

**FIRCREST CITY COUNCIL  
SPECIAL MEETING AGENDA**

**MONDAY, JULY 21, 2025  
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. <u><a href="#">CENTENNIAL COMMITTEE UPDATE</a></u></b>	2
<b>5. <u><a href="#">DEPARTMENTAL WORK PLAN UPDATES</a></u></b>	22
<b>6. ADJOURNMENT</b>	

**Join the Zoom:**

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

## **FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:** Centennial Committee Update  
**ITEM:** 5  
**DATE:** July 21, 2025  
**FROM:** Nikki Bufford, Mayor Pro Tempore

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

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**SUMMARY:** The Centennial Celebration Committee will present an update on the historic timeline project and the proposed schedule for Birthday Week.



# Fircrest Centennial Update



# Agenda

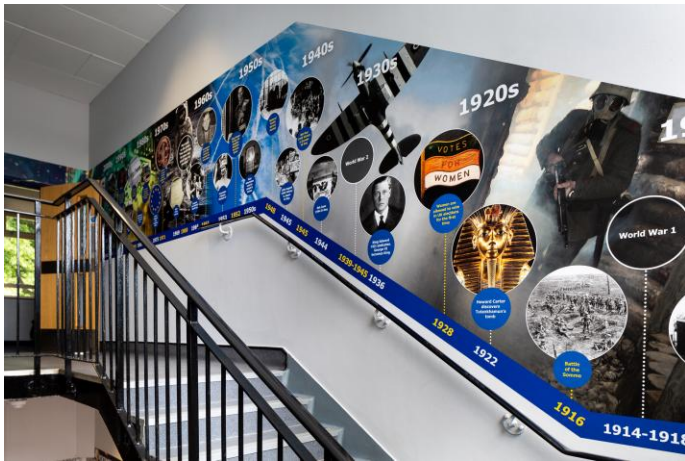
1. Historic Timeline Project
2. Birthday Week Proposed Schedule

# Historic Timeline Project

100 Years of Fircrest: A Historical Timeline in Photos

# Timeline Wall

To highlight a curated selection of impactful moments from Fircrest's 100-year history - focusing on civic milestones, major projects, beloved traditions, and memorable firsts.



*These photos illustrate the general concept we are pursuing. A local graphic designer will provide mockups which will be presented to Council for feedback.*

# Timeline Features



Key events that shaped the community



Moments that reflect Fircrest's unique identity



Select items paired with visually rich, storytelling photos curated by Blake Surina



A visual overview—not a complete historical record

# Additional Opportunities

Excluded from the timeline are internal staffing changes, routine government actions, and detailed timelines of council or employee tenures.

A companion piece may follow later this year, commemorating employee careers, mayoral and council terms, and other topics of interest – likely in a printed or digital format.

*This will be pursued outside of the timeline project and council will be consulted for input.*



# Draft Historic Timeline – Proposed Content

*Sharing Fircrest's story in a clear, engaging way that sparks pride and connection for both residents and visitors.*

# Birthday Week: Proposed Events Schedule

Celebrating 100 Years of Community



# Happy Centennial, Fircrest!

1925-2025

**Fircrest turns 100 this year!**

To mark the occasion, the Centennial Committee and Parks & Recreation staff have developed a draft schedule of events for **Birthday Week**, running from Sunday September 14th through Saturday September 20th.

This presentation is an opportunity to share the draft plan and gather feedback from Council.



Sunday September 14th

# Timeline Unveiling and Immersive Experience

Celebrate the beginning of Birthday Week with a deep dive into our City's history. Enjoy two unique opportunities to connect with the past:

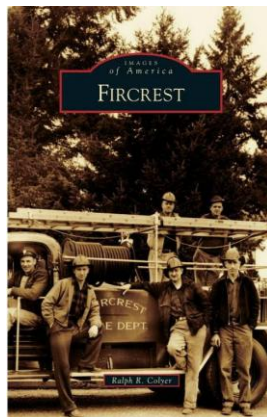
- As you enter the Roy H. Murphy Community Center (opposite of the front desk) explore a new **timeline display** featuring milestone moments from Fircrest's 100-year history.
- Join in the Names Family Gymnasium for a 45-minute **immersive program** highlighting key chapters in Fircrest's story. This limited capacity experience will be offered twice throughout the day.

# Monday September 15th – Tuesday September 16th

## Centennial Moments in Familiar Places

### Senior Coffee Hour

Local author Ralph Colyer will join **Senior Coffee Hour** for a special meet and greet. He'll also be available for book sales and signing throughout the afternoon.



