.0%
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576 80 20 00	Personnel Benefits - Parks	78,800.00	13,201.80	65,598.20	16.8%
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## 001 General Fund

Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining
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## 576 Park Facilities

020 Personnel Benefits	112,900.00	15,232.13	97,667.87	13.5%
576 20 31 00 Office Supplies - Pool	300.00	0.00	300.00	0.0%
576 20 31 01 Oper Supplies - Pool Chemicals	24,000.00	304.15	23,695.85	1.3%
576 20 31 02 Janitorial Supplies - Pool	3,000.00	134.91	2,865.09	4.5%
576 20 31 03 Oper Supplies - Pool	6,500.00	116.45	6,383.55	1.8%
576 20 31 04 Repair Supplies - Pool	0.00	0.00	0.00	0.0%
576 20 35 00 Small Tools & Equip - Pool	1,500.00	968.40	531.60	64.6%
576 80 31 00 Office Supplies - Parks	100.00	0.00	100.00	0.0%
576 80 31 01 Janitorial Supplies - Parks Structures	1,000.00	0.00	1,000.00	0.0%
576 80 31 02 Oper Supplies - Parks	15,000.00	5,218.04	9,781.96	34.8%
576 80 35 00 Small Tools & Equip - Parks	1,500.00	0.00	1,500.00	0.0%
030 Supplies	52,900.00	6,741.95	46,158.05	12.7%
576 20 41 00 Prof Svcs - Pool	3,000.00	0.00	3,000.00	0.0%
576 20 45 00 Oper Rentals - Pool	300.00	0.00	300.00	0.0%
576 20 47 00 Public Utility Services - Pool	30,000.00	7,979.40	22,020.60	26.6%
576 20 48 00 Rep & Maint - Pool	3,000.00	0.00	3,000.00	0.0%
576 20 49 01 Printing & Binding - Pool	0.00	0.00	0.00	0.0%
576 20 49 02 Miscellaneous - Pool	2,500.00	387.26	2,112.74	15.5%
576 80 41 00 Prof Svcs - Parks	1,500.00	195.60	1,304.40	13.0%
576 80 41 01 Advertising - Parks	0.00	90.00	(90.00)	0.0%
576 80 42 00 Communication - Parks	2,000.00	179.16	1,820.84	9.0%
576 80 45 00 Oper Rentals - Copier - Parks	300.00	36.03	263.97	12.0%
576 80 47 00 Public Utility Services - Parks	30,000.00	6,146.42	23,853.58	20.5%
576 80 47 01 Dumping Fees - Parks	1,500.00	0.00	1,500.00	0.0%
576 80 48 00 Rep & Maint - Parks	10,000.00	0.00	10,000.00	0.0%
576 80 48 98 Interfd ERR Replace - Parks	17,050.00	4,262.53	12,787.47	25.0%
576 80 48 99 Interfd ERR R & M - Parks	12,200.00	459.70	11,740.30	3.8%
576 80 49 00 Miscellaneous - Parks	500.00	360.44	139.56	72.1%
040 Other Services and Charges	113,850.00	20,096.54	93,753.46	17.7%
576 20 43 00 Excise Tax - Pool Revenue	17,000.00	0.00	17,000.00	0.0%
050 Intergovt Services and Taxes	17,000.00	0.00	17,000.00	0.0%
594 76 61 00 Land - Parks	0.00	0.00	0.00	0.0%
594 76 62 00 Buildings & Structures - Parks	0.00	0.00	0.00	0.0%
594 76 63 01 Other Improvements - Parks	35,000.00	0.00	35,000.00	0.0%
594 76 64 00 Machinery & Equipment - Parks	0.00	17,551.99	(17,551.99)	0.0%
094 Capital Expenditures	35,000.00	17,551.99	17,448.01	50.1%
576 Park Facilities	650,355.00	86,822.18	563,532.82	13.3%

## 580 Non Expenditures

582 10 00 00 Deposit Refunds	0.00	3,290.00	(3,290.00)	0.0%
586 00 00 01 Permit Deposit Applied	0.00	0.00	0.00	0.0%
588 10 00 01 Prior Period Adjustments (Incl. UCP remittance)	0.00	0.00	0.00	0.0%
589 00 00 00 Machinery	0.00	0.00	0.00	0.0%
589 00 00 99 Payroll EE Deduction Clearing	0.00	0.00	0.00	0.0%

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City Of Fircrest

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001 General Fund Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
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## 580 Non Expenditures

580 Non Expenditures	0.00	3,290.00	(3,290.00)	0.0%
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## 591 Debt Service

591 12 70 00 Lease Payments - Court	0.00	0.00	0.00	0.0%
591 18 70 10 Lease Payments - Non-Dept	0.00	0.00	0.00	0.0%
591 21 70 22 Lease Payments - Police	0.00	0.00	0.00	0.0%
591 71 70 00 Lease Payments - Recreation	0.00	0.00	0.00	0.0%
591 76 70 80 Lease Payments - Parks	0.00	0.00	0.00	0.0%
<b>591 Debt Service</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

## 999 Ending Balance

508 31 00 01 Restricted EFB - ARPA	380,581.00	0.00	380,581.00	0.0%
508 51 00 01 Assigned EFB - Light	435,367.00	0.00	435,367.00	0.0%
508 51 00 02 Assigned EFB - 44th Alameda	478,529.00	0.00	478,529.00	0.0%
508 91 00 01 Unassigned EFB - General	3,090,994.00	0.00	3,090,994.00	0.0%
<b>999 Ending Balance</b>	<b>4,385,471.00</b>	<b>0.00</b>	<b>4,385,471.00</b>	<b>0.0%</b>

Fund Expenditures:	11,980,954.00	1,469,554.81	10,511,399.19	12.3%
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Fund Excess/(Deficit):	0.00	5,351,257.52		
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## 1st QUARTER 2023

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101 City Street Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
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## 308 Beginning Balances

308 91 01 01 Unassigned BFB - Street	238,385.00	425,495.41	(187,110.41)	178.5%
308 Beginning Balances	238,385.00	425,495.41	(187,110.41)	178.5%

## 320 Licenses &amp; Permits

322 40 00 00 ROW Road Permit	10,000.00	4,852.82	5,147.18	48.5%
320 Licenses & Permits	10,000.00	4,852.82	5,147.18	48.5%

## 330 State Generated Revenues

333 20 20 04 Alameda Overlay Grant	0.00	0.00	0.00	0.0%
333 20 20 05 Pierce County Grant	135,000.00	0.00	135,000.00	0.0%
334 03 81 00 State Grant from TIB	0.00	0.00	0.00	0.0%
336 00 71 00 Multimodal Transportation	9,380.00	2,341.93	7,038.07	25.0%
336 00 87 00 Motor Vehicle Fuel Tax	139,540.00	30,596.72	108,943.28	21.9%
330 State Generated Revenues	283,920.00	32,938.65	250,981.35	11.6%

## 360 Misc Revenues

361 11 01 01 Investment Interest - Street	4,800.00	4,440.70	359.30	92.5%
367 00 00 04 Donations - Baskets	0.00	5,070.00	(5,070.00)	0.0%
367 00 00 08 Donations - Beautification	10,000.00	990.00	9,010.00	9.9%
369 91 01 01 Other Misc Revenue - Street	100.00	0.00	100.00	0.0%
360 Misc Revenues	14,900.00	10,500.70	4,399.30	70.5%

## 380 Non Revenues

388 10 00 00 Prior Period Adjustments	0.00	171.39	(171.39)	0.0%
380 Non Revenues	0.00	171.39	(171.39)	0.0%

## 390 Other Revenues

398 10 01 01 Insurance Recovery - Street	0.00	540.90	(540.90)	0.0%
390 Other Revenues	0.00	540.90	(540.90)	0.0%

## 397 Interfund Transfers

397 00 00 02 Transfer In From General Fund	10,000.00	10,000.00	0.00	100.0%
397 00 00 03 Transfer In From Property Tax	254,912.00	8,732.26	246,179.74	3.4%
397 00 00 04 Transfer In From Light - St Lt Maint	52,680.00	6,791.30	45,888.70	12.9%
397 00 00 06 Transfer In From Reet (1st 1/4)	100,000.00	0.00	100,000.00	0.0%
397 00 01 51 Transfer In From C.R. - Street	0.00	0.00	0.00	0.0%
397 Interfund Transfers	417,592.00	25,523.56	392,068.44	6.1%

Fund Revenues:	964,797.00	500,023.43	464,773.57	51.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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542 Streets - Maintenance

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City Of Fircrest

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101 City Street Fund Months: 01 To: 03

