

**FIRCREST CITY COUNCIL  
STUDY SESSION AGENDA**

**MONDAY, AUGUST 21, 2023  
6:00 P.M.**

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

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	<b>Pg. #</b>
<b>1. Call to Order</b>	
<b>2. Pledge of Allegiance</b>	
<b>3. Roll Call</b>	
<b>4. Agenda Modifications</b>	
<b>5. <u><a href="#">Insurance Pool Presentation</a></u></b>	2
<b>6. <u><a href="#">“Murphy” Costume – Usage Restrictions</a></u></b>	11
<b>7. <u><a href="#">Comprehensive Plan Draft Vision Statement</a></u></b>	13
<b>8. <u><a href="#">Fircrest Park Maintenance Facility Discussion</a></u></b>	16
<b>9. Mildred Street Development - “Prose” Project Update</b>	
<b>10. <u><a href="#">Centennial Committee Formation</a></u></b>	18
<b>11. Holiday Tree Committee Discussion</b>	

Below is the call-in information for the public to listen via Zoom.

**Zoom Meeting Details:**

*Dial-in Information: 1-253-215-8782 Webinar ID: 885 3802 7612 Password: 771679*

## **FIRCREST CITY COUNCIL STUDY SESSION SUMMARY**

**DATE:** August 21, 2023

**AGENDA ITEM:** Insurance Pool Presentation

**ITEM:** 5

**FROM:** Dawn Masko, City Manager

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**RECOMMENDED MOTION:** None. Presentation only.

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**HISTORY:** The City has been with Cities Insurance Association of Washington (CIAW) for many years. As you are aware, CIAW significantly increased the city's rates (by almost \$74,000) and did not provide prior notice until receipt of the 2023 invoice in November 2022. A "Notice of Intent" to withdraw was sent to CIAW on December 1, 2022. This provides the city with the opportunity to look at the services that we are being provided and at what cost to ensure that we are getting the most value for our money.

Tonight's presentation is from the Association of Washington Cities Risk Management Service Agency (AWC RMSA). This is one of three pooled programs that offer coverage to local government jurisdictions in Washington State. AWC-RMSA is a full-service risk management program that is focused on small to mid-sized cities and towns. They offer robust member resources, including pre-litigation assistance, grant programs, educational scholarships, a variety of training options, free contract review, loss prevention inspections, model policies, procedures, and manuals, and a variety of human resources and cyber liability resources. Insurance coverage includes property and vehicles, employment practices liability, flood, earthquake, equipment breakdown, employee fidelity/crime, cyber, and pollution.

Tonight's presentation is informational only. The City will need to decide this Fall regarding our insurance provider. If we choose to stay with CIAW, we will need to rescind our withdrawal notice and renew our independent broker's contract. If we choose to proceed with a different insurance pool, such as AWC RMSA, all services are provided by their staff and there is no need for a separate insurance broker.

**ATTACHMENTS:** AWC RMSA PowerPoint Presentation

# RMSA



Risk Management  
SERVICE AGENCY

## City of Fircrest RMSA Membership Presentation

SECURITY | STABILITY | SERVICE

# Who we are and Why we are different

- AWC Risk Management Service Agency is a member-owned, member-governed **public entity risk pool**.
- We specialize in small to medium sized-cities
- We are AWC
  - Legislative advocacy
  - Inter-relationship with all AWC Programs
  - Access to National League of Cities (NLC) reinsurance, risk services and training

# AWC RMSA: Mission

The mission of the AWC RMSA is to inspire and support the risk management efforts of its members in order to reduce their risk, protect their assets, and keep them safe. We do this with:

A clarity of focus on the member

A passion for risk management

A fiscal responsibility to the health of the organization

A dedication to loss prevention education.