### TOT Story Hour

A fun interactive part of Fircrest history will be shared with our youngest audience during **TOT Story Hour**.

# Wednesday September 15th

## Play Ball!

Join Rhubarb, Murphy, and the Tacoma Rainiers for a special evening of family fun at Cheney Stadium - It's Fircrest Night at the Rainiers!

For \$15.50 + taxes and fees, enjoy a reserved level seat, hot dog, snack item, & water

Group tickets are available at <https://www.gofevo.com/event/fircrest100>





## Thursday September 18th – Friday September 19th

# Artwork and Dancing Shoes

### Thursday September 18th

- Stop by the Community Center Thursday evening to create a FUN community art project celebrating Fircrest's centennial. A local artist will be set up in the multipurpose room, guiding residents in creating a **unique screen-printed keepsake** to mark this special occasion.

### Friday September 19th

- Put on your dancing shoes and get read to **dance through the ages** at this free community celebration! Dress up for your favorite decade and electric slide through time with friends and neighbors at this festive Friday night event.



## Saturday September 20th Community Sports

Close out Birthday Week with a celebration of Fircrest's proud parks and recreation legacy.

This free **community sports day** invites residents of all ages to get active and have fun with pickleball, ping pong, basketball, volleyball, and more!

Whether you're playing for fun or cheering from the sidelines, it's a great way to honor Fircrest's active community spirit and wrap up a memorable week together.



# What are we missing?

+ One item still in the works

We'd love your thoughts on anything that might be missing from the week - ideas, opportunities, or community connections we should consider.

One item still in development:

We're currently working on plans for a ceremonial City Council meeting to commemorate Fircrest's Centennial.

# Appendix

Additional Centennial Information

# Celebrating Fircrest

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

Available for purchase at the Roy H. Murphy Community Center front desk.





# 2025 Centennial Events Schedule

We have expanded the City's events listing to include -

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

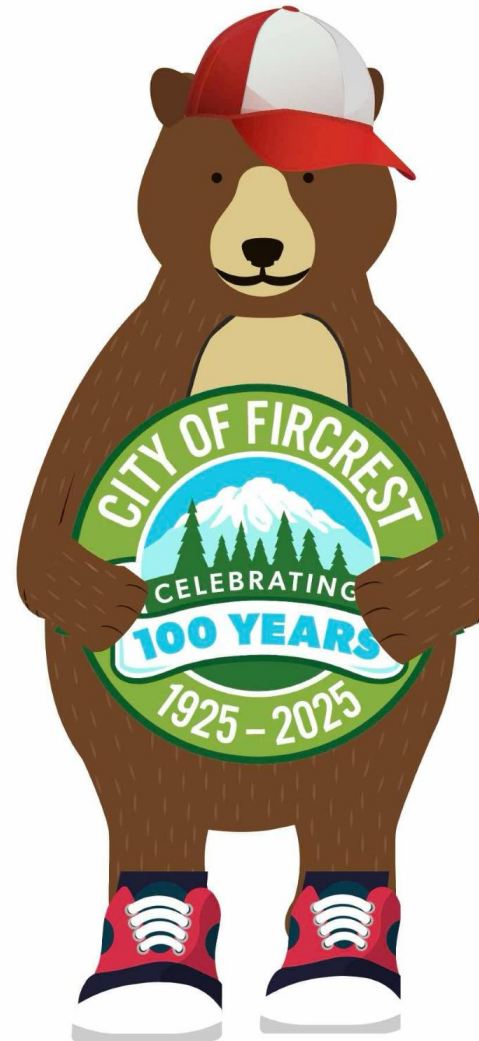
Additionally, regularly scheduled community events will include a nod to the Centennial. A few examples -

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

# Get Involved!

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



## **FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:**       **2025 Department Work Plans Update**  
**ITEM:**                 **6**  
**DATE:**                **July 21, 2025**  
**FROM:**               **Dawn Masko, City Manager**

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

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**SUMMARY:** The attached PowerPoint presentation provides an overview of the 2025 Department Work Plans. These plans are developed by staff, reviewed by the City Manager, and serve as a guide for Department Directors in their day-to-day responsibilities. Most of the work plan items were established during the 2025 Annual Budget process and reflect many of the high-priority items each department is working on.

The mid-year update also incorporates adjustments made in response to emerging issues and other mitigating factors that have been encountered throughout 2025. It is important to note that, in addition to the projects and initiatives outlined in the presentation, staff continue to devote significant time and resources to daily operations and ongoing departmental responsibilities.

