

**FIRCREST CITY COUNCIL
REGULAR MEETING
AGENDA**

**TUESDAY, AUGUST 26, 2025
7:00 P.M.**

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

Pg.#

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
- 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.** Parks, Recreation, and Sustainability
 - B.** Police/Public Safety and Court
 - C.** Public Works and Facilities
 - D.** Pierce County Regional Council
 - E.** Other Liaison Reports – Centennial Committee
- 10. CONSENT CALENDAR**
 - A.** Approval of [vouchers](#)/payroll checks 2
 - B.** Setting a public hearing on October 28, 2025, to receive comments on the 2026 preliminary budget
 - C.** Setting a public hearing on October 28, 2025, to receive comments on the 2026 revenue sources
 - D.** Setting a public hearing on November 12, 2025, to receive comments on the 2026 preliminary budget
 - E.** Approval of Minutes: [July 22, 2025, Regular Meeting](#) 16
[August 12, 2025, Regular Meeting](#) 21
- 11. PUBLIC HEARING**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A.** [Ordinance: City Business License Model Threshold Update](#) 26
 - B.** [Resolution: Mahoney Planning Contract Amendment #1](#) 29
 - C.** [City Council 2026 Budget Goals Discussion](#) 38
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**

To Review the Performance of a Public Employee, pursuant to RCW 42.30.110(1)(g)
- 16. ADJOURNMENT**

ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
35789	08/11/2025	08/26/2025	4298 AWC Employee Benefit Trust	856.10	09/2025 Retired Medical
	521 22 20 01	LEOFF I Medical Premiums	001 000 521 General Fund	856.10	09/2025 Retired Medical
35814	08/13/2025	08/26/2025	10562 Amazon Capital Services	36.31	Balloons for Summer Family BBQ - Wellness Program
	517 90 31 01	Oper Supplies - Wellness Pr	001 000 517 General Fund	36.31	Balloons for Summer Family BBQ - Wellness Program
35823	08/13/2025	08/26/2025	10562 Amazon Capital Services	376.54	SAA #2100 Color Printer - Front Counter
	512 51 35 00	Small Tools & Equip - Court	001 000 512 General Fund	376.54	SAA #2100 Color Printer - Front Counter
35858	08/19/2025	08/26/2025	10562 Amazon Capital Services	298.79	Battery Replacement for APC City Hall MDF
	518 81 35 00	Small Tools & Equip - I/S	001 000 518 General Fund	298.79	Battery Replacement for APC City Hall MDF
Total Amazon Capital Services				711.64	
35826	08/15/2025	08/26/2025	11013 Aramsco, Inc.	1,500.08	Yellow Paint (40 Gal) for Street Markings
	542 30 31 02	Oper Supplies - Street Reg	101 000 542 City Street Fund	1,500.08	Yellow Paint (40 Gal) for Street Markings
35827	08/15/2025	08/26/2025	11013 Aramsco, Inc.	479.15	Solvent (20 Gal) for Street Markings
	542 30 31 02	Oper Supplies - Street Reg	101 000 542 City Street Fund	479.15	Solvent (20 Gal) for Street Markings
35828	08/15/2025	08/26/2025	11013 Aramsco, Inc.	1,510.56	White Paint (20 Gal), Yellow Paint (20 Gal), Glass Beads
	542 30 31 02	Oper Supplies - Street Reg	101 000 542 City Street Fund	1,510.56	White Paint (20 Gal), Yellow Paint (20 Gal), Glass Beads
Total Aramsco, Inc.				3,489.79	
35824	08/14/2025	08/26/2025	3933 Asphalt Patch Systems, Inc.	11,527.47	Remove and Replace Section of City Sidewalk on S 19th Street; Form and Pour Section of City Sidewalk on Orchard Street
	542 30 48 01	Rep & Maint - Street Maint	101 000 542 City Street Fund	11,527.47	Remove and Replace Section of City Sidewalk on S 19th Street; Form and Pour Section of City Sidewalk on Orchard Street
35794	08/11/2025	08/26/2025	2238 Bretzel, Irene	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year