# AWC RMSA: Programs

In addition to property and liability coverage, RMSA offers many programs

- **Property/Liability Coverage**
  - Option of \$0 deductible
  - Includes: Cyber
  - Pollution
  - Aviation if needed
- **In-house claims handling**
- **Pre-litigation program**
- **Risk management**
- **Training**
- **Scholarships**

# AWC RMSA: Programs

In addition to property and liability coverage, RMSA offers many programs

- **Risk Management**

- On-Site risk assessment visits
- Contract reviews
- Risk management inquiries

- **Grants**

- Lexipol – 50% of your Lexipol subscription for each agency annually capped at \$5,000 each.
- Loss Prevention – Eligible for a \$10,000 grant annually

- **Other Resources**

- RMSA News – monthly newsletter with focused tips and resources
- Additional coverages – special events, bonds
- Lexipol discounts – PoliceOne
- Online learning hubs including training videos, sample policies, procedures, job descriptions and an employee handbook builder

# Outline of coverages

	Member deductible	Pool retention or deductible	Coverage limits
General, automobile, and employment practices liability	None*	\$500,000	\$15,000,000
Property	None*	\$300,000	\$250,000,000
Auto Physical Damage	None*	\$300,000	\$13,000,000
Flood	\$200,000	None	\$25,000,000 property \$5,000,000 vehicles \$10,000,000 high zones
Earthquake	\$200,000 (+2%)	None	\$25,000,000 property \$5,000,000 vehicles
Equipment breakdown	\$5,000	\$200,000	\$50,000,000
Crime – Employee fidelity	None	\$200,000	\$1,000,000
Pollution	None	\$100,000	\$2,000,000
Cyber Liability	None	\$150,000	\$3,000,000
Aviation general liability***	None	None	\$2,000,000
Drone liability/property***	5% of the loss for physical damage	None	\$1,000,000 liability \$5,000 physical damage aggregate



# City of Fircrest:

## Grants and Scholarships

Loss Prevention Grant: \$10,000

Lexipol Grant: Up to \$5,000 for each agency

Scholarships:

- Attend AWC conferences for free; Annual Meeting, Labor Relations Institute (LRI), Member Expo
- Other training scholarships are reimbursed at 100% up to \$100 and 50% for scholarships over \$100 with a maximum reimbursement of \$1,000 for a single scholarship

## RMSA Contacts

Carol Rehnberg, RMSA Program Director

[Carolr@awcnet.org](mailto:Carolr@awcnet.org)

Andrea Luper, RMSA Membership Supervisor

[Andreal@awcnet.org](mailto:Andreal@awcnet.org)

AWC Office: 360.753.4137

## **FIRCREST CITY COUNCIL STUDY SESSION SUMMARY**

**DATE:** August 21, 2023

**AGENDA ITEM:** Murphy Costume – Usage Restrictions

**ITEM:** 6

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

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**BACKGROUND:** The City of Fircrest Parks and Recreation Department created Murphy, the Fircrest Parks and Recreation Department Mascot, for use in events and program promotions. A likable logo and/or mascot can effectively attract residents to our events and programs while promoting growth, revitalization, and civic pride. However, an unwanted association could link the City's brand to another entity projecting an improper image that would be unfavorable to our city.

In creating Murphy, the Parks & Recreation Department conducted research on how to protect Murphy from unauthorized usage. During this research, we engaged with the Municipal Research & Services Center (MRSC) and gathered information from the United States Patent and Trademark Office and the Washington Secretary of State's Office.

The City of Fircrest has the option to federally register a logo featuring the artwork of a mascot with the United States Patent and Trademark Office (USPTO) and Washington State's Secretary of State's Office (SOS). Additionally, an ordinance can be utilized to adopt the logo, prohibit its unauthorized use, and establish penalties for unauthorized or improper use.

It is my recommendation that the City proceed with enacting an ordinance adopting the image of Murphy, the Fircrest Parks & Recreation Mascot, and prohibiting unauthorized or improper use of this image.

Several municipalities across Washington have already incorporated language concerning policies and restrictions on the use of their official city logos. I have included an example of the City of Auburn's ordinances: 1.12.025 - Policy on Use of City Seal and Logo, 1.12.030 - Use for Official Purposes, 1.12.050 - Restrictions on Use, and 1.12.060 - Violation.