Expenditures		Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance					
542 30 10 00	Sal & Wages - Street Reg	55,750.00	22,378.48	33,371.52	40.1%
542 30 11 00	Overtime - Street Reg	5,475.00	1,541.75	3,933.25	28.2%
542 30 12 00	Casual & Seasonal Labor - Street Reg	17,135.00	0.00	17,135.00	0.0%
542 63 10 00	Sal & Wages - St Light	6,080.00	679.21	5,400.79	11.2%
542 63 11 00	Overtime - St Light	200.00	0.00	200.00	0.0%
542 80 10 00	Sal & Wages - St Beaut	21,705.00	2,229.28	19,475.72	10.3%
542 80 11 00	Overtime - St Beaut	1,000.00	0.00	1,000.00	0.0%
542 80 12 00	Casual & Seasonal Labor - St Beaut	4,615.00	0.00	4,615.00	0.0%
010 Salaries and Wages		111,960.00	26,828.72	85,131.28	24.0%
542 30 20 00	Personnel Benefits - Street Reg	27,265.00	10,312.30	16,952.70	37.8%
542 30 20 01	Contract Benefits - Street Reg	700.00	400.10	299.90	57.2%
542 30 20 02	Unemployment Compensation - Street	0.00	0.00	0.00	0.0%
542 63 20 00	Personnel Benefits - St Light	2,850.00	295.56	2,554.44	10.4%
542 80 20 00	Personnel Benefits - St Beaut	11,565.00	1,001.04	10,563.96	8.7%
020 Personnel Benefits		42,380.00	12,009.00	30,371.00	28.3%
542 30 31 01	Office Supplies - Street Reg	500.00	233.69	266.31	46.7%
542 30 31 02	Oper Supplies - Street Reg	13,000.00	4,572.69	8,427.31	35.2%
542 30 31 03	Oper Supplies - Street Crack Sealing	5,000.00	0.00	5,000.00	0.0%
542 30 35 00	Small Tools & Equip - Street Reg	2,000.00	174.06	1,825.94	8.7%
542 63 31 00	Oper Supplies - St Light	6,000.00	0.00	6,000.00	0.0%
542 63 35 00	Small Tools & Equip - St Light	500.00	0.00	500.00	0.0%
542 80 31 01	Oper Supplies - St Beaut	2,500.00	384.03	2,115.97	15.4%
542 80 31 02	Oper Supplies - Flower Baskets	5,000.00	2,653.16	2,346.84	53.1%
542 80 31 04	Oper Supplies - Beautification	9,000.00	101.45	8,898.55	1.1%
542 80 31 05	Banners/Flags	2,000.00	0.00	2,000.00	0.0%
542 80 35 00	Small Tools & Equip - St Beaut	250.00	0.00	250.00	0.0%
030 Supplies		45,750.00	8,119.08	37,630.92	17.7%
542 30 41 00	Prof Svcs - Street Reg	10,000.00	4,868.55	5,131.45	48.7%
542 30 41 01	Advertising - Street Reg	100.00	0.00	100.00	0.0%
542 30 42 00	Communication - Street Reg	2,500.00	204.89	2,295.11	8.2%
542 30 43 00	Travel - Street Reg	50.00	0.00	50.00	0.0%
542 30 45 00	Oper Rentals - Copier - Street Reg	750.00	96.07	653.93	12.8%
542 30 45 99	Land Rental - Street	22,335.00	5,583.75	16,751.25	25.0%
542 30 47 01	Dumping Fees - Street	3,000.00	791.36	2,208.64	26.4%
542 30 47 02	Electricity & Gas/Bldg - Street	3,500.00	772.00	2,728.00	22.1%
542 30 47 03	Electricity/Traffic Lights	1,000.00	287.67	712.33	28.8%
542 30 48 01	Rep & Maint - Street Maint	26,000.00	151.76	25,848.24	0.6%
542 30 48 98	Interd ERR Replacement - Street	32,494.00	8,123.53	24,370.47	25.0%
542 30 48 99	Interfd ERR R & M - Street	21,500.00	1,798.88	19,701.12	8.4%
542 30 49 01	Miscellaneous - Street Reg	500.00	0.00	500.00	0.0%
542 30 49 02	Judgements - Street Reg	1,000.00	0.00	1,000.00	0.0%
542 30 49 03	Dues/Member/Subscriptions - Street Reg	1,075.00	0.00	1,075.00	0.0%
542 30 49 04	Reg & Tuition - Street Reg	100.00	0.00	100.00	0.0%
542 63 47 00	Electricity/Street Lights	15,000.00	3,612.56	11,387.44	24.1%
542 63 48 01	Rep & Maint - St Light	2,000.00	0.00	2,000.00	0.0%
542 63 48 02	Pole Attachment Charge	5,000.00	2,203.97	2,796.03	44.1%
542 63 49 00	Miscellaneous - St Light	50.00	0.00	50.00	0.0%
542 80 47 00	Public Utility Services - St Beaut	600.00	0.30	599.70	0.1%
542 80 48 00	Street Tree Maintenance (contracted)	15,000.00	13,777.62	1,222.38	91.9%



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City Of Fircrest

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101 City Street Fund Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
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## 542 Streets - Maintenance

542 80 49 03 Beautification Services (contracted)	20,000.00	2,640.72	17,359.28	13.2%
040 Other Services and Charges	183,554.00	44,913.63	138,640.37	24.5%
542 30 91 00 Interfd Service Charges	84,788.00	21,196.97	63,591.03	25.0%
090 Interfund	84,788.00	21,196.97	63,591.03	25.0%
594 32 64 01 Machinery & Equipment - Street	0.00	0.00	0.00	0.0%
595 32 63 01 Street Improvements	100,000.00	0.00	100,000.00	0.0%
595 63 63 00 Other Improvements - Street Light	0.00	0.00	0.00	0.0%
094 Capital Expenditures	100,000.00	0.00	100,000.00	0.0%
542 Streets - Maintenance	568,432.00	113,067.40	455,364.60	19.9%

## 580 Non Expenditures

589 00 01 01 Other Non Expenditures	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%

## 591 Debt Service

591 95 70 00 Lease Payments - Street	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%

## 594 Capital Expenditures

595 10 63 06 Project Engineering - Street	135,000.00	0.00	135,000.00	0.0%
595 32 63 06 Construction - (Grant)	15,000.00	0.00	15,000.00	0.0%
594 Capital Expenditures	150,000.00	0.00	150,000.00	0.0%

## 999 Ending Balance

508 91 01 01 Unassigned EFB - Street	246,365.00	0.00	246,365.00	0.0%
999 Ending Balance	246,365.00	0.00	246,365.00	0.0%

Fund Expenditures:	964,797.00	113,067.40	851,729.60	11.7%
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Fund Excess/(Deficit):	0.00	386,956.03	
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City Of Fircrest

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<u>105 Police Investigation Fund</u>	<u>Months: 01 To: 03</u>
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Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 31 01 05     Restricted BFB - Police Investigation	12,500.00	12,701.18	(201.18)    101.6%
308 Beginning Balances	12,500.00	12,701.18	(201.18)    101.6%

360 Misc Revenues

361 11 01 05     Investment Interest - Police Inv.	250.00	139.07	110.93    55.6%
369 30 01 05     Forfeited Funds	0.00	0.00	0.00    0.0%
360 Misc Revenues	250.00	139.07	110.93    55.6%

Fund Revenues:	12,750.00	12,840.25	(90.25)    100.7%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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521 Law Enforcement

521 21 49 00     Miscellaneous Investigations	12,750.00	0.00	12,750.00    0.0%
521 Law Enforcement	12,750.00	0.00	12,750.00    0.0%

Fund Expenditures:	12,750.00	0.00	12,750.00    0.0%
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Fund Excess/(Deficit):	0.00	12,840.25	
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## 1st QUARTER 2023

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150 Cumulative Reserve Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 41 01 50 Committed BFB - C.R. General	1,209,154.00	1,212,846.08	(3,692.08) 100.3%
308 41 01 51 Committed BFB - C.R. Street	150,000.00	0.00	150,000.00 0.0%
308 41 01 52 Committed BFB - C.R. Sewer	369,250.00	0.00	369,250.00 0.0%
308 41 01 53 Committed BFB - C.R. Water	11,513.00	0.00	11,513.00 0.0%
308 Beginning Balances	1,739,917.00	1,212,846.08	527,070.92 69.7%

## 380 Non Revenues

381 20 00 01 Loan Payment From PCBF	766,660.00	0.00	766,660.00 0.0%
380 Non Revenues	766,660.00	0.00	766,660.00 0.0%

## 397 Interfund Transfers

397 10 00 05 Transfer In From General Fund	0.00	0.00	0.00 0.0%
397 10 00 06 Loan Payment From Cap Bond Fund	0.00	0.00	0.00 0.0%
397 Interfund Transfers	0.00	0.00	0.00 0.0%

Fund Revenues:	2,506,577.00	1,212,846.08	1,293,730.92 48.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 597 Interfund Transfers

581 10 03 01 Transfer Out To PBCF	0.00	0.00	0.00 0.0%
597 10 01 01 Transfer Out To Street	0.00	0.00	0.00 0.0%
597 10 04 25 Transfer Out To Water	0.00	0.00	0.00 0.0%
597 10 04 30 Transfer Out To Sewer	0.00	0.00	0.00 0.0%
597 Interfund Transfers	0.00	0.00	0.00 0.0%