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35860	08/19/2025	08/26/2025	4282 Bunce Rental Inc	5,071.03	Fun Days Canopies, Tables, Staging, Delivery & Setup
	573 90 49 01	Community Events	001 000 573	5,071.03	General Fund Fun Days Canopies, Tables, Staging, Delivery & Setup
35793	08/11/2025	08/26/2025	7114 Caalim, Stacy	78.00	Library Reimbursement - 1 Year (Stacy)
	572 21 49 00	Library Services	001 000 572	78.00	General Fund Library Reimbursement - 1 Year (Stacy)
35830	08/15/2025	08/26/2025	5805 CenturyLink (Lumen LD)	9.73	Long Distance Access & Usage 08/2025
	518 10 42 00	Communication - Non Dept	001 000 518	9.73	General Fund Long Distance Access & Usage 08/2025
35844	08/18/2025	08/26/2025	3994 CenturyLink	474.45	Telecommunications - 08/2025
	518 10 42 00	Communication - Non Dept	001 000 518	138.55	General Fund City Hall Alarm & Fax (2) - 08/2025
	521 22 42 00	Communication - Police	001 000 521	289.72	General Fund Police BA/Modem & Fax - 08/2025
	531 50 42 00	Communication - Storm	415 000 531	11.54	Storm Drain PW Alarm - 08/2025
	534 10 42 00	Communication - Water Adr	425 000 534	11.54	Water Fund (dep PW Alarm - 08/2025
	535 10 42 01	Communication - Sewer Adr	430 000 535	11.55	Sewer Fund (dep PW Alarm - 08/2025
	542 30 42 00	Communication - Street Reg	101 000 542	11.55	City Street Fund PW Alarm - 08/2025
35787	08/08/2025	08/26/2025	4324 City Treasurer-Tacoma	71,713.47	Fire/EMS - 09/2025
	522 20 40 00	Tacoma Contract - Fire	001 000 522	22,674.67	General Fund Fire - 09/2025
	522 20 41 00	Tacoma Contract - EMS	001 000 522	49,038.80	General Fund EMS - 09/2025
35822	08/13/2025	08/26/2025	11058 City of Tacoma Washington	275.75	Radio Communications - Create Codeplug & Program Radio
	521 22 41 01	Radio Infrastructure Fees	001 000 521	275.75	General Fund Radio Communications - Create Codeplug & Program Radio
35805	08/11/2025	08/26/2025	3573 Copiers Northwest Inc	31.98	Copier Usage 07/01/25-07/31/25
	521 22 45 00	Oper Rentals - Copier - Polic	001 000 521	31.98	General Fund Copier Usage 07/01/25-07/31/25
35864	08/19/2025	08/26/2025	3573 Copiers Northwest Inc	74.39	Printer Usage 06/28/25-07/28/25
	521 22 45 00	Oper Rentals - Copier - Polic	001 000 521	74.39	General Fund Printer Usage 06/28/25-07/28/25
Total Copiers Northwest Inc				106.37	
35868	08/20/2025	08/26/2025	10545 Dahlstrom, Stacy	3.51	03-00810.0 - 101 CORNELL ST
	343 10 00 00	Storm Drain Revenues	415 000 340	-0.76	Storm Drain
	343 40 00 00	Sale Of Water	425 000 340	-0.90	Water Fund (dep

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	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (dep	-1.85	
35848	08/18/2025	08/26/2025 3589	Databar Inc	2,424.70	Town Topics - Statement Production - August 2025, Postage, Town Topics
	518 10 49 01	Town Topics/Citizen Commu	001 000 518 General Fund	85.36	August 2025 Town Topics Insert
	531 50 42 01	Postage - Storm	415 000 531 Storm Drain	361.04	August 2025 UB Postage
	531 50 49 06	Mailing Service - Storm	415 000 531 Storm Drain	418.74	August 2025 UB Mailing Service
	534 10 42 01	Postage - Water Admin	425 000 534 Water Fund (dep	361.04	August 2025 UB Postage
	534 10 49 06	Mailing Service - Water Adm	425 000 534 Water Fund (dep	418.74	August 2025 UB Mailing Service
	535 10 42 02	Postage - Sewer Admin	430 000 535 Sewer Fund (dep	361.04	August 2025 UB Postage
	535 10 49 05	Mailing Service - Sewer Adm	430 000 535 Sewer Fund (dep	418.74	August 2025 UB Mailing Service
35849	08/18/2025	08/26/2025 3589	Databar Inc	595.99	Town Topics Newsletter Mailing Service & Postage - August 2025
	518 10 49 01	Town Topics/Citizen Commu	001 000 518 General Fund	595.99	Town Topics Newsletter Mailing Service & Postage - August 2025
35850	08/18/2025	08/26/2025 3589	Databar Inc	1,741.11	Town Topics Newsletter - August 2025
	518 10 49 01	Town Topics/Citizen Commu	001 000 518 General Fund	1,741.11	Town Topics Newsletter - August 2025
			Total Databar Inc	4,761.80	
35865	08/19/2025	08/26/2025 10913	David Evans and Associates, Inc.	804.14	P#74 Regents West Grind & Overlay - Professional Services 06/29/25-08/02/25
	595 10 63 06	Project Engineering - Street	101 000 594 City Street Fund	804.14	P#74 Regents West Grind & Overlay - Professional Services 06/29/25-08/02/25
35819	08/13/2025	08/26/2025 3594	Dept Of Ecology	3,083.00	Municipal Stormwater Permit Fee - 2nd Half FY25 7/1/2025 - 6/30/2026
	531 50 49 01	NPDES Permit	415 000 531 Storm Drain	3,083.00	Municipal Stormwater Permit Fee - 2nd Half FY25 7/1/2025 - 6/30/2026
35855	08/19/2025	08/26/2025 4310	Dept Of Revenue-EXCISE TAX	6,787.26	July 2025 Excise Taxes
	518 20 43 01	Excise Tax - Time/Temp Ren	001 000 518 General Fund	3.30	July 2025 Excise Taxes
	531 50 44 00	Excise Tax - Storm	415 000 531 Storm Drain	23.44	July 2025 Excise Taxes
	534 10 44 00	Excise Tax - Water	425 000 534 Water Fund (dep	27.50	July 2025 Excise Taxes
	534 10 44 00	Excise Tax - Water	425 000 534 Water Fund (dep	59.53	July 2025 Excise Taxes
	535 10 44 00	Excise Tax - Sewer	430 000 535 Sewer Fund (dep	78.04	July 2025 Excise Taxes
	571 20 43 00	Excise Tax - Participation Fee	001 000 571 General Fund	13.94	July 2025 Excise Taxes