### **1.12.030 Policy on use of city seal and logo.**

The city council finds that the logo and seal of the city, as set forth hereinabove, are symbols of the authority and jurisdiction of the city, and as such, are valuable assets of the city and its citizens. The city council desires to insure that only appropriate uses are made of the city's logo and seal. (Ord. 5725 § 1, 2003; Ord. 5686 § 1, 2002.)

### **1.12.040 Use for official purposes.**

The city logo and seal shall be used for official purposes only, or as authorized by the city council or the mayor. (Ord. 5725 § 1, 2003; Ord. 5686 § 1, 2002.)

### **1.12.050 Restrictions on use.**

Use of the city logo and seal shall be restricted as follows:

- A. Except as authorized by the city or as otherwise provided by law, the city logo and seal shall not be used on or in connection with any advertisement or promotion for any product, business, organization, service or article, whether offered for sale, for profit or offered without charge.
- B. No persons shall use a symbol that imitates the city logo or seal or that is deceptively similar in appearance to the city logo or seal. (Ord. 5725 § 1, 2003; Ord. 5686 § 1, 2002.)

### **1.12.060 Violation.**

Any person who willfully violates this chapter is guilty of a misdemeanor and is subject to punishment as set forth in the city's penalty provisions for such violations. The city's right to prosecute under this section shall not affect its rights to pursue civil or injunctive relief under federal or state laws, or any other relief available under the law. (Ord. 5725 § 1, 2003; Ord. 5686 § 1, 2002.)

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**The Auburn City Code is current through Ordinance 6904, and legislation passed through April 17, 2023.**

Disclaimer: The city clerk's office has the official version of the Auburn City Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

# Fircrest Visioning Workshop Notes

Thursday, June 15, 2023

## We envision...

- Fircrest treasures its ~~historic roots~~ (if mention history, we need to acknowledge lands and Native history; multi-gen) distinctive character and its
- Pride in housing stock

## Visioning

- Fircrest treasures its unique and quiet character. We prize the continuity of established neighborhoods and support more housing choices for people of all incomes. We will remain resilient, flexible, and supportive of our connections to adjacent cities and the region.
  - Notes: connected; acknowledge/open to our relationships with adjacent cities and the region
- Fircrest is a unique place in the region. We will remain safe, resilient, flexible, and connected to our neighbors. Fircrest treasures its forested environment, peaceful and quiet nature while embracing more affordable housing for all people. We value community spaces and events that bring us together. Fircrest prizes its commitment to personal and public safety.
- Fircrest treasures its unique character and proximity to adjacent/nearby cities. We envision a more diverse community that is resilient, flexible, and welcomes a mix of housing. We prize our historic neighborhoods and our cultural, educational, and recreational facilities and opportunities.
  - Continuity – multifamily generations.

## Values

- Safe, diverse, affordable
- Unique
- Resilient + flexible
- **Suburban**
- Connection → connected to neighboring jurisdictions and to the region
- Accessible (transportation and affordability)

### From another poster:

- Quiet
- Beautiful
- Connected
- Green/trees
- Walkable
- Safe

FIRCREST SUMMARY COUNCIL VISION AND GOALS WORKSHOP 6/18/2018

VISION ELEMENTS: Mostly the same...Family, Safe, Liveable, Special City Design, Heritage, Healthy, Active, Green and Natural Feel, Parks and Recreation, Community Character, Involved, Connected