## 999 Ending Balance

508 41 01 51 Committed EFB - C.R. General	1,975,814.00	0.00	1,975,814.00 0.0%
508 41 01 52 Committed EFB - C.R. Street	150,000.00	0.00	150,000.00 0.0%
508 41 01 53 Committed EFB-C.R. Sewer	369,250.00	0.00	369,250.00 0.0%
508 41 01 54 Committed EFB - C.R. Water	11,513.00	0.00	11,513.00 0.0%
999 Ending Balance	2,506,577.00	0.00	2,506,577.00 0.0%

Fund Expenditures:	2,506,577.00	0.00	2,506,577.00 0.0%
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Fund Excess/(Deficit):	0.00	1,212,846.08	
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## 1st QUARTER 2023

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201 Park Bond Debt Service Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 31 02 01	Restricted BFB - Park Bond Fund	283,870.00	135,815.80	148,054.20	47.8%
308 Beginning Balances		283,870.00	135,815.80	148,054.20	47.8%

## 310 Taxes

311 10 02 01	Park Bond Property Taxes	441,046.00	15,229.47	425,816.53	3.5%
310 Taxes		441,046.00	15,229.47	425,816.53	3.5%

## 360 Misc Revenues

361 11 02 01	Investment Interest - Park Bond Debt Service	100.00	21.92	78.08	21.9%
360 Misc Revenues		100.00	21.92	78.08	21.9%

## 397 Interfund Transfers

397 00 00 15	Transfer In From PBCF	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.0%

Fund Revenues:	725,016.00	151,067.19	573,948.81	20.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 591 Debt Service

591 75 72 01	Principal Loan Payment - Park Bond	115,000.00	0.00	115,000.00	0.0%
592 75 82 01	Interest Payment - Park Bond	313,200.00	0.00	313,200.00	0.0%
591 Debt Service		428,200.00	0.00	428,200.00	0.0%

## 999 Ending Balance

508 31 02 01	Restricted EFB - Park Debt	296,816.00	0.00	296,816.00	0.0%
999 Ending Balance		296,816.00	0.00	296,816.00	0.0%

Fund Expenditures:	725,016.00	0.00	725,016.00	0.0%
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Fund Excess/(Deficit):	0.00	151,067.19
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301 Park Bond Capital Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 31 03 01	Restricted BFB - Park Capital	1,182,269.00	1,675,640.93	(493,371.93)	141.7%
308 Beginning Balances		1,182,269.00	1,675,640.93	(493,371.93)	141.7%

## 330 State Generated Revenues

334 04 20 01	State Direct/Indirect Grant From Department Of Commerce	0.00	0.00	0.00	0.0%
330 State Generated Revenues		0.00	0.00	0.00	0.0%

## 360 Misc Revenues

361 11 03 01	Investment Interest - Park Bond Capital	2,365.00	20,150.48	(17,785.48)	852.0%
367 00 03 01	Donations - Park Bond Projects	1,250,000.00	250,000.00	1,000,000.00	20.0%
360 Misc Revenues		1,252,365.00	270,150.48	982,214.52	21.6%

## 390 Other Revenues

391 10 03 01	Bond Proceeds Face Value	0.00	0.00	0.00	0.0%
392 20 03 01	Park Bond Premium	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.0%

## 397 Interfund Transfers

381 10 01 50	Transfer In From Cumulative Reserve	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.0%

Fund Revenues:	2,434,634.00	1,945,791.41	488,842.59	79.9%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 580 Non Expenditures

581 20 00 01	Principal Loan Payment To C.R.	766,660.00	0.00	766,660.00	0.0%
580 Non Expenditures		766,660.00	0.00	766,660.00	0.0%

## 591 Debt Service

592 75 80 01	Interest Payment - Gen (Interfund Loan)	7,686.00	0.00	7,686.00	0.0%
592 75 83 01	Debt Service Issuance Costs	0.00	0.00	0.00	0.0%
591 Debt Service		7,686.00	0.00	7,686.00	0.0%

## 594 Capital Expenditures

594 76 62 03	Buildings & Structures - PBCF	200,000.00	14,067.40	185,932.60	7.0%
594 76 63 03	Other Improvements - PBCF	490,000.00	0.00	490,000.00	0.0%
594 76 64 03	Machinery & Equipment - PBCF	0.00	0.00	0.00	0.0%
594 Capital Expenditures		690,000.00	14,067.40	675,932.60	2.0%

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## 301 Park Bond Capital Fund

Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining
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## 597 Interfund Transfers

597 10 00 15	Transfer Out To Park Debt Srv Fund	0.00	0.00	0.00	0.0%
597 10 00 16	Transfer Out To General Fund	0.00	0.00	0.00	0.0%
597 10 00 17	Transfer Out To C.R. - Interfund Loan Pmt	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.0%

## 999 Ending Balance

508 31 03 01	Restricted EFB - Park Capital	970,288.00	0.00	970,288.00	0.0%
999 Ending Balance		970,288.00	0.00	970,288.00	0.0%

Fund Expenditures:	2,434,634.00	14,067.40	2,420,566.60	0.6%
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Fund Excess/(Deficit):	0.00	1,931,724.01
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310 Reet Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 31 03 11	Restricted BFB - REET (1st 1/4)	712,846.00	706,961.71	5,884.29	99.2%
308 31 03 12	Restricted BFB - REET (2nd 1/4)	1,757,612.00	1,753,094.76	4,517.24	99.7%
308 Beginning Balances		2,470,458.00	2,460,056.47	10,401.53	99.6%

## 310 Taxes

318 34 00 00	Capital Improvement 1	168,000.00	30,053.83	137,946.17	17.9%
318 35 00 00	Growth Management 1	168,000.00	30,053.82	137,946.18	17.9%
310 Taxes		336,000.00	60,107.65	275,892.35	17.9%

## 360 Misc Revenues

361 11 03 11	Investment Interest - REET (1st 1/4)	14,300.00	7,865.64	6,434.36	55.0%
361 11 03 12	Investment Interest - REET (2nd 1/4)	35,200.00	19,257.27	15,942.73	54.7%
360 Misc Revenues		49,500.00	27,122.91	22,377.09	54.8%

Fund Revenues:	2,855,958.00	2,547,287.03	308,670.97	89.2%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 597 Interfund Transfers

597 06 00 01	Transfer Out From 1st 1/4	100,000.00	0.00	100,000.00	0.0%
597 06 00 02	Transfer Out From 2nd 1/4	0.00	0.00	0.00	0.0%
597 Interfund Transfers		100,000.00	0.00	100,000.00	0.0%

## 999 Ending Balance

508 31 03 11	Restricted EFB - REET (1st 1/4)	795,146.00	0.00	795,146.00	0.0%
508 31 03 12	Restricted EFB - REET (2nd 1/4)	1,960,812.00	0.00	1,960,812.00	0.0%
999 Ending Balance		2,755,958.00	0.00	2,755,958.00	0.0%

Fund Expenditures:	2,855,958.00	0.00	2,855,958.00	0.0%
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Fund Excess/(Deficit):	0.00	2,547,287.03
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## 1st QUARTER 2023

City Of Fircrest

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411 Trust Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 51 04 11	Assigned BFB - Trust Utility Deposits	0.00	42,463.00	(42,463.00)	0.0%
308 Beginning Balances		0.00	42,463.00	(42,463.00)	0.0%

## 380 Non Revenues

382 10 04 11	Deposits - Utility (Trust)	0.00	2,560.00	(2,560.00)	0.0%
380 Non Revenues		0.00	2,560.00	(2,560.00)	0.0%

Fund Revenues:	0.00	45,023.00	(45,023.00)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 580 Non Expenditures

582 10 04 11	Trust Fund - Utility Deposits	0.00	2,080.00	(2,080.00)	0.0%
580 Non Expenditures		0.00	2,080.00	(2,080.00)	0.0%

## 999 Ending Balance

508 51 04 11	Assigned EFB - Utility Trust	0.00	0.00	0.00	0.0%
999 Ending Balance		0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	2,080.00	(2,080.00)	0.0%
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Fund Excess/(Deficit):	0.00	42,943.00
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## 1st QUARTER 2023

City Of Fircrest

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415 Storm Drain Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 51 04 15 Assigned BFB - Storm	320,085.00	369,106.42	(49,021.42) 115.3%
308 Beginning Balances	320,085.00	369,106.42	(49,021.42) 115.3%

## 330 State Generated Revenues

334 03 10 00 State Grant from Dept Of Ecology NPDES	25,000.00	0.00	25,000.00 0.0%
330 State Generated Revenues	25,000.00	0.00	25,000.00 0.0%

## 340 Charges For Services

343 10 00 00 Storm Drain Revenues	526,400.00	110,164.89	416,235.11 20.9%
343 10 00 01 Setup Fees - Storm	500.00	77.50	422.50 15.5%
343 10 00 02 Penalties - Storm	6,500.00	1,749.97	4,750.03 26.9%
340 Charges For Services	533,400.00	111,992.36	421,407.64 21.0%

## 360 Misc Revenues

361 11 04 15 Investment Interest - Storm	6,400.00	11,453.59	(5,053.59) 179.0%
369 91 04 15 Other Misc Revenue - Storm	100.00	0.00	100.00 0.0%
360 Misc Revenues	6,500.00	11,453.59	(4,953.59) 176.2%

