

**FIRCREST CITY COUNCIL
STUDY SESSION AGENDA**

**TUESDAY, FEBRUARY 18, 2025
6:00 P.M.**

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Agenda Modifications
5. [Pierce County Councilmember Rosie Ayala Introduction](#) 2
6. [Photo Enforcement Program Discussion](#) 3
7. [Centennial Committee Update](#) 4
8. [Human Resources Position Discussion](#) 13

The public is invited to listen to the meeting via Zoom utilizing the below call-in information:

Zoom Meeting Details:

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

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Pierce County Councilmember Rosie Ayala Introduction
ITEM: 5
DATE: February 18, 2025
FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: None.

SUMMARY: Pierce County Councilmember Rosie Ayala was elected in November 2024 to represent Pierce County District 4, which includes the City of Fircrest. She brings valuable experience to her new role from her previous service on the City of Tacoma's Art Commission and the Parks Tacoma Board of Commissioners.

This evening, Councilmember Ayala joins the Fircrest City Council to discuss collaboration opportunities and how she can be an advocate for Fircrest at the County level. Tonight's meeting offers an introduction to identifying shared priorities and strengthening partnerships that benefit the Fircrest community.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: **Photo Enforcement Program**

ITEM: **6**

DATE: **February 18, 2025**

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

RECOMMENDED MOTION: None. Discussion only.

SUMMARY: City staff began discussions with the City Council on implementing a photo enforcement program in February 2024. This follow-up discussion will:

- Provide a refresher on the program.
- Offer insights into the implementation process.
- Highlight planning efforts from the past year.
- Outline the next steps in the process.

Heidi Traverso, West Coast Business Development Director for NovoaGlobal, will join us this evening to review the program and share additional information with the Council.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Centennial Committee Update
ITEM: 7
DATE: February 18, 2025
FROM: Nikki Bufford, Mayor Pro Tempore

RECOMMENDED MOTION: None. Discussion only.

SUMMARY: The Centennial Celebration Committee will present an update on the planning process for the City's upcoming Centennial Celebration.

ATTACHMENTS: [Centennial Committee Update](#)



Fircrest Centennial

Celebrating 100 Years of
Community



Centennial Committee Members

- Mayor Pro Tempore Nikki Bufford, Committee Chair
- Councilmember Brett Wittner
- Mayor Shannon Reynolds
- City Manager Dawn Masko
- City Clerk Arlette Burkhardt
- Community Events Coordinator Judy Schmidtke
- Parks & Recreation Director Jeff Grover
- Public Works Director Tyler Bemis



2025 Community Events Schedule

We are excited to expand the City's events listing to include -

- Centennial Scavenger Hunt
- Murphy Carving Unveiling
- Derby Days
- Centennial Parade
- Centennial Celebration Week

Additionally, regularly scheduled community events will include a nod to the Centennial. A few examples -

- Medallion Madness – Centennial Medallion
- Fircrest Fun Days – Centennial Parade and Amateur Hour Talent Show

Community Connections



Centennial Webpage



Town Topics Features



Events Mailer



Social Media Features

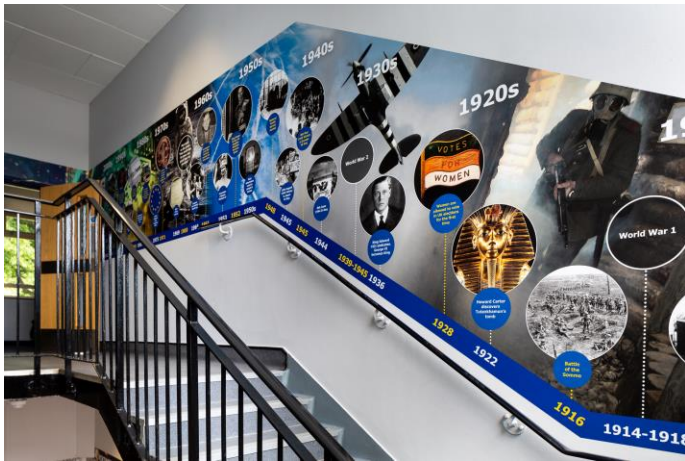
Celebrating Fircrest



Showing Fircrest Pride with t-shirts, beanies, stickers, and more!

Legacy Project – Timeline Wall

Immerse yourself in the history of Fircrest as you enter the Roy H. Murphy Community Center.



Timeline wall development is underway. These photos illustrate the concept we are pursuing. Additional details will be provided to council as the project progresses.