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573 90 49 01	Community Events		001 000 573 General Fund	104.23	July 2025 Excise Taxes
573 90 49 01	Community Events		001 000 573 General Fund	93.32	July 2025 Excise Taxes
576 20 43 00	Excise Tax - Pool Revenue		001 000 576 General Fund	6,345.67	July 2025 Excise Taxes
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	37.37	July 2025 Excise Taxes
589 30 00 00	Retail Sales Tax		655 000 580 Agency Fund/Bd	0.92	July 2025 Excise Taxes
35847	08/18/2025	08/26/2025	10647 Erickson-Deaton, Jeanne	39.00	Library Reimbursement - 1/2 Year
572 21 49 00	Library Services		001 000 572 General Fund	39.00	Library Reimbursement - 1/2 Year
35769	08/05/2025	08/26/2025	2365 Estate of Elizabeth Woodruff	49.81	05-00790.0 - 1203 CONTRA COSTA AVE
343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	-24.94	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-27.98	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	3.11	
35813	08/13/2025	08/26/2025	4318 Fircrest City of - Interfund (Treasur	16,299.15	August 2025 Interfund
518 30 47 00	Public Utility Services - City I		001 000 518 General Fund	927.28	August 2025 Interfund
531 50 47 02	Public Utility Services - Bldg		415 000 531 Storm Drain	369.86	August 2025 Interfund
531 50 47 02	Public Utility Services - Bldg		415 000 531 Storm Drain	28.33	August 2025 Interfund
534 10 47 00	Utility Services/Building - W		425 000 534 Water Fund (de	369.86	August 2025 Interfund
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (de	646.12	August 2025 Interfund
534 80 47 03	Public Utility Services - Mete		425 000 534 Water Fund (de	28.32	August 2025 Interfund
535 10 47 00	Utility Services/Building - Se		430 000 535 Sewer Fund (de	369.87	August 2025 Interfund
535 80 47 04	Public Utility Services - Mete		430 000 535 Sewer Fund (de	28.32	August 2025 Interfund
542 30 47 02	Electricity & Gas/Bldg - Stree		101 000 542 City Street Fund	369.86	August 2025 Interfund
542 30 47 02	Electricity & Gas/Bldg - Stree		101 000 542 City Street Fund	28.33	August 2025 Interfund
542 80 47 00	Public Utility Services - St Be		101 000 542 City Street Fund	434.92	August 2025 Interfund
548 65 47 00	Utility Services/Building - Sh		501 000 548 Equipment Rent	34.50	August 2025 Interfund
571 10 47 00	Public Utility Services - Rec		001 000 571 General Fund	369.34	August 2025 Interfund
576 20 47 00	Public Utility Services - Pool		001 000 576 General Fund	1,379.41	August 2025 Interfund
576 80 47 00	Public Utility Services - Parks		001 000 576 General Fund	10,914.83	August 2025 Interfund
35838	08/18/2025	08/26/2025	10994 GCP WW Holdco LLC, Whistle Workwear	52.93	Work Attire - T Piercy
534 10 20 01	Contract Benefits - Wtr Adm		425 000 534 Water Fund (de	26.47	Work Attire - T Piercy
535 10 20 01	Contract Benefits - Sewer Ac		430 000 535 Sewer Fund (de	26.46	Work Attire - T Piercy
35841	08/18/2025	08/26/2025	6774 Greenleaf Landscaping 1 Inc	7,917.93	Monthly Landscape Service - August 2025
518 30 41 01	Contract Maintenance		001 000 518 General Fund	3,563.07	Monthly Landscape Service - August 2025
542 80 48 00	Street Tree Maintenance (co		101 000 542 City Street Fund	1,425.23	Monthly Landscape Service - August 2025
542 80 49 03	Beautification Services (cont		101 000 542 City Street Fund	2,929.63	Monthly Landscape Service - August 2025