**ATTACHMENTS:** [2025 Department Work Plans PowerPoint](#)



# 2025 WORK PLAN

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## STAFF PRESENTATIONS

Monday, July 21, 2025

# 2025 WORK PLAN: ADMINISTRATION

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## Administration

- Oversight of all City Departments & Functions
- Ensure implementation of Council Policies
- Oversee Centennial Celebration Steering Committee
- Secure sponsorships to fund Centennial Celebration activities & events
- Work with Police & Public Works to Develop Pedestrian Safety Plan
- Oversee City Projects such as Whittier Park Master Plan, Development Regulation Updates, Mildred St Project, and multiple Capital Projects
- Temporarily assume all duties of Planning/Building Department, including permitting, business licensing, and code enforcement
- Complete negotiations of Teamsters/Public Works successor contract
- Negotiate Police Guild successor contract

## Communications

- Oversee City Website & Social Media
- Coordinate new City Website & website accessibility projects



# 2025 WORK PLAN: ADMINISTRATION

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## City Clerk

- Continue to enhance electronic records access by digitizing archived Ordinances, Resolutions, Minutes, and Agendas
- Implement Grants administration process
- Update Contract Management Records
- Update Public Records & Non-Resident Business License Ordinances
- Provide for Responsive Public Records Process
- Serve as Civil Service Officer & Maintain Civil Service Eligibility Lists
- Establish Civil Service Commission Annual Work Plan

## Risk Management

- Coordinate with CIAW on Insurance Claims, Risk Management Training, Audits & Policy Renewals
- Coordination of Wellness and Safety Committee Activities
- Evaluate options for City insurance & risk management services

# 2025 WORK PLAN: ADMINISTRATION

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## Human Resources

- Oversee Recruitment & Hiring Processes, including Summer Hires
- Hire new Police Chief
- Hire new Police Officers as needed
- Assess Planning/Building Department organizational structure & hire appropriate staff and consultants to meet current & projected needs
- Hire HR Assistant/Deputy City Clerk
- Establish ongoing training program for all City staff
- Update Personnel Policies & Procedures Manual
- Continue transitioning to electronic personnel records as feasible
- Coordinate Employee Benefits Fair
- Update job descriptions
- Ongoing Labor Relations
- Oversee FMLA, L&I, and Unemployment processes
- Conduct Salary Survey for Non-Represented & Police Employees

# 2025 WORK PLAN: MUNICIPAL COURT

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- Continue pilot partnership with the Administrative Office of the Courts for Enterprise Justice, the new Statewide Court Management System, by meeting regularly with the project team to ensure our Court is stable and prepare for the transition of the remaining 132 courts.
- Review and implement any enacted 2025 Legislation affecting the Court
- Implemented Court security enhancements
- Updated Local Court Rules and Law Table
- Work with Administration and Police on the implementation of a traffic photo enforcement program

# 2025 WORK PLAN: FINANCE & IT

## Finance

- Review and Update Financial Policies as needed
- 2024 Annual Financial Report preparation and Annual State Audit
- Ongoing Monitoring of 2025 Annual Budget and Preparation of 2025 Budget Amendments and 2026 Annual Budget
- Conduct Regular Budget Check-in Meetings with Departments
- Research and Evaluate Options for Paperless Accounts Payable System
- Expand Cross-Training Opportunities within the Department
- Identify Workflow Inefficiencies and Explore Opportunities to Streamline and Enhance Productivity
- In conjunction with Public Works, explore options to address the long-range financial health of Utility Funds.

## Information Systems

- Enroll all City phones in Mobile Device Management (MDM) Solution
- Complete Windows 11 Transition on all City laptops
- Continue to develop standardized workstation setup procedures
- Collaborate with Human Resources to Further Refine Employee Onboarding and Offboarding Processes

# 2025 WORK PLAN: PUBLIC SAFETY

## Police

- Onboarding of the new Police Chief
- Maintain a Strong Liaison with our Community, Area Schools, Surrounding Jurisdictions, and other City Departments
- Maintain High Visibility Traffic Enforcement
- Hire and Train New Police Officers
- Provide School Educational Programs and Outreach
- Assist Administration & Court with the implementation of the Traffic Safety Camera Program
- Host & Participate in City Events (National Night Out, Fun Days, etc.)
- Negotiate a successor contract with the Police Guild
- Begin working with Administration and Public Works on the preparation of a Pedestrian Safety Plan

## Emergency Management

- Completed 2020-2025 Hazard Mitigation Plan
- 2025-2030 Hazard Mitigation Plan (Carryforward from 2020-2025 Plan)
- Update City Emergency Management Plan
- Host Citywide Emergency Preparedness Class
- Attend Pierce County Emergency Management Meetings