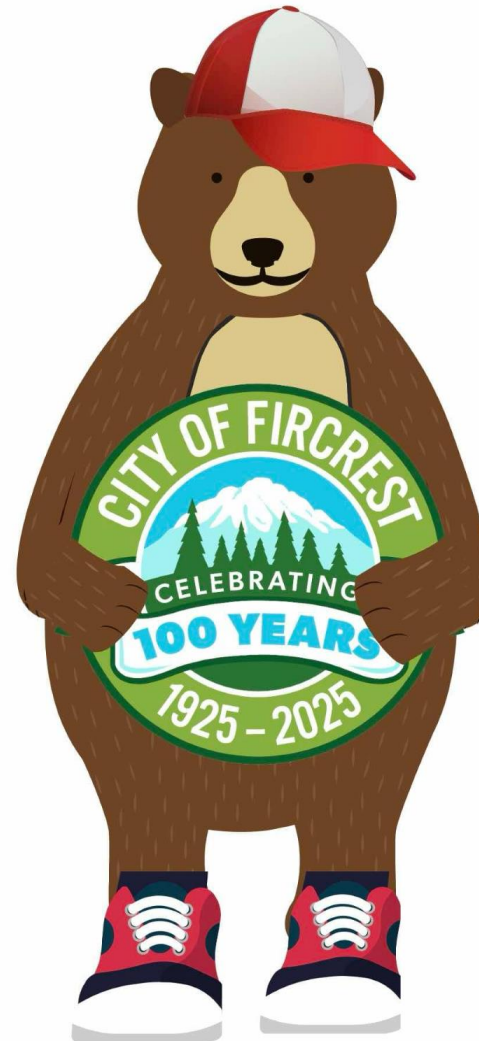
Beautification Efforts

- Centennial Banners and Flags – Spring/Summer
- Refreshed Park Signs
- Hanging Baskets Return to Emerson
- Masko Park Project
- Time and Temperature Sign Replacement

And more...

Get Involved!

- Sponsorship Opportunities
 - Business and resident sponsorship tiers
- Volunteer Opportunities
 - Sign up online
 - <https://www.cityoffircrest.net/government/parks-and-recreation/>
 - Email
 - centennial@cityoffircrest.net



FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: **Human Resources Position**
ITEM: **8**
DATE: **February 18, 2025**
FROM: **Dawn Masko, City Manager**

RECOMMENDED MOTION: None. Discussion only.

SUMMARY: The Council is being asked to consider a revision to the Deputy City Clerk position to include human resources (HR) responsibilities. This enhancement will help address the organizational needs of the Administration department.

The City is experiencing increased demands for technical human resources support, including FMLA administration and compliance with leave laws, handling grievances and supporting labor negotiations, managing L&I and unemployment claims, conducting recruitments and coordinating performance evaluations, overseeing disciplinary actions, and maintaining HR records.

Currently, the City Manager dedicates a significant amount of time to mid and high-level HR functions, while the City Clerk provides support with tasks such as onboarding, posting job openings, coordinating interviews, tracking training compliance, handling L&I and unemployment claims, and overseeing workplace health and safety initiatives. However, a backlog of other HR projects remains, including updating the Personnel Policies, digitizing employee records, and auditing personnel files. While the City Manager has experience in HR management, her focus should be on the high-level, more complex HR issues and not on the daily technical issues.

The City Manager is recommending restructuring the vacant Deputy City Clerk position to include HR responsibilities, effectively creating an HR Specialist/Deputy City Clerk role. This approach optimizes resources while addressing a critical organizational need.

The HR Specialist/Deputy City Clerk position would assume responsibility for technical HR functions, including:

- Administering FMLA and other leave programs in compliance with federal and state laws.
- Overseeing employee relations, policy implementation, and labor law compliance.
- Assisting with the grievance process and labor negotiations.
- Supporting recruitment, onboarding, and performance evaluation processes.
- Digitizing and maintaining accurate personnel records.
- Assisting with HR-related employee development and training programs.

In addition to HR duties, the position will continue to support administrative functions, including:

- Assisting with public records requests and Council agenda packet preparation.

- Updating relevant website pages.
- Preparing minutes, public notices, and other correspondence.
- Supporting the records management program.
- Serving as backup to the City Clerk.

The creation of the HR Specialist/Deputy City Clerk position would require a salary range adjustment from the current Deputy City Clerk position in recognition of the more technical duties assigned to the classification. The table below shows the City's market comparables from the recent salary survey, updated with 2025 salary data:

City/Town	2025 Monthly Salary Range		Job Title
	Minimum	Maximum	
Fircrest	\$4,888	\$6,238	Deputy City Clerk
DuPont	\$6,543	\$7,620	HR Analyst
Gig Harbor	\$7,088	\$8,866	Asst. City Clerk/HR Specialist
Orting	\$6,008	\$6,763	HR Clerk
Steilacoom	\$7,486	\$8,759	HR Coordinator
Sumner	\$5,717	\$7,145	HR Specialist
Yelm	\$6,730	\$8,075	HR Specialist
Median	\$6,637	\$7,848	

The annualized impact based on Step B is approximately \$14,000, including benefits. Due to salary savings from the position vacancy, the 2025 budget impact based on Step B is \$7,500.

The creation of the HR Specialist/Deputy City Clerk position is a strategic and necessary investment to protect the City from risk, improve efficiency, and enhance human resources services to the organization. Adding a human resources position would help free up the City Manager to focus on more strategic priorities and reduce the workload strain on the City Clerk, allowing her to focus on her primary duties and records management. It would also reduce legal exposure from HR-related errors and non-compliance, provide experienced support for mid-level HR functions, and reduce backlogs.

By integrating this role within the Deputy City Clerk position, the City maximizes existing resources while addressing a critical gap in HR operations. Approval of this recommendation will strengthen the City's internal operations and better support employees and management.

If the Council is agreeable to the revised position classification, a salary ordinance will be brought forward at a meeting in the near future for approval.

ATTACHMENTS: A draft job description will be provided prior to the meeting.