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35767	08/05/2025	08/26/2025	8878 Hale, Kallen	8.54	06-02150.2 - 1519 ESTATE PLACE
	343 40 00 00		Sale Of Water	425 000 340	Water Fund (de
	343 50 00 00		Sewer Revenues	430 000 340	Sewer Fund (de
				-2.80	
				-5.74	
35768	08/05/2025	08/26/2025	8529 Hayes, Kyle	302.82	02-01750.8 - 123 ALAMEDA AVE
	343 10 00 00		Storm Drain Revenues	415 000 340	Storm Drain
	343 40 00 00		Sale Of Water	425 000 340	Water Fund (de
	343 50 00 00		Sewer Revenues	430 000 340	Sewer Fund (de
				-81.41	
				-92.62	
				-128.79	
35816	08/13/2025	08/26/2025	3692 Home Depot Credit Services	36.37	Fertilizer for Hanging Baskets
	542 80 31 04		Oper Supplies - Beautificatic	101 000 542	City Street Fund
				36.37	Fertilizer for Hanging Baskets
35817	08/13/2025	08/26/2025	3692 Home Depot Credit Services	39.62	Duct Tape for Shop
	518 30 31 00		Oper Supplies - Facilities	001 000 518	General Fund
				39.62	Duct Tape for Shop
35839	08/18/2025	08/26/2025	3692 Home Depot Credit Services	151.65	Tools for S Marez Truck
	542 30 35 00		Small Tools & Equip - Street	101 000 542	City Street Fund
				151.65	Tools for S Marez Truck
			Total Home Depot Credit Services	227.64	
35863	08/19/2025	08/26/2025	11192 KSB Repairs	1,000.00	Clearing/Grading Permit Deposit Refund - 1320 Berkeley Ave
	322 10 00 03		Excavate/Clear/Grading Perr	001 000 320	General Fund
				-1,000.00	Clearing/Grading Permit Deposit Refund - 1320 Berkeley Ave
35791	08/11/2025	08/26/2025	1379 Keister, Jerry	78.00	Library Reimbursement - 1 Year (Jeni)
	572 21 49 00		Library Services	001 000 572	General Fund
				78.00	Library Reimbursement - 1 Year (Jeni)
35783	08/08/2025	08/26/2025	9817 Kenyon Disend	371.00	Attorney Services - July 2025
	515 41 41 01		City Attorney	001 000 515	General Fund
	518 11 41 03		Legal Services - Personnel	001 000 518	General Fund
				344.50	Attorney Services - July 2025
				26.50	Attorney Services - July 2025
35784	08/08/2025	08/26/2025	9817 Kenyon Disend	1,245.00	Attorney Services - July 2025
	515 41 41 02		Special Legal Counsel	001 000 515	General Fund
				1,245.00	Attorney Services - July 2025
35785	08/08/2025	08/26/2025	9817 Kenyon Disend	6,042.34	Attorney Services - July 2025
	515 41 41 01		City Attorney	001 000 515	General Fund
	515 41 41 02		Special Legal Counsel	001 000 515	General Fund
				5,167.84	Attorney Services - July 2025
				874.50	Attorney Services - July 2025

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			Total Kenyon Disend	7,658.34	
35861	08/19/2025	08/26/2025 10264	Larson, Shari	1,906.10	Gentle Yoga & Chair Yoga Classes (07/01/25-07/31/25)
	571 10 49 04	Instructor Fees	001 000 571 General Fund	1,906.10	Gentle Yoga & Chair Yoga Classes (07/01/25-07/31/25)
35867	08/20/2025	08/26/2025 8881	Laumb, Ashley	84.54	07-00265.1 - 138 SPRUCE ST
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-21.78	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-25.10	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-37.66	
35866	08/20/2025	08/26/2025 1990	Lee, Evan	2.74	04-00560.0 - 514 RAMSDELL ST
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-28.68	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	26.11	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-0.17	
35854	08/18/2025	08/26/2025 2227	Linggi Jr, Albert J.	78.00	Library Reimbursement - 1 Year (Sheila)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Sheila)
35810	08/12/2025	08/26/2025 6639	McClain's Soil Supply	215.09	Top Soil for Street Light Repairs on Mar Vista Drive - Evergreen Place
	542 63 31 00	Oper Supplies - St Light	101 000 542 City Street Fund	215.09	Top Soil for Street Light Repairs on Mar Vista Drive - Evergreen Place
35871	08/20/2025	08/26/2025 6632	McClain, Steven	78.00	Library Reimbursement - 1 Year (Guida)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Guida)
35869	08/20/2025	08/26/2025 10185	McLean, Kevin	1.99	12-01390.0 - 6114 47TH ST CT W
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-1.99	
35790	08/11/2025	08/26/2025 11067	McLendon Hardware	17.86	Street Light Operating Supplies
	542 63 31 00	Oper Supplies - St Light	101 000 542 City Street Fund	17.86	Street Light Operating Supplies
35840	08/18/2025	08/26/2025 11067	McLendon Hardware	36.43	Tools for Water Meter Setters
	534 80 35 00	Small Tools & Equip - Water	425 000 534 Water Fund (de	36.43	Tools for Water Meter Setters
			Total McLendon Hardware	54.29	