Fund Revenues:	884,985.00	492,552.37	392,432.63 55.7%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 531 Storm Drain

531 50 10 00 Sal & Wages - Storm	128,025.00	32,212.88	95,812.12 25.2%
531 50 11 00 Overtime - Storm	1,000.00	1,775.74	(775.74) 177.6%
531 50 12 00 Casual & Seasonal Labor - Storm	1,650.00	0.00	1,650.00 0.0%
010 Salaries and Wages	130,675.00	33,988.62	96,686.38 26.0%
531 50 20 00 Personnel Benefits - Storm	59,220.00	14,396.88	44,823.12 24.3%
531 50 20 01 Contract Benefits - Storm	700.00	400.11	299.89 57.2%
531 50 20 02 Unemployment Compensation - Storm	0.00	0.00	0.00 0.0%
020 Personnel Benefits	59,920.00	14,796.99	45,123.01 24.7%
531 50 31 01 Office Supplies - Storm	600.00	233.68	366.32 38.9%
531 50 31 02 Oper Supplies - Storm	3,000.00	434.64	2,565.36 14.5%
531 50 31 03 NPDES Public Outreach	10,000.00	10,105.03	(105.03) 101.1%
531 50 35 00 Small Tools & Equip - Storm	2,000.00	215.64	1,784.36 10.8%
030 Supplies	15,600.00	10,988.99	4,611.01 70.4%
531 50 41 00 Prof Svcs - Storm	37,000.00	18,920.55	18,079.45 51.1%
531 50 41 01 Advertising - Storm	200.00	44.69	155.31 22.3%
531 50 42 00 Communication - Storm	2,500.00	204.92	2,295.08 8.2%
531 50 42 01 Postage - Storm	2,000.00	588.15	1,411.85 29.4%
531 50 43 00 Travel - Storm	0.00	0.00	0.00 0.0%
531 50 45 00 Oper Rentals - Copier - Storm	850.00	96.05	753.95 11.3%
531 50 45 01 Oper Rentals - Storm	0.00	0.00	0.00 0.0%
531 50 45 99 Land Rental - Storm	21,835.00	5,458.78	16,376.22 25.0%

## 1st QUARTER 2023

City Of Fircrest

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415 Storm Drain Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining
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## 531 Storm Drain

531 50 47 01 Dumping Fees - Storm	8,500.00	2,108.16	6,391.84 24.8%
531 50 47 02 Public Utility Services - Bldg - Storm	3,500.00	771.99	2,728.01 22.1%
531 50 48 00 Rep & Maint - Storm	15,000.00	176.78	14,823.22 1.2%
531 50 48 98 Interfd ERR Replace - Storm	46,546.00	11,636.53	34,909.47 25.0%
531 50 48 99 Interfd ERR R & M - Storm	14,800.00	816.65	13,983.35 5.5%
531 50 49 00 Miscellaneous - Storm	250.00	27.26	222.74 10.9%
531 50 49 01 Operation Permit	11,000.00	2,760.13	8,239.87 25.1%
531 50 49 02 Judgements - Storm	1,000.00	0.00	1,000.00 0.0%
531 50 49 03 Printing & Binding - Storm	500.00	80.66	419.34 16.1%
531 50 49 04 Reg & Tuition - Storm	500.00	0.00	500.00 0.0%
531 50 49 05 Dues/Member/Subscriptions - Storm	975.00	0.00	975.00 0.0%
531 50 49 06 Mailing Service - Storm	3,500.00	1,103.71	2,396.29 31.5%

040 Other Services and Charges	170,456.00	44,795.01	125,660.99 26.3%
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531 50 44 00 Excise Tax - Storm	10,000.00	3,002.27	6,997.73 30.0%
531 50 44 01 City Utility Tax	31,584.00	5,170.27	26,413.73 16.4%

050 Intergovt Services and Taxes	41,584.00	8,172.54	33,411.46 19.7%
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531 50 91 00 Interfd Service Charges	87,629.00	21,907.22	65,721.78 25.0%
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090 Interfund	87,629.00	21,907.22	65,721.78 25.0%
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531 Storm Drain	505,864.00	134,649.37	371,214.63 26.6%
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## 591 Debt Service

591 31 70 00 Lease Payments - Storm	0.00	0.00	0.00 0.0%
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591 Debt Service	0.00	0.00	0.00 0.0%
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## 597 Interfund Transfers

597 00 00 10 Transfer Out To Storm Capital Fund	81,900.00	20,475.00	61,425.00 25.0%
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597 Interfund Transfers	81,900.00	20,475.00	61,425.00 25.0%
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## 999 Ending Balance

508 51 04 15 Assigned EFB - Storm	297,221.00	0.00	297,221.00 0.0%
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999 Ending Balance	297,221.00	0.00	297,221.00 0.0%
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Fund Expenditures:	884,985.00	155,124.37	729,860.63 17.5%
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Fund Excess/(Deficit):	0.00	337,428.00	
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## 1st QUARTER 2023

City Of Fircrest

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416 Storm Improvement Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 51 04 16	Assigned BFB - Storm Capital	460,908.00	681,075.12	(220,167.12)	147.8%
308 Beginning Balances		460,908.00	681,075.12	(220,167.12)	147.8%

## 330 State Generated Revenues

334 03 10 01	State Grant from Dept of Ecology	345,240.00	0.00	345,240.00	0.0%
337 00 00 01	Pierce County Flood District	15,000.00	0.00	15,000.00	0.0%
330 State Generated Revenues		360,240.00	0.00	360,240.00	0.0%

## 397 Interfund Transfers

397 00 00 10	Transfer In From Storm Fund	81,900.00	20,475.00	61,425.00	25.0%
397 Interfund Transfers		81,900.00	20,475.00	61,425.00	25.0%

Fund Revenues:	903,048.00	701,550.12	201,497.88	77.7%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 594 Capital Expenditures

594 31 62 00	Building Improvements - Storm Capital	0.00	0.00	0.00	0.0%
594 31 63 00	Storm Improvements - Storm Capital	411,400.00	0.00	411,400.00	0.0%
594 31 63 01	Project Engineering - Storm Capital	48,800.00	0.00	48,800.00	0.0%
594 31 64 00	Machinery & Equipment - Storm	0.00	0.00	0.00	0.0%
594 Capital Expenditures		460,200.00	0.00	460,200.00	0.0%

## 999 Ending Balance

508 51 04 16	Assigned EFB - Storm Capital	442,848.00	0.00	442,848.00	0.0%
999 Ending Balance		442,848.00	0.00	442,848.00	0.0%

Fund Expenditures:	903,048.00	0.00	903,048.00	0.0%
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Fund Excess/(Deficit):	0.00	701,550.12
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## 1st QUARTER 2023

City Of Fircrest

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425 Water Fund (department) Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 51 04 25	Assigned BFB - Water	339,211.00	244,151.55	95,059.45	72.0%
308 Beginning Balances		339,211.00	244,151.55	95,059.45	72.0%

## 340 Charges For Services

343 40 00 00	Sale Of Water	1,120,000.00	188,481.19	931,518.81	16.8%
343 40 00 01	Service Connections - Water	1,800.00	0.00	1,800.00	0.0%
343 40 00 02	Setup Fees - Water	1,500.00	214.50	1,285.50	14.3%
343 40 00 03	Penalties - Water	12,000.00	3,077.26	8,922.74	25.6%
343 40 00 04	Backflow	300.00	0.00	300.00	0.0%
340 Charges For Services		1,135,600.00	191,772.95	943,827.05	16.9%

## 360 Misc Revenues

342 40 04 25	Backflow	0.00	0.00	0.00	0.0%
361 11 04 25	Investment Interest - Water	6,800.00	4,931.46	1,868.54	72.5%
362 50 00 05	Rental Revenue - High Tank	32,350.00	10,797.77	21,552.23	33.4%
362 50 00 06	Rental Revenue - Golf Course Tank	37,000.00	6,869.92	30,130.08	18.6%
369 91 04 25	Other Misc Revenue - Water	500.00	735.00	(235.00)	147.0%
360 Misc Revenues		76,650.00	23,334.15	53,315.85	30.4%

## 397 Interfund Transfers

397 00 01 52	Transfer In From C.R. - Water	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.0%

Fund Revenues:	1,551,461.00	459,258.65	1,092,202.35	29.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 534 Water Utilities