# 2025 WORK PLAN: PLANNING & BUILDING

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## Planning

- Prepare Middle Housing Development Regulations for adoption
- Apply for extension to the implementation of new housing regulations
- Prepare Co-Housing Regulations for adoption
- Coordinate planning consultants to provide technical support
- Retain a consultant to prepare the required climate resilience element for the Comprehensive Plan
- Prepare the annual Population Estimate for Washington State

## Building

- Update Permit Center website, applications, and handouts
- Prepare revisions to Sign Code ordinance
- Coordinate with University Place for code enforcement services

## Other

- Coordinate permitting & planning review process as liaison for the Tacoma Public School Whittier School capital project

# 2025 WORK PLAN: PARKS & RECREATION

## Recreation

- Expanded marketing for Summer Day Camp, resulting in a 118% attendance increase over 2024
- Launched Wellness Fair to enhance Senior programming
- Increased Youth programs registration by 28.75% over 2024
- Secured additional Fircrest Forever Foundation grants for adaptive recreation opportunities at the Community Center
- Planned & implemented the new Derby Days Event
- Plan & implement Centennial Celebration activities & events
- Continue to Offer High Quality Community Events & Programs
- Continue hiring part-time staff to support Community Center operations & programs
- Work with University Place on Potential Youth Sports Partnerships
- Enhance Communications & Promotion of Community Center, Events, and Programs by Utilization of Bulk Email and Text Features of RecDesk

# 2025 WORK PLAN: PARKS & RECREATION

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## Community Pool

- Provide over 46 hours per week of Public Open Swim, Swim Lessons, Swim Team, Lap Swim, and Water Aerobics
- Host Monthly Themed Swim Events
- Provide Lifeguard Certificate Course for Lifeguards

## Parks

- Work with Fircrest Forever Foundation and Names Family Foundation on the Backstop grant project for Fircrest Park
- Finish Masko Park improvements, including installation of playground equipment
- Secure Pierce Conservation Grant for Whittier Park Interpretive Signage
- Installation of Murphy carved bear and sign renovation at Tot Lot



# 2025 WORK PLAN: PUBLIC WORKS

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## Water

- Water service connections on Princeton from Harvard to Contra Costa
- Water main connection project on Princeton @ El Dorado for fire flow
- Inspect & clean all three water reservoirs
- Completed AMI Water Meter Exchange Program
- Serviced and repaired all Well House Generators
- Work with the Finance Department to explore options to address the long-range financial health of the Water Utility Fund
- Assist with negotiations for a new Water Franchise Agreement with the City of Tacoma
- Cross Connection, Water Quality, and Water Use Efficiency reporting

## Storm Sewer

- NPDES Permit Compliance & Annual Report
- Update Storm Water Management Program Plan
- Catch Basin Inspection and Cleaning
- Stormwater Outfall Improvements

# 2025 WORK PLAN: PUBLIC WORKS

## Sanitary Sewer

- Construction of 44<sup>th</sup> Street W. Lift Station
- Lift Station pump repairs at Princeton and Alameda Lift Stations
- Serviced and repaired all Lift Station generators
- Sewer Main collapse and repair at the 300 block of Harvard
- Sewer Main dig in project at the 200 block of Columbia to eliminate the old system connection
- Pipe Bursting Project on the 700 block of Pasadena
- Sewer Comprehensive Plan Study, including emphasis on an Inflow and Infiltration Program and Flow Rate Study

## Other

- Beautification Projects to prepare for the Centennial Celebration
- Addition of Flags and Flowers on Emerson Street
- Ensure all Public Works employees receive FEMA training
- Purchase new Skid Steer and prep to surplus old one

# 2025 WORK PLAN: PUBLIC WORKS

## Streets

- Design Grind & Overlay on Regents Blvd. from Alameda to 67<sup>th</sup> Ave
- Apply for TIB Funding for Regents Blvd. construction
- Construction of sidewalk & retaining wall on Emerson from Woodside Drive to 67<sup>th</sup> Ave
- Installed Lighted Crosswalk at Contra Costa and Electron
- Completed Claremont Street Grind & Overlay Project
- Crosswalk & street markings upgrade project on Regents Blvd.
- Design & construction of the Alameda Sidewalk project from Cypress Point to Emerson St.
- 44<sup>th</sup> Street W. Sidewalk Project design with the City of University Place

## Facilities

- City Hall Exterior Columns replacement project completed
- Repair/Refinish City Hall Doors – on hold
- Completed the Fircrest Park Maintenance Facility project
- Tot Lot Sign replacement and Masko Park playset installation
- Obtain bids for the replacement of the Time & Temperature Sign
- Community Center HVAC system investigation and repairs