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35812	08/12/2025	08/26/2025 10807	Meldrop LLC	1,750.00	Concert in the Park - Meldrop, LLC
	573 90 49 01	Community Events	001 000 573 General Fund	1,750.00	Concert in the Park - Meldrop, LLC
35779	08/08/2025	08/26/2025 10109	Mitchell, Elisabeth	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
35792	08/11/2025	08/26/2025 1307	Moore, Paul	78.00	Library Reimbursement - 1 Year (Catherine)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Catherine)
35874	08/20/2025	08/26/2025 4171	Narrows Market Inc.	153.32	Card Reader Not Working At Station - Vehicle #38484
	548 65 31 12	Gas - Street	501 000 548 Equipment Rent	153.32	Card Reader Not Working At Station - Vehicle #38484
35786	08/08/2025	08/26/2025 10847	Nguyen, James Trong	238.72	Vietnamese Interpreting (2 hrs) 25IN43260
	512 51 41 03	Prof Svcs - Interpreter - FMC	001 000 512 General Fund	238.72	Vietnamese Interpreting (2 hrs) 25IN43260
35883	08/21/2025	08/26/2025 11195	Olafson, Lily	300.00	Concert in the Park Band Performance - Lily Olafson & Henry Beers
	573 90 49 01	Community Events	001 000 573 General Fund	300.00	Concert in the Park Band Performance - Lily Olafson & Henry Beers
35846	08/18/2025	08/26/2025 10391	Olson, Rebecca	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
35837	08/18/2025	08/26/2025 3923	Orca Pacific Inc	772.08	Chlorine for Wells (150 gallons)
	534 80 31 03	Oper Supplies - Chlorine	425 000 534 Water Fund (dep	772.08	Chlorine for Wells (150 gallons)
35870	08/20/2025	08/26/2025 3923	Orca Pacific Inc	2,745.05	Hypochlorite Solution Sodium Hypochlorite 8 (500 Gal)
	576 20 31 01	Oper Supplies - Pool Chemic	001 000 576 General Fund	2,745.05	Hypochlorite Solution Sodium Hypochlorite 8 (500 Gal)
Total Orca Pacific Inc				3,517.13	
35829	08/15/2025	08/26/2025 3958	PC Budget & Finance - Jail	1,708.35	Jail Services - July 2025
	523 60 40 01	Jail	001 000 523 General Fund	1,708.35	Jail Services - July 2025
35820	08/13/2025	08/26/2025 3957	PC Budget & Finance	542.57	2nd Qtr 2025 Liquor Tax

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	566 66 49 00	Substance Abuse Fee	001 000 566 General Fund	542.57	2nd Qtr 2025 Liquor Tax
35821	08/13/2025	08/26/2025 3957	PC Budget & Finance	331.19	2025 PCRC Membership Dues
	511 60 49 02	Dues/Member/Subscriptions	001 000 511 General Fund	331.19	2025 PCRC Membership Dues
			Total PC Budget & Finance	873.76	
35788	08/08/2025	08/26/2025 11185	Pantoja, Christina	75.00	Security Deposit Refund, Pantoja, 07/20/25
	582 10 00 00	Deposit Refunds	001 000 580 General Fund	75.00	Security Deposit Refund, Pantoja, 07/20/25
35804	08/11/2025	08/26/2025 3937	Pape & Sons Construction Inc	29,589.36	P#68 44th Street Lift Station Project - Retention
	594 35 63 01	Other Improvements - Sewe	432 000 594 Sewer Improver	29,589.36	P#68 44th Street Lift Station Project - Retention
35781	08/08/2025	08/26/2025 11184	Parsons, Angela	205.40	ASL Interpreting (2 hrs) 08/06/25
	512 51 41 03	Prof Srvs - Interpreter - FMC	001 000 512 General Fund	205.40	ASL Interpreting (2 hrs) 08/06/25
35833	08/18/2025	08/26/2025 3955	Petrocard Systems Inc	662.50	Gas/Fuel - 08/2025
	548 65 31 11	Gas - Parks/Rec	501 000 548 Equipment Rent	91.06	Parks - 08/2025
	548 65 31 12	Gas - Street	501 000 548 Equipment Rent	68.60	Street - 08/2025
	548 65 31 13	Gas - Storm	501 000 548 Equipment Rent	229.23	Storm - 08/2025
	548 65 31 14	Gas - Water/Sewer	501 000 548 Equipment Rent	273.61	Water/Sewer - 08/2025
35856	08/19/2025	08/26/2025 10221	Petty Cash-ParksRec	115.25	Petty Cash Reimbursement - 08/26/25
	571 10 31 02	Senior Program Supplies	001 000 571 General Fund	104.25	Senior Morning Supplies
	571 10 41 00	Senior Trips	001 000 571 General Fund	11.00	Tacoma Narrows Bridge Toll for Senior Trip to Gig Harbor & Poulsbo
35782	08/08/2025	08/26/2025 3974	Platt Electric Supply Inc	78.43	Parts for Street Light Repairs
	542 63 31 00	Oper Supplies - St Light	101 000 542 City Street Fund	78.43	Parts for Street Light Repairs
35803	08/11/2025	08/26/2025 3751	Psomas, DBA KPG Psomas	23,749.00	P#88 Alameda Avenue West Sidewalk Project - 06/27/25-07/24/25
	595 10 63 10	Alameda Ave W Sidewalk #8	101 000 594 City Street Fund	23,749.00	P#88 Alameda Avenue West Sidewalk Project - 06/27/25-07/24/25
35831	08/18/2025	08/26/2025 3986	Puget Sound Energy, BOT-01H	53.94	Natural Gas - City Hall - July 2025
	518 30 47 00	Public Utility Services - City I	001 000 518 General Fund	53.94	Natural Gas - City Hall - July 2025
35832	08/18/2025	08/26/2025 3986	Puget Sound Energy, BOT-01H	157.01	Natural Gas - PW - July 2025