534 10 10 00	Sal & Wages - Water Admin	178,000.00	34,160.98	143,839.02	19.2%
534 10 11 00	Overtime - Water - Admin	300.00	639.48	(339.48)	213.2%
534 10 12 00	Casual & Seasonal Labor - Water Admin	0.00	0.00	0.00	0.0%
534 50 10 00	Sal & Wages - Water Maint	75,165.00	34,353.50	40,811.50	45.7%
534 50 11 00	Overtime - Water Maint	6,000.00	2,739.65	3,260.35	45.7%
534 50 12 00	Casual & Seasonal Labor - Water Maint	6,950.00	0.00	6,950.00	0.0%
534 80 10 00	Sal & Wages - Water Gen Op	20,830.00	1,951.40	18,878.60	9.4%
534 80 11 00	Overtime - Water Gen Op	250.00	(303.04)	553.04	121.2%
010 Salaries and Wages		287,495.00	73,541.97	213,953.03	25.6%
534 10 20 00	Personnel Benefits - Water Admin	79,340.00	14,822.08	64,517.92	18.7%
534 10 20 01	Contract Benefits - Wtr Admin	700.00	400.12	299.88	57.2%
534 10 20 02	Unemployment Compensation - Water	0.00	0.00	0.00	0.0%
534 50 20 00	Personnel Benefits - Water Maint	36,175.00	16,514.60	19,660.40	45.7%
534 80 20 00	Personnel Benefits - Water Gen Op	8,225.00	813.41	7,411.59	9.9%
020 Personnel Benefits		124,440.00	32,550.21	91,889.79	26.2%
534 10 31 00	Office Supplies - Water Admin	500.00	233.70	266.30	46.7%
534 10 35 00	Small Tools & Equip - Water Admin	700.00	31.26	668.74	4.5%

## 1st QUARTER 2023

City Of Fircrest

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425 Water Fund (department) Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining
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## 534 Water Utilities

534 50 31 01	Oper Supplies - Water Maint	20,000.00	1,666.04	18,333.96	8.3%
534 80 31 01	Fluoride	6,000.00	0.00	6,000.00	0.0%
534 80 31 02	Oper Supplies - Water Gen Op	3,000.00	434.65	2,565.35	14.5%
534 80 31 03	Oper Supplies - Chlorine	6,000.00	1,475.10	4,524.90	24.6%
534 80 35 00	Small Tools & Equip - Water Gen Op	2,000.00	1,202.13	797.87	60.1%

030 Supplies	38,200.00	5,042.88	33,157.12	13.2%
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534 10 41 00	Prof Svcs - Water Admin	10,000.00	13,883.96	(3,883.96)	138.8%
534 10 41 01	Advertising - Water Admin	200.00	0.00	200.00	0.0%
534 10 42 00	Communication - Water Admin	5,000.00	306.94	4,693.06	6.1%
534 10 42 01	Postage - Water Admin	2,500.00	588.16	1,911.84	23.5%
534 10 43 00	Travel - Water Admin	2,000.00	1,081.67	918.33	54.1%
534 10 45 01	Land Rental - Water Tank	16,320.00	4,039.83	12,280.17	24.8%
534 10 45 02	Oper Rentals - Copier - Water Admin	850.00	96.05	753.95	11.3%
534 10 45 99	Interfd Land Rental	22,575.00	5,643.75	16,931.25	25.0%
534 10 47 00	Utility Services/Building - Water	3,200.00	896.98	2,303.02	28.0%
534 10 48 00	Rep & Maint - Water Admin	1,500.00	0.00	1,500.00	0.0%
534 10 48 98	Interfd ERR Replace - Water Admin	29,014.00	7,253.53	21,760.47	25.0%
534 10 49 00	Miscellaneous - Water Admin	500.00	65.82	434.18	13.2%
534 10 49 01	State Operating Permit	4,000.00	3,523.60	476.40	88.1%
534 10 49 02	Reg & Tuition - Water Admin	3,000.00	0.00	3,000.00	0.0%
534 10 49 03	Dues/Member/Subscriptions - Water Admin	1,975.00	910.00	1,065.00	46.1%
534 10 49 04	Printing & Binding - Water Admin	1,700.00	80.67	1,619.33	4.7%
534 10 49 05	Judgements - Water Admin	1,000.00	0.00	1,000.00	0.0%
534 10 49 06	Mailing Service - Water Admin	4,000.00	1,103.71	2,896.29	27.6%
534 50 48 01	Rep & Maint - Water Maint	20,000.00	1,053.29	18,946.71	5.3%
534 50 48 99	Interfd ERR R & M - Water Maint	11,600.00	587.52	11,012.48	5.1%
534 80 41 00	Water Testing	7,500.00	993.00	6,507.00	13.2%
534 80 47 01	Utility Services/Pumping	70,000.00	16,639.93	53,360.07	23.8%
534 80 47 02	Dumping Fees - Water	1,500.00	148.39	1,351.61	9.9%
534 80 47 03	Public Utility Services - Meter	0.00	1.77	(1.77)	0.0%

040 Other Services and Charges	219,934.00	58,898.57	161,035.43	26.8%
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534 10 44 00	Excise Tax - Water	55,000.00	15,617.44	39,382.56	28.4%
534 10 44 01	City Utility Tax	89,600.00	11,924.25	77,675.75	13.3%

050 Intergovt Services and Taxes	144,600.00	27,541.69	117,058.31	19.0%
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534 10 91 00	Interfd Service Charges	184,166.00	46,041.47	138,124.53	25.0%
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090 Interfund	184,166.00	46,041.47	138,124.53	25.0%
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534 Water Utilities	998,835.00	243,616.79	755,218.21	24.4%
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## 553 Conservation

553 10 10 00	Sal & Wages - Water Consv	0.00	0.00	0.00	0.0%
553 10 11 00	Overtime - Water Consv	300.00	0.00	300.00	0.0%

010 Salaries & Wages	300.00	0.00	300.00	0.0%
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553 10 20 00	Personnel Benefits - Water Consv	80.00	0.00	80.00	0.0%
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020 Personnel Benefits	80.00	0.00	80.00	0.0%
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425 Water Fund (department) Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining
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## 553 Conservation

553 10 31 00	Office & Oper Sup - Water Consv	2,000.00	0.00	2,000.00	0.0%
	030 Supplies	2,000.00	0.00	2,000.00	0.0%
553 10 49 01	Dues/Member/Subscriptions - Water	0.00	0.00	0.00	0.0%
553 10 49 02	Printing & Binding - Water Consv	100.00	0.00	100.00	0.0%
	040 Other Services and Charges	100.00	0.00	100.00	0.0%
	553 Conservation	2,480.00	0.00	2,480.00	0.0%

## 580 Non Expenditures

591 34 78 00	Principal Loan Payment - Water	0.00	0.00	0.00	0.0%
	580 Non Expenditures	0.00	0.00	0.00	0.0%

## 591 Debt Service

591 34 70 00	Lease Payments - Water Admin	0.00	0.00	0.00	0.0%
592 34 83 00	Interest Payment - Water	0.00	0.00	0.00	0.0%
	591 Debt Service	0.00	0.00	0.00	0.0%

## 597 Interfund Transfers

597 00 00 11	Transfer Out To Water Capital	200,000.00	49,999.97	150,000.03	25.0%
	597 Interfund Transfers	200,000.00	49,999.97	150,000.03	25.0%

## 999 Ending Balance

508 51 04 25	Assigned EFB - Water	350,146.00	0.00	350,146.00	0.0%
	999 Ending Balance	350,146.00	0.00	350,146.00	0.0%

Fund Expenditures:	1,551,461.00	293,616.76	1,257,844.24	18.9%
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Fund Excess/(Deficit):	0.00	165,641.89
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## 1st QUARTER 2023

City Of Fircrest

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426 Water Improvement Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 31 04 26 Restricted BFB - Water ARPA	645.00	643.71	1.29 99.8%
308 51 04 26 Assigned BFB - Water Capital	200,838.00	214,668.27	(13,830.27) 106.9%
<b>308 Beginning Balances</b>	<b>201,483.00</b>	<b>215,311.98</b>	<b>(13,828.98) 106.9%</b>

## 330 State Generated Revenues

332 92 10 02 ARPA Funds	0.00	0.00	0.00 0.0%
333 11 00 00 Indirect Dept of Commerce	0.00	0.00	0.00 0.0%
<b>330 State Generated Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 0.0%</b>

## 370 Capital Contributions

368 10 04 26 Capital Contributions/Tap Fees	4,000.00	0.00	4,000.00 0.0%
<b>370 Capital Contributions</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00 0.0%</b>

## 397 Interfund Transfers

397 00 00 11 Transfer In From Water Fund	200,000.00	49,999.97	150,000.03 25.0%
397 00 00 13 Transfer In From REET 2	0.00	0.00	0.00 0.0%
397 00 00 14 Transfer In From General Fund (ARPA)	290,000.00	0.00	290,000.00 0.0%
<b>397 Interfund Transfers</b>	<b>490,000.00</b>	<b>49,999.97</b>	<b>440,000.03 10.2%</b>

<b>Fund Revenues:</b>	<b>695,483.00</b>	<b>265,311.95</b>	<b>430,171.05 38.1%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 594 Capital Expenditures

594 34 10 00 Sal & Wages - Water Capital	30,050.00	1,832.61	28,217.39 6.1%
594 34 11 00 Overtime - Water Capital	200.00	0.00	200.00 0.0%
594 34 12 00 Casual & Seasonal Labor - Water Capital	0.00	0.00	0.00 0.0%
594 34 20 00 Personnel Benefits - Water Capital	14,630.00	600.00	14,030.00 4.1%
594 34 62 00 Building Improvements - Water Capital	0.00	0.00	0.00 0.0%
594 34 63 01 Other Improvements - Water Capital	280,000.00	52,000.48	227,999.52 18.6%
594 34 63 02 Project Engineering - Water Capital	10,000.00	0.00	10,000.00 0.0%
594 34 64 00 Machinery & Equipment - Water Capital	0.00	0.00	0.00 0.0%
<b>594 Capital Expenditures</b>	<b>334,880.00</b>	<b>54,433.09</b>	<b>280,446.91 16.3%</b>