DRAFT VISION STATEMENT: 20 years from now Fircrest is mostly the same, but having sought to nurture rather than preserve all its best attributes. Fircrest remains a special place building on its "America The Beautiful" design heritage. Fircrest is family friendly to families of all kinds, young and old, more diverse. Neighborhoods are safe, healthy, more walkable and connected. Neighborhood remodels and infill fit into the scale of surrounding areas. The City has built a strong tax base by partnering with commercial property owners and businesses. Town Center commercial areas offer lots of local shopping options, services and gathering places within walking or biking distances from homes. The NE "College Corner" at 19<sup>th</sup> and Mildred is an active transit hub with mixed use commercial and apartments or condos, developed in collaboration with Tacoma, University Place and Tacoma Community College. The City is Green, both environmentally and with its parks and recreation activities. City utilities and infrastructure are well maintained. The new pool and community center remain a source of community pride and identity. City services are provided in a friendly and efficient, consistently affordable manner. The community remains active and involved, both in governance and volunteer activities. The City values and respects different viewpoints and ideas. There is a strong sense of community pride and ownership, whether as a property owner or renter. The City is "tech savvy" and uses technology to better serve, inform and involve its citizens. Fircrest remains the best of a small town within the larger, urbanized surrounding communities.

VALUES ELEMENTS: Respect, Trust, Openness and Transparency, Liveable, Affordable, Sustainable, Pride, Fiscally Conservative

# CITY OF FIRCREST

## Vision

The vision of the City of ~~Fircrest~~<sup>11x0</sup> is to protect and enhance our identity and quality of life and promote open and honest communication that builds a trusting environment. We will inspire a stronger community by working together toward excellence.

## Mission

To enhance the quality of life where we live, work, and play, the City of ~~Fircrest~~<sup>11x0</sup> provides its citizens with efficient, courteous, and professional services.

(From City of Fircrest Website on 3/30/2023)

## **FIRCREST CITY COUNCIL STUDY SESSION SUMMARY**

**DATE:** August 21, 2023

**AGENDA ITEM:** Fircrest Park Maintenance Facility

**ITEM:** 8

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

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**RECOMMENDED MOTION:** None.Discussion Only

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**BACKGROUND:** Public Works staff is looking for clear guidance from the Council to move forward with either the restoration or reconstruction of the current Fircrest Park Maintenance Facility. Multiple meetings have been held between PW Director Bemis, Parks & Recreation Director Grover, and Facilities Lead Bryce Wakefield to identify and prioritize the needs of the department. This item has come before Council in the past and the budget has been identified. There is currently \$200,000 allocated for this project in the 2023 adopted budget. It was previously thought that a potential code amendment would be required for this project, but upon further review of Fircrest Municipal Code (FMC) 22.05 Permit Applications, Public Works staff have interpreted this to not be applicable as this is a maintenance facility and is part of the Parks, Recreation & Open Space (PROS) property.

Three options for Council consideration are:

1. Facelift renovation/upgrade within the footprint of the existing concrete slab. Staff have determined that this type of work is feasible and will fit within the \$200,000 budget. Part of this renovation would include electrical work and additional interior and exterior lighting. This would not require an architect for design.
2. Construction upgrade within the current concrete slab footprint. This would require extending the existing slab 10 feet to the west and 10 feet to the south and making the overall dimensions of the structure 34 feet by 44 feet. These specifications will allow for needed additional storage of equipment, tractors, and supplies.
3. Complete demolition and relocation of structure. This will allow for moving the structure to the south and away from the existing residential “home in the park” parcel line. The goal would be to maintain the size of the structure to be 34 feet by 44 feet to meet the needs stated above.

It is our intent to mirror the design and colors of this facility to be in line with the aesthetics of the Pool House and Community Center. Bryce contacted several local contractors to compile current pricing estimates for Options 2 and 3. (These estimates are very rough and on the high end.) The design for this project could be upwards of \$50,000. Construction price per square foot costs (on the high end) are approximately \$400/sq ft. If Option 2 or 3 is recommended by Council, a “lot combo” boundary line adjustment would be needed. This should be a fairly simple process by utilizing an On-Call Engineering consultant and filing legal descriptions with Pierce County. Options 2 and 3 would also require preparing and posting an RFQ for architectural services.