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531 50 47 02	Public Utility Services - Bldg	415 000	531 Storm Drain	39.26	Natural Gas - PW - July 2025
534 10 47 00	Utility Services/Building - W	425 000	534 Water Fund (dep	39.25	Natural Gas - PW - July 2025
535 10 47 00	Utility Services/Building - Se	430 000	535 Sewer Fund (dep	39.25	Natural Gas - PW - July 2025
542 30 47 02	Electricity & Gas/Bldg - Stree	101 000	542 City Street Fund	39.25	Natural Gas - PW - July 2025
Total Puget Sound Energy, BOT-01H				210.95	
35884 08/21/2025	08/26/2025	10812	Quadient Finance USA, Inc.	2,000.00	Postage Meter Refill - August 2025
518 10 42 01	Postage - Non Dept	001 000	518 General Fund	2,000.00	Postage Meter Refill - August 2025
35834 08/18/2025	08/26/2025	10813	Quadient Leasing USA, Inc.	677.38	Postage Meter Rental - 09/13/25-12/12/25
518 10 42 01	Postage - Non Dept	001 000	518 General Fund	62.14	Postage Meter Tax - 09/13/25-12/12/25
591 18 70 10	Lease Payments - Non-Dept	001 000	591 General Fund	615.24	Postage Meter Rental - 09/13/25-12/12/25
35875 08/21/2025	08/26/2025	9360	RecDesk LLC	5,880.00	RecDesk Software Annual Subscription - 6/1/25 - 5/31/26
571 10 41 01	Prof Svcs - Rec	001 000	571 General Fund	3,528.00	RecDesk Software Annual Subscription - 6/1/25 - 5/31/26
576 20 41 00	Prof Svcs - Pool	001 000	576 General Fund	2,352.00	RecDesk Software Annual Subscription - 6/1/25 - 5/31/26
35873 08/20/2025	08/26/2025	8893	Right Systems INC	574.82	Firewall Renewal
518 81 41 01	Prof Svcs - I/S	001 000	518 General Fund	574.82	Firewall Renewal
35862 08/19/2025	08/26/2025	10398	Rubke, Patricia	283.50	Barre Classes (Beginning Barre, Barre HIIT, Barre) 7/01/25-7/31/25
571 10 49 04	Instructor Fees	001 000	571 General Fund	283.50	Barre Classes (Beginning Barre, Barre HIIT, Barre) 7/01/25-7/31/25
35845 08/18/2025	08/26/2025	11164	Sehmel, AICP, Lindsey	4,287.50	Contracted Services from 07/09/25-08/15/25
558 60 41 00	Prof Svcs - Planning	001 000	558 General Fund	4,287.50	Contracted Services from 07/09/25-08/15/25
35806 08/11/2025	08/26/2025	6088	Sentinel Pest Control Inc	258.00	Pest Control - PW - 08/2025
531 50 48 00	Rep & Maint - Storm	415 000	531 Storm Drain	64.50	Pest Control - PW - 08/2025
534 50 48 01	Rep & Maint - Water Maint	425 000	534 Water Fund (dep	64.50	Pest Control - PW - 08/2025
535 50 48 00	Rep & Maint - Sewer Maint	430 000	535 Sewer Fund (dep	64.50	Pest Control - PW - 08/2025
542 30 48 01	Rep & Maint - Street Maint	101 000	542 City Street Fund	64.50	Pest Control - PW - 08/2025
35853 08/18/2025	08/26/2025	10914	Simone, Leonie	78.00	Library Reimbursement - 1 Year