## 999 Ending Balance

508 31 04 26 Restricted EFB - Water ARPA	645.00	0.00	645.00 0.0%
508 51 04 26 Assigned EFB - Water Capital	359,958.00	0.00	359,958.00 0.0%
<b>999 Ending Balance</b>	<b>360,603.00</b>	<b>0.00</b>	<b>360,603.00 0.0%</b>

<b>Fund Expenditures:</b>	<b>695,483.00</b>	<b>54,433.09</b>	<b>641,049.91 7.8%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>210,878.86</b>
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430 Sewer Fund (department) Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
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## 308 Beginning Balances

308 51 04 30 Assigned BFB - Sewer	1,183,264.00	1,386,211.04	(202,947.04)	117.2%
308 Beginning Balances	1,183,264.00	1,386,211.04	(202,947.04)	117.2%

## 340 Charges For Services

343 50 00 00 Sewer Revenues	2,783,584.00	576,324.42	2,207,259.58	20.7%
343 50 00 01 Service Connections - Sewer	1,100.00	0.00	1,100.00	0.0%
343 50 00 02 Setup Fees - Sewer	600.00	85.00	515.00	14.2%
343 50 00 03 Penalties - Sewer	24,000.00	6,485.36	17,514.64	27.0%
340 Charges For Services	2,809,284.00	582,894.78	2,226,389.22	20.7%

## 360 Misc Revenues

361 11 04 30 Investment Interest - Sewer	23,600.00	29,507.99	(5,907.99)	125.0%
369 91 04 30 Other Misc Revenue - Sewer	500.00	0.00	500.00	0.0%
360 Misc Revenues	24,100.00	29,507.99	(5,407.99)	122.4%

## 397 Interfund Transfers

397 00 01 53 Transfer In From C.R. - Sewer	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	4,016,648.00	1,998,613.81	2,018,034.19	49.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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## 535 Sewer

535 10 10 00 Sal & Wages - Sewer Admin	106,265.00	25,885.49	80,379.51	24.4%
535 10 11 00 Overtime - Sewer Admin	200.00	46.92	153.08	23.5%
535 50 10 00 Sal & Wages - Sewer Maint	78,085.00	7,960.98	70,124.02	10.2%
535 50 11 00 Overtime - Sewer Maint	7,000.00	1,448.34	5,551.66	20.7%
535 50 12 00 Casual & Seasonal Labor - Sewer Maint	1,635.00	0.00	1,635.00	0.0%
535 80 10 00 Sal & Wages - Sewer Gen Op	16,445.00	621.26	15,823.74	3.8%
535 80 11 00 Overtime - Sewer Gen Op	300.00	107.50	192.50	35.8%
010 Salaries and Wages	209,930.00	36,070.49	173,859.51	17.2%
535 10 20 00 Personnel Benefits - Sewer Admin	44,850.00	11,014.34	33,835.66	24.6%
535 10 20 01 Contract Benefits - Sewer Admin	700.00	400.10	299.90	57.2%
535 10 20 02 Unemployment Compensation - Sewer	0.00	0.00	0.00	0.0%
535 50 20 00 Personnel Benefits - Sewer Maint	37,100.00	3,663.19	33,436.81	9.9%
535 80 20 00 Personnel Benefits - Sewer Gen Op	6,915.00	242.25	6,672.75	3.5%
020 Personnel Benefits	89,565.00	15,319.88	74,245.12	17.1%
535 10 31 00 Office Supplies - Swr Admin	1,000.00	233.68	766.32	23.4%
535 10 35 00 Small Tools & Equip - Sewer Admin	600.00	31.26	568.74	5.2%
535 50 31 01 Oper Supplies - Sewer Maint	3,000.00	436.23	2,563.77	14.5%
535 80 31 00 Oper Supplies - Sewer Gen Op	1,000.00	1,517.42	(517.42)	151.7%
535 80 35 00 Small Tools & Equip - Sewer Gen Op	1,000.00	142.80	857.20	14.3%
030 Supplies	6,600.00	2,361.39	4,238.61	35.8%



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430 Sewer Fund (department) Months: 01 To: 03

Expenditures		Amt Budgeted	Expenditures	Remaining	
535 Sewer					
535 10 41 00	Prof Svcs - Sewer Admin	10,000.00	8,183.94	1,816.06	81.8%
535 10 41 01	Advertising - Sewer Admin	250.00	0.00	250.00	0.0%
535 10 42 01	Communication - Sewer Admin	4,000.00	269.91	3,730.09	6.7%
535 10 42 02	Postage - Sewer Admin	2,000.00	588.15	1,411.85	29.4%
535 10 43 00	Travel - Sewer Admin	500.00	0.00	500.00	0.0%
535 10 45 00	Oper Rentals - Copier - Sewer Admin	850.00	96.05	753.95	11.3%
535 10 45 99	Interfd Land Rental	23,850.00	5,962.50	17,887.50	25.0%
535 10 47 00	Utility Services/Building - Sewer	3,100.00	714.84	2,385.16	23.1%
535 10 48 00	Rep & Maint - Sewer Admin	500.00	90.83	409.17	18.2%
535 10 48 98	Interfd ERR Replace - Sewer Admin	29,015.00	7,253.72	21,761.28	25.0%
535 10 49 00	Miscellaneous - Sewer Admin	1,000.00	65.82	934.18	6.6%
535 10 49 01	Reg & Tuition - Sewer Admin	500.00	0.00	500.00	0.0%
535 10 49 02	Dues/Member/Subscriptions - Sewer Admin	1,000.00	0.00	1,000.00	0.0%
535 10 49 03	Printing & Binding - Sewer Admin	500.00	80.67	419.33	16.1%
535 10 49 04	Judgements - Sewer	1,000.00	0.00	1,000.00	0.0%
535 10 49 05	Mailing Service - Sewer Admin	2,800.00	1,103.72	1,696.28	39.4%
535 50 48 00	Rep & Maint - Sewer Maint	40,000.00	1,053.29	38,946.71	2.6%
535 50 48 99	Interfd ERR R&M - Sewer Maint	11,600.00	587.53	11,012.47	5.1%
535 80 47 01	Utility Services/Pumping	23,000.00	5,570.08	17,429.92	24.2%
535 80 47 02	Dumping Fees - Sewer	1,000.00	148.39	851.61	14.8%
535 80 47 04	Public Utility Services - Meter	0.00	1.77	(1.77)	0.0%
040 Other Services and Charges		156,465.00	31,771.21	124,693.79	20.3%
535 10 44 00	Excise Tax - Sewer	50,000.00	13,442.02	36,557.98	26.9%
535 10 44 01	City Utility Tax	165,000.00	27,633.78	137,366.22	16.7%
535 60 44 02	Sewage Treatment	1,550,000.00	381,809.76	1,168,190.24	24.6%
050 Intergovt Services and Taxes		1,765,000.00	422,885.56	1,342,114.44	24.0%
535 10 91 00	Interfd Service Charges	399,039.00	99,759.75	299,279.25	25.0%
090 Interfund		399,039.00	99,759.75	299,279.25	25.0%
535 Sewer		2,626,599.00	608,168.28	2,018,430.72	23.2%
591 Debt Service					
591 35 70 00	Lease Payments - Sewer	0.00	0.00	0.00	0.0%
000		0.00	0.00	0.00	0.0%
591 35 78 02	Principal Loan Payment - Sewer	266,515.00	47,630.33	218,884.67	17.9%
592 35 83 01	Interest Payment - Loan	46,865.00	21,849.01	25,015.99	46.6%
094 Capital Expenitures		313,380.00	69,479.34	243,900.66	22.2%
591 Debt Service		313,380.00	69,479.34	243,900.66	22.2%
597 Interfund Transfers					
597 00 00 12	Transfer Out To Sewer Capital Fund	230,000.00	57,499.97	172,500.03	25.0%
597 Interfund Transfers		230,000.00	57,499.97	172,500.03	25.0%
999 Ending Balance					

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430 Sewer Fund (department) Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining
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999 Ending Balance

508 51 04 30 Assigned EFB - Sewer	846,669.00	0.00	846,669.00	0.0%
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999 Ending Balance	846,669.00	0.00	846,669.00	0.0%
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Fund Expenditures:	4,016,648.00	735,147.59	3,281,500.41	18.3%
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Fund Excess/(Deficit):	0.00	1,263,466.22
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432 Sewer Improvement Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 51 04 32 Assigned BFB - Sewer Capital	930,460.00	1,351,997.07	(421,537.07) 145.3%
308 Beginning Balances	930,460.00	1,351,997.07	(421,537.07) 145.3%

## 370 Capital Contributions

368 10 04 32 Capital Contributions/Tap Fees	4,000.00	0.00	4,000.00 0.0%
370 Capital Contributions	4,000.00	0.00	4,000.00 0.0%