**Current Equipment Stored:**

2 John Deere field mowers  
1 John Deere bagger mower  
1 John Deere tractor  
2 tractor attachments  
An assortment of hand power tools  
Fuel cabinet  
Youth baseball equipment

**Additional Storage Needs:**

1 John Deere “EV” Gator  
Turface “baseball field prep”  
Fertilizer  
Potential to park a truck inside  
Additional containment cabinets  
Workbench, hand tool storage  
Rafter “loft” storage

**Other thoughts/options discussed:**

Additional storage capacity to accommodate City Holiday Décor and Recreation Equipment  
Public Bathrooms

## **FIRCREST CITY COUNCIL STUDY SESSION SUMMARY**

**DATE:** August 21, 2023

**AGENDA ITEM:** Centennial Committee Formation

**ITEM:** 10

**FROM:** Dawn Masko, City Manager

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**RECOMMENDED MOTION:** None. Discussion only.

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**PROPOSAL:** The City will be celebrating its Centennial anniversary of incorporation in 2025. The Council is being asked to establish an advisory committee to be known as the Centennial Committee to help ensure that the celebration is well-organized and successful. The Centennial Committee will be tasked with developing a vision for the City’s centennial celebration and will assist with organizing and planning events, activities, and other commemorative projects that will take place in 2025.

The Committee is responsible for creating a plan that outlines the goals and objectives of the centennial events and activities, as well as providing budget recommendations and timelines to the city for consideration. The Committee can help to ensure that all aspects of the Centennial Celebration are planned and executed properly, including marketing, fundraising, promotions, decorations, community outreach, logistics, or other preparations for the City’s centennial.

The Committee will provide an opportunity for residents, businesses, and organizations to share their ideas on how to celebrate Fircrest’s birthday. The Committee should be comprised of a cross-section of stakeholder members who bring a variety of experiences, expertise, and insight to the group. Council is being asked for their recommendations on committee members and roles.

The draft Centennial Committee Charter is a starting point for staff and Council discussion.

**ATTACHMENTS:** Draft Centennial Committee Charter  
Draft Resolution

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

**AN RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, ESTABLISHING THE FIRCREST  
CENTENNIAL CELEBRATION COMMITTEE.**

**WHEREAS**, the City of Fircrest was incorporated on September 19, 1925; and

**WHEREAS**, the 100<sup>th</sup> anniversary of the City’s incorporation will occur in 2025; and

**WHEREAS**, a community-wide celebration will allow residents an opportunity to celebrate the City’s history; and

**WHEREAS**, the City Council desires to create an advisory committee as per the Fircrest City Council Rules of Procedure; and

**WHEREAS**, the Centennial Celebration Committee will assist with planning and executing the celebration of the City’s centennial; and

**WHEREAS**, the City has prepared a Centennial Celebration Committee Charter outlining the purpose, primary functions, committee member roles and responsibilities, and meeting schedule and process.

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

**Section 1.** That the Centennial Celebration Committee is hereby created, and the proposed charter is adopted to guide the establishment of the Committee.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 12<sup>th</sup> day of September 2023.

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

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City Attorney

# Centennial Celebration Steering Committee Charter

**Project Name: Centennial Celebration Steering Committee**

**Prepared By: City of Fircrest**

**Date: August 21, 2023**

## **A Purpose of the Steering Committee**

### **Primary Functions**

The Centennial Celebration Steering Committee is an advisory committee of the City Council. The primary function of the Committee is to provide input and support to City staff to develop and implement a city-wide plan for the City's Centennial Celebration in 2025. The Committee will plan and coordinate activities in preparation for this significant date.