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572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
35808	08/12/2025	08/26/2025	10867	Specialized Pavement Marking, LLC	15,974.00 Remove Old Stopline & Install New Thermoplastic Crosswalks at Contra Costa/Regents & Regents/Electron
595 32 63 01	Street Improvements		101 000 594 City Street Fund	15,974.00	Remove Old Stopline & Install New Thermoplastic Crosswalks at Contra Costa/Regents & Regents/Electron
35780	08/08/2025	08/26/2025	11010	Spengler, Tamsen	78.00 Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
35811	08/12/2025	08/26/2025	4084	Staples Business Advantage	164.04 Water Cooler Dispenser (5 Gal) - City Hall
513 10 35 00	Small Tools & Equip - Admin		001 000 513 General Fund	27.34	Water Cooler Dispenser - Admin
514 23 35 00	Small Tools & Equip - Finance		001 000 514 General Fund	27.34	Water Cooler Dispenser - Finance
518 10 35 00	Small Tools & Equip - Non Dept		001 000 518 General Fund	27.34	Water Cooler Dispenser - Non Dept
518 81 35 00	Small Tools & Equip - I/S		001 000 518 General Fund	27.34	Water Cooler Dispenser - I/S
524 20 35 00	Small Tools & Equip - Building		001 000 524 General Fund	27.34	Water Cooler Dispenser - Building
558 60 35 00	Small Tools & Equip - Planning		001 000 558 General Fund	27.34	Water Cooler Dispenser - Planning
35815	08/13/2025	08/26/2025	4084	Staples Business Advantage	202.57 Laptop Cart
512 51 35 00	Small Tools & Equip - Court		001 000 512 General Fund	202.57	Laptop Cart
35859	08/19/2025	08/26/2025	4084	Staples Business Advantage	40.81 Office Supplies - Central, Planning & Building
518 10 34 01	Office Supplies - Central		001 000 518 General Fund	19.41	Office Supplies - Central
524 20 31 00	Office & Oper Sup - Building		001 000 524 General Fund	10.70	Office Supplies - Building
558 60 31 00	Office & Oper Sup - Planning		001 000 558 General Fund	10.70	Office Supplies - Planning
Total Staples Business Advantage				407.42	
35809	08/12/2025	08/26/2025	9319	StreetScan	3,000.00 2025 Pavement Asset Management Module (Annual License & Support)
518 81 49 01	Software Licenses		001 000 518 General Fund	2,500.00	2025 Pavement Asset Management Module (Annual License & Support)
531 50 41 00	Prof Svcs - Storm		415 000 531 Storm Drain	125.00	2025 Pavement Asset Management Module (Annual License & Support)
534 10 41 00	Prof Svcs - Water Admin		425 000 534 Water Fund (dep	125.00	2025 Pavement Asset Management Module (Annual License & Support)

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535 10 41 00	Prof Svcs - Sewer Admin	430 000 535	Sewer Fund (dep	125.00	2025 Pavement Asset Management Module (Annual License & Support)
542 30 41 00	Prof Svcs - Street Reg	101 000 542	City Street Fund	125.00	2025 Pavement Asset Management Module (Annual License & Support)
35795 08/11/2025	08/26/2025	4110	Superior Linen Service	52.42	Linen Service 07/09/25 - Pool Party Room
576 20 49 02	Miscellaneous - Pool	001 000 576	General Fund	52.42	Linen Service 07/09/25 - Pool Party Room
35796 08/11/2025	08/26/2025	4110	Superior Linen Service	52.42	Linen Service 07/23/25 - Pool Party Room
576 20 49 02	Miscellaneous - Pool	001 000 576	General Fund	52.42	Linen Service 07/23/25 - Pool Party Room
35797 08/11/2025	08/26/2025	4110	Superior Linen Service	119.69	Linen Service 07/09/25 - Rec Center
518 30 48 01	Rep & Maint - Rec Bldg	001 000 518	General Fund	119.69	Linen Service 07/09/25 - Rec Center
35798 08/11/2025	08/26/2025	4110	Superior Linen Service	119.69	Linen Service 07/23/25 - Rec Center
518 30 48 01	Rep & Maint - Rec Bldg	001 000 518	General Fund	119.69	Linen Service 07/23/25 - Rec Center
35799 08/11/2025	08/26/2025	4110	Superior Linen Service	81.41	Linen Service 07/25/25 - City Hall
518 30 48 02	Rep & Maint - City Hall	001 000 518	General Fund	81.41	Linen Service 07/25/25 - City Hall
35800 08/11/2025	08/26/2025	4110	Superior Linen Service	81.41	Linen Service 07/11/25 - City Hall
518 30 48 02	Rep & Maint - City Hall	001 000 518	General Fund	81.41	Linen Service 07/11/25 - City Hall
35801 08/11/2025	08/26/2025	4110	Superior Linen Service	66.68	Linen Service 07/25/25 - Public Works
518 30 48 03	Rep & Maint - PW	001 000 518	General Fund	66.68	Linen Service 07/25/25 - Public Works
35802 08/11/2025	08/26/2025	4110	Superior Linen Service	66.68	Linen Service 07/11/25 - Public Works
518 30 48 03	Rep & Maint - PW	001 000 518	General Fund	66.68	Linen Service 07/11/25 - Public Works
Total Superior Linen Service				640.40	
35835 08/18/2025	08/26/2025	4328	Systems for Public Safety Inc	2,687.38	#60943D - 2016 Ford Interceptor Utility - 60k Mile Service & Safety Inspection; LOF; Replaced License Plate Bulb; Replaced Sway Bar End Links; Replace Tire Pressure Sensors; Replaced Tires