## 397 Interfund Transfers

397 00 00 12 Transfer In From Sewer Fund	230,000.00	57,499.97	172,500.03 25.0%
397 Interfund Transfers	230,000.00	57,499.97	172,500.03 25.0%

Fund Revenues:	1,164,460.00	1,409,497.04	(245,037.04) 121.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 594 Capital Expenditures

594 35 10 00 Sal & Wages - Sewer Capital	13,780.00	621.26	13,158.74 4.5%
594 35 11 00 Overtime - Sewer Capital	0.00	0.00	0.00 0.0%
594 35 20 00 Personnel Benefits - Sewer Capital	6,425.00	180.49	6,244.51 2.8%
594 35 62 00 Building Improvements - Sewer Capital	0.00	0.00	0.00 0.0%
594 35 63 01 Other Improvements - Sewer Capital	650,000.00	0.00	650,000.00 0.0%
594 35 63 03 Project Engineering - Sewer Capital	10,000.00	25,821.25	(15,821.25) 258.2%
594 35 64 00 Machinery & Equipment - Sewer Capital	0.00	0.00	0.00 0.0%
594 Capital Expenditures	680,205.00	26,623.00	653,582.00 3.9%

## 999 Ending Balance

508 51 04 32 Assigned EFB - Sewer Capital	484,255.00	0.00	484,255.00 0.0%
999 Ending Balance	484,255.00	0.00	484,255.00 0.0%

Fund Expenditures:	1,164,460.00	26,623.00	1,137,837.00 2.3%
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Fund Excess/(Deficit):	0.00	1,382,874.04
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## 501 Equipment Rental Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 51 05 01	Assigned BFB - ERR	1,613,365.00	1,908,855.62	(295,490.62)	118.3%
308 Beginning Balances		1,613,365.00	1,908,855.62	(295,490.62)	118.3%

## 340 Charges For Services

348 30 00 00	General Fund - Replacement	111,805.00	27,951.37	83,853.63	25.0%
348 30 01 00	Street Fund - Replacement	32,494.00	8,123.53	24,370.47	25.0%
348 30 03 00	Water/Sewer - Fund-Replacement	58,029.00	14,507.25	43,521.75	25.0%
348 30 04 00	Storm Sewer - Replacement	46,546.00	11,636.53	34,909.47	25.0%
348 30 08 00	General Fund - O & M	82,800.00	5,053.61	77,746.39	6.1%
348 30 09 00	City Street Fund - O & M	21,500.00	1,798.88	19,701.12	8.4%
348 30 11 00	Water/Sewer Fund - O & M	23,200.00	1,175.05	22,024.95	5.1%
348 30 12 00	Storm Sewer - O & M	14,800.00	816.65	13,983.35	5.5%
340 Charges For Services		391,174.00	71,062.87	320,111.13	18.2%

## 360 Misc Revenues

361 11 05 01	Investment Interest - ERR	12,000.00	20,592.49	(8,592.49)	171.6%
362 40 05 01	Rental Revenue	4,692.00	1,174.97	3,517.03	25.0%
369 10 00 05	Sale Of Surplus - ERR	0.00	0.00	0.00	0.0%
369 91 05 01	Other Misc Revenue - ERR	0.00	0.00	0.00	0.0%
360 Misc Revenues		16,692.00	21,767.46	(5,075.46)	130.4%

## 390 Other Revenues

398 10 05 01	Insurance Recovery Non Capital - ERR	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.0%

Fund Revenues:	2,021,231.00	2,001,685.95	19,545.05	99.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 548 Municipal Vehicles/Equipment

548 65 10 00	Sal & Wages - ERR	19,800.00	2,850.97	16,949.03	14.4%
548 65 11 00	Overtime - ERR	0.00	0.00	0.00	0.0%
548 65 12 00	Casual & Seasonal Labor - ERR	0.00	0.00	0.00	0.0%
010 Salaries and Wages		19,800.00	2,850.97	16,949.03	14.4%
548 65 20 00	Personnel Benefits - ERR	7,000.00	1,067.73	5,932.27	15.3%
020 Personnel Benefits		7,000.00	1,067.73	5,932.27	15.3%
548 65 31 05	Gas - Non Dept	400.00	38.82	361.18	9.7%
548 65 31 06	Gas - Facilities	1,500.00	80.47	1,419.53	5.4%
548 65 31 08	Gas - Police	25,000.00	3,891.65	21,108.35	15.6%
548 65 31 11	Gas - Parks/Rec	4,000.00	364.05	3,635.95	9.1%
548 65 31 12	Gas - Street	10,000.00	593.05	9,406.95	5.9%
548 65 31 13	Gas - Storm	3,000.00	533.85	2,466.15	17.8%
548 65 31 14	Gas - Water/Sewer	7,000.00	1,043.27	5,956.73	14.9%
548 65 31 15	Central Vehicle Supplies	100.00	0.00	100.00	0.0%
548 65 31 16	Oper Supplies - ERR Garage	100.00	0.00	100.00	0.0%

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City Of Fircrest

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## 501 Equipment Rental Fund

Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining
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## 548 Municipal Vehicles/Equipment

030 Supplies	51,100.00	6,545.16	44,554.84	12.8%
548 65 45 99 Land Rental - ERR Garage	5,000.00	1,249.97	3,750.03	25.0%
548 65 46 05 Insurance - Non Dept	600.00	0.00	600.00	0.0%
548 65 46 06 Insurance - Facilities	1,500.00	0.00	1,500.00	0.0%
548 65 46 08 Insurance - Police	14,100.00	0.00	14,100.00	0.0%
548 65 46 11 Insurance - Parks/Rec	2,700.00	0.00	2,700.00	0.0%
548 65 46 12 Insurance - Street	5,000.00	0.00	5,000.00	0.0%
548 65 46 13 Insurance - Storm	3,300.00	0.00	3,300.00	0.0%
548 65 46 14 Insurance - Water/Sewer	5,200.00	0.00	5,200.00	0.0%
548 65 47 00 Utility Services/Building - ShopGarage	1,600.00	425.18	1,174.82	26.6%
548 65 48 00 Rep & Maint - ERR Garage	100.00	0.00	100.00	0.0%
548 65 48 01 O & M - Legisl	200.00	0.00	200.00	0.0%
548 65 48 02 O & M - Court	200.00	0.00	200.00	0.0%
548 65 48 03 O & M - Admin	100.00	0.00	100.00	0.0%
548 65 48 04 O & M - Finance	0.00	0.00	0.00	0.0%
548 65 48 05 O & M - Non Dept	1,000.00	0.00	1,000.00	0.0%
548 65 48 06 O & M - Facilities	1,000.00	58.33	941.67	5.8%
548 65 48 07 O & M - I/S	0.00	0.00	0.00	0.0%
548 65 48 08 O & M - Police	25,000.00	524.64	24,475.36	2.1%
548 65 48 09 O & M - Building	0.00	0.00	0.00	0.0%
548 65 48 10 O & M - Planning	200.00	0.00	200.00	0.0%
548 65 48 11 O & M - Parks/Rec	5,500.00	95.65	5,404.35	1.7%
548 65 48 12 O & M - Street	6,500.00	1,205.83	5,294.17	18.6%
548 65 48 13 O & M - Storm	8,500.00	282.80	8,217.20	3.3%
548 65 48 14 O & M - Water/Sewer	11,000.00	131.78	10,868.22	1.2%
548 65 49 00 Miscellaneous - ERR	0.00	0.00	0.00	0.0%
040 Other Services and Charges	98,300.00	3,974.18	94,325.82	4.0%
594 48 64 01 ERR Capital - Legisl	0.00	0.00	0.00	0.0%
594 48 64 02 ERR Capital - Court	0.00	0.00	0.00	0.0%
594 48 64 03 ERR Capital - Admin	0.00	0.00	0.00	0.0%
594 48 64 04 ERR Capital - Finance	0.00	0.00	0.00	0.0%
594 48 64 05 ERR Capital - Non Dept	0.00	0.00	0.00	0.0%
594 48 64 06 ERR Capital - Facilities	0.00	0.00	0.00	0.0%
594 48 64 07 ERR Capital - I/S	0.00	0.00	0.00	0.0%
594 48 64 08 ERR Capital - Police	0.00	0.00	0.00	0.0%
594 48 64 09 ERR Capital - Building	0.00	0.00	0.00	0.0%
594 48 64 10 ERR Capital - Planning	0.00	0.00	0.00	0.0%
594 48 64 11 ERR Capital - Parks/Rec	17,500.00	0.00	17,500.00	0.0%
594 48 64 12 ERR Capital - Street	0.00	22,629.34	(22,629.34)	0.0%
594 48 64 13 ERR Capital - Storm	0.00	0.00	0.00	0.0%
594 48 64 14 ERR Capital - Water/Sewer	0.00	110,484.41	(110,484.41)	0.0%
094 Capital Expenditures	17,500.00	133,113.75	(115,613.75)	760.7%
548 Municipal Vehicles/Equipment	193,700.00	147,551.79	46,148.21	76.2%