The Steering Committee will carry out the following functions:

- Provide input and support to City staff to develop a city-wide plan for the 100<sup>th</sup> anniversary of the City of Fircrest in 2025.
- Provide input and support to City staff to develop communications and outreach plans.
- Assist in planning and delivering Centennial Celebration events, activities, and initiatives.
- Support community outreach activities and act as community liaisons to these efforts.
- Help identify and solicit sponsors and community partnerships to help fund centennial activities.
- Collaborate and determine partnership opportunities between Committee members and the community leading up to and during the anniversary year.
- Provide a structure to celebrate the City's history.
- Create opportunities for community participation.
- Track centennial events and projects at regular Centennial Committee meetings to ensure timelines and targets are being met.
- Resolve conflicts and disputes, reconciling differences of opinion and approach; and
- Presentation of Centennial project deliverables to the City Council to take official action.

### **Recommendation/Advisory Responsibilities**

The Steering Committee is responsible for providing recommendations for City Council approval as well as advising the City Council on Centennial Celebration-related items. These responsibilities may include:

- Developing ideas for Centennial events and activities.
- Formulating budget recommendations for the Centennial celebration.
- Bringing necessary recommendations for the Centennial celebration to the City Council for official action.

## B Steering Committee

### Membership

It is intended that the Centennial Celebration Steering Committee will be composed of volunteer community members who have a strong interest in commemorating the City’s centennial milestone. The Committee members should have relevant experiences, expertise, or insights that will contribute to successfully planning and executing events and activities for the centennial celebration.

The Committee should aim to include a diverse representation of community stakeholders, such as long-time residents, business owners, artists, city officials, historians, event planning professionals, educators, community leaders, civic organizations, and other engaged citizens. Leveraging the passion and talents of community volunteers will allow the City to tap into creative ideas, community connections, and donated time/services to enhance the centennial celebration.

The Steering Committee may consist of, but will not be limited to, the following stakeholder members and roles:

Name/Stakeholder Group	Role
Fircrest City Councilmember	Committee Chair
Dawn Masko, City of Fircrest	Project Supervisor
Jeff Grover, City of Fircrest	Project Manager
Fircrest City Councilmember	Council Liaison
Fircrest City Councilmember	Optional
Kiwanis	Member
Parks & Rec Foundation	Member
Rotary	Member
	Resident
	Resident
	Business Owner
	Business Owner

There will be no limit to the number of resident members that may be appointed to the Committee. Additional Committee members will be identified by the Mayor and City Council. City of Fircrest staff (Project Supervisor and Project Manager) will provide staff support and guidance to the Committee.

## **Role of a Steering Committee Member**

Committee members are expected to actively volunteer their time and expertise towards developing and implementing events, projects, promotions, and other activities that create pride among residents and help ensure a once-in-a-lifetime centennial celebration befitting our great community.

The time commitment and responsibilities may vary depending on the size and scope of the centennial plans. But Steering Committee members play an important role in ensuring a successful celebration!

Committee members are not typically directly responsible for managing project activities but provide support and guidance for those who do. Thus, individually, Committee members should:

- Attend and actively participate in all scheduled and special Steering Committee meetings and any subcommittee meetings that they are a member of.
- Be an active participant in delivering the goals and objectives of the Committee.
- Attend the City of Fircrest's and other community organizations' events and initiatives, where appropriate and available.
- Solicit and share feedback from the public on Committee plans and activities.
- Be a resource and provide leadership to City staff in their area of expertise.
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued.
- Foster positive communication regarding the projects' progress and outcomes.
- Report on project progress to the City Council and Fircrest residents.

All members of the Steering Committee are expected to abide by the following principles for participation and partner engagement:

- Be open and respectful;
- Be inclusive and accessible;
- Foster collaborations to spur action; and
- Be responsive to the needs of the community.

## **C Steering Committee Meetings**

### **Meeting Schedule and Process**

The Steering Committee will meet monthly or as required to keep track of issues and the progress of the project.

The Committee Chair facilitates the Steering Committee meetings. The Committee will follow modified Roberts Rules of Order in the conduct of meetings, motions, discussion, and voting.

The Committee may make decisions regarding the need for additional committee organization such as a Vice Chair to facilitate meetings in the absence of the Committee Chair, or a Secretary to take notes of the meeting to disseminate to Steering Committee members, the City Council, and public.