## 999 Ending Balance

508 51 05 01 Assigned EFB - ERR	1,827,531.00	0.00	1,827,531.00	0.0%
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City Of Fircrest

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501 Equipment Rental Fund

Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance				
999 Ending Balance	1,827,531.00	0.00	1,827,531.00	0.0%
Fund Expenditures:	2,021,231.00	147,551.79	1,873,679.21	7.3%
Fund Excess/(Deficit):	0.00	1,854,134.16		

## 1st QUARTER 2023

City Of Fircrest

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650 Fircrest Court Agency Account Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 21 06 50	Nonspendable BFB - FMC	0.00	4,050.00	(4,050.00)	0.0%
308 Beginning Balances		0.00	4,050.00	(4,050.00)	0.0%

## 380 Non Revenues

386 00 00 02	Court Revenues - FMC	0.00	87,995.46	(87,995.46)	0.0%
380 Non Revenues		0.00	87,995.46	(87,995.46)	0.0%

Fund Revenues:	0.00	92,045.46	(92,045.46)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 580 Non Expenditures

586 00 00 03	Court Remittances - FMC	0.00	92,045.46	(92,045.46)	0.0%
580 Non Expenditures		0.00	92,045.46	(92,045.46)	0.0%

## 999 Ending Balance

508 21 06 50	Nonspendable EFB - FMC	0.00	0.00	0.00	0.0%
999 Ending Balance		0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	92,045.46	(92,045.46)	0.0%
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Fund Excess/(Deficit):	0.00	0.00
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## 1st QUARTER 2023

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## 651 Ruston Court Agency Account

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 21 06 51	Nonspendable BFB - RMC	0.00	80.00	(80.00)	0.0%
308 Beginning Balances		0.00	80.00	(80.00)	0.0%

## 380 Non Revenues

386 00 00 03	Court Revenues - RMC	0.00	49,921.21	(49,921.21)	0.0%
380 Non Revenues		0.00	49,921.21	(49,921.21)	0.0%

Fund Revenues:	0.00	50,001.21	(50,001.21)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 580 Non Expenditures

586 00 00 02	Court Remittances - RMC	0.00	49,921.21	(49,921.21)	0.0%
580 Non Expenditures		0.00	49,921.21	(49,921.21)	0.0%

## 999 Ending Balance

508 21 06 51	Nonspendable EFB - RMC	0.00	0.00	0.00	0.0%
999 Ending Balance		0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	49,921.21	(49,921.21)	0.0%
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Fund Excess/(Deficit):	0.00	80.00
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## 1st QUARTER 2023

City Of Fircrest

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655 Agency Fund/Bdg Permit Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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## 308 Beginning Balances

308 21 06 55 Nonspendable BFB - Agency Fund	0.00	0.00	0.00 0.0%
308 Beginning Balances	0.00	0.00	0.00 0.0%

## 350 Fines &amp; Forfeitures

355 20 04 00 DUI-DP Account Fee	0.00	0.00	0.00 0.0%
350 Fines & Forfeitures	0.00	0.00	0.00 0.0%

## 380 Non Revenues

386 10 01 00 State Building Code	0.00	126.14	(126.14) 0.0%
386 18 00 00 County Revenue	0.00	565.70	(565.70) 0.0%
386 20 00 00 Deferred Compensation	0.00	0.00	0.00 0.0%
386 20 02 00 Distracted Driving Infraction	0.00	0.00	0.00 0.0%
386 20 02 01 Distracted Driving Prevention Account	0.00	0.00	0.00 0.0%
386 82 00 00 School Zone Safety	0.00	392.92	(392.92) 0.0%
386 83 00 00 Trauma Care	0.00	1,347.23	(1,347.23) 0.0%
386 83 31 00 Auto Theft Prevention	0.00	2,697.04	(2,697.04) 0.0%
386 83 32 00 Trauma Brain Inj (TBI)	0.00	1,287.86	(1,287.86) 0.0%
386 87 01 00 Judicial Stabilization Acct	0.00	0.00	0.00 0.0%
386 88 00 00 PSEA 3	0.00	117.28	(117.28) 0.0%
386 89 12 00 Accessible Comm Acct	0.00	0.00	0.00 0.0%
386 89 13 00 Multi Trans Acct	0.00	0.00	0.00 0.0%
386 89 14 00 Hwy Safety Account	0.00	113.66	(113.66) 0.0%
386 89 15 00 Death Inv Account	0.00	10.86	(10.86) 0.0%
386 89 24 00 Motorcycle Safety Education Account	0.00	136.88	(136.88) 0.0%
386 89 26 00 DOL - Tech Support	0.00	499.00	(499.00) 0.0%
386 91 00 00 St Public Safety & Education	0.00	16,653.99	(16,653.99) 0.0%
386 92 00 00 PSEA Assessments	0.00	9,789.72	(9,789.72) 0.0%
386 93 00 00 Law Library	0.00	0.00	0.00 0.0%
386 96 00 00 Breath Test	0.00	0.00	0.00 0.0%
386 97 00 00 JIS Assessment	0.00	6,451.92	(6,451.92) 0.0%
389 31 01 00 Statewide Domestic Violence Prevention CLJ	0.00	0.00	0.00 0.0%
380 Non Revenues	0.00	40,190.20	(40,190.20) 0.0%

Fund Revenues:	0.00	40,190.20	(40,190.20) 0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 580 Non Expenditures

586 10 00 00 Agency Funds - Building	0.00	0.00	0.00 0.0%
586 20 00 00 Deferred Compensation	0.00	0.00	0.00 0.0%
586 90 00 00 Agency Funds - Court	0.00	40,064.06	(40,064.06) 0.0%
580 Non Expenditures	0.00	40,064.06	(40,064.06) 0.0%

Fund Expenditures:	0.00	40,064.06	(40,064.06) 0.0%
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# 1st QUARTER 2023

City Of Fircrest

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655 Agency Fund/Bdg Permit

Months: 01 To: 03

Fund Excess/(Deficit):	0.00	126.14
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# 1st QUARTER 2023

City Of Fircrest

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805 Treasurer's Cash Invest Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining
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380 Non Revenues

384 00 00 00	Treasurer's Clearing Account	0.00	0.00	0.00	0.0%
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380 Non Revenues	0.00	0.00	0.00	0.0%
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Fund Revenues:	0.00	0.00	0.00	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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580 Non Expenditures

584 00 00 00	Treasurer's Clearing Account	0.00	0.00	0.00	0.0%
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580 Non Expenditures	0.00	0.00	0.00	0.0%
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Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00
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# 1st QUARTER 2023

City Of Fircrest

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998 ASP Claims Clearing Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining
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580 Non Expenditures

589 00 09 98 ASP Claims Clearing	0.00	0.00	0.00	0.0%
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580 Non Expenditures	0.00	0.00	0.00	0.0%
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Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00
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## 1st QUARTER 2023

City Of Fircrest

Months: 01 To: 03

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	11,980,954.00	6,820,812.33	56.9%	11,980,954.00	1,469,554.81	12%
101 City Street Fund	964,797.00	500,023.43	51.8%	964,797.00	113,067.40	12%
105 Police Investigation Fund	12,750.00	12,840.25	100.7%	12,750.00	0.00	0%
150 Cumulative Reserve Fund	2,506,577.00	1,212,846.08	48.4%	2,506,577.00	0.00	0%
201 Park Bond Debt Service Fund	725,016.00	151,067.19	20.8%	725,016.00	0.00	0%
301 Park Bond Capital Fund	2,434,634.00	1,945,791.41	79.9%	2,434,634.00	14,067.40	1%
310 Reet	2,855,958.00	2,547,287.03	89.2%	2,855,958.00	0.00	0%
411 Trust Fund	0.00	45,023.00	0.0%	0.00	2,080.00	0%
415 Storm Drain	884,985.00	492,552.37	55.7%	884,985.00	155,124.37	18%
416 Storm Improvement Fund	903,048.00	701,550.12	77.7%	903,048.00	0.00	0%
425 Water Fund (department)	1,551,461.00	459,258.65	29.6%	1,551,461.00	293,616.76	19%
426 Water Improvement Fund	695,483.00	265,311.95	38.1%	695,483.00	54,433.09	8%
430 Sewer Fund (department)	4,016,648.00	1,998,613.81	49.8%	4,016,648.00	735,147.59	18%
432 Sewer Improvement Fund	1,164,460.00	1,409,497.04	121.0%	1,164,460.00	26,623.00	2%
501 Equipment Rental Fund	2,021,231.00	2,001,685.95	99.0%	2,021,231.00	147,551.79	7%
650 Fircrest Court Agency Account	0.00	92,045.46	0.0%	0.00	92,045.46	0%
651 Ruston Court Agency Account	0.00	50,001.21	0.0%	0.00	49,921.21	0%
655 Agency Fund/Bdg Permit	0.00	40,190.20	0.0%	0.00	40,064.06	0%
805 Treasurer's Cash Invest	0.00	0.00	0.0%	0.00	0.00	0%
998 ASP Claims Clearing	0.00	0.00	0.0%	0.00	0.00	0%
	32,718,002.00	20,746,397.48	63.4%	32,718,002.00	3,193,296.94	9.8%