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548 65 48 08	O & M - Police		501 000 548 Equipment Rent	2,687.38	#60943D - 2016 Ford Interceptor Utility - 60k Mile Service & Safety Inspection; LOF; Replaced License Plate Bulb; Replaced Sway Bar End Links; Replace Tire Pressure Sensors; Replaced Tires
35825	08/14/2025	08/26/2025	4133 Tacoma Rubber Stamp	21.23	Name Plate - D O'Galleher
524 20 31 00	Office & Oper Sup - Building		001 000 524 General Fund	10.61	Name Plate - D O'Galleher
558 60 31 00	Office & Oper Sup - Plannin		001 000 558 General Fund	10.62	Name Plate - D O'Galleher
35852	08/18/2025	08/26/2025	4133 Tacoma Rubber Stamp	101.48	Stamps - City of Fircrest, Date, and Logo
524 20 31 00	Office & Oper Sup - Building		001 000 524 General Fund	50.74	Stamps - City of Fircrest, Date, and Logo
558 60 31 00	Office & Oper Sup - Plannin		001 000 558 General Fund	50.74	Stamps - City of Fircrest, Date, and Logo
Total Tacoma Rubber Stamp				122.71	
35807	08/11/2025	08/26/2025	4135 Tacoma Screw Products Inc	181.42	Street Sign Parts & Supplies - Lag Screws, Flat Washers & Ear Plugs
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fund	181.42	Street Sign Parts & Supplies - Lag Screws, Flat Washers & Ear Plugs
35851	08/18/2025	08/26/2025	4322 Tacoma, City of - POWER	12,001.25	Power - Various Locations - 07/2025
518 30 47 00	Public Utility Services - City I		001 000 518 General Fund	728.56	City Hall Power - 07/2025
531 50 47 02	Public Utility Services - Bldg		415 000 531 Storm Drain	71.24	PW Power - 07/2025
534 10 47 00	Utility Services/Building - W:		425 000 534 Water Fund (dep	71.24	PW Power - 07/2025
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (dep	5,079.69	PW, Well #4, #9, Golf Course - 07/2025
535 10 47 00	Utility Services/Building - Se		430 000 535 Sewer Fund (dep	71.23	PW Power - 07/2025
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (dep	899.14	Pumps/LS Power - 07/2025
542 30 47 02	Electricity & Gas/Bldg - Stre		101 000 542 City Street Fund	71.24	PW Power - 07/2025
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fund	54.61	Traffic Control - 07/2025
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fund	1,457.86	Street Lights - 07/2025
548 65 47 00	Utility Services/Building - Sh		501 000 548 Equipment Rent	43.72	F&E Garage Power - 07/2025
571 10 47 00	Public Utility Services - Rec		001 000 571 General Fund	1,215.16	Rec Center Power - 07/2025
576 20 47 00	Public Utility Services - Pool		001 000 576 General Fund	1,483.45	Pool Power - 07/2025
576 80 47 00	Public Utility Services - Parks		001 000 576 General Fund	754.11	Parks Power - 07/2025
35872	08/20/2025	08/26/2025	11193 Transportation Improvement Board, Washington State	6,805.60	P#81 Claremont St. Grind & Overlay Project
595 32 63 01	Street Improvements		101 000 594 City Street Fund	6,805.60	P#81 Claremont St. Grind & Overlay Project
35836	08/18/2025	08/26/2025	5934 US Bank, City Hall Account	2,642.40	P-Card Charges thru 08/06/25

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513 10 31 00	Office & Oper Sup - Admin	001 000 513	General Fund	880.80	Business Plus Account Licenses - 08/05/25-08/04/26
524 20 31 00	Office & Oper Sup - Building	001 000 524	General Fund	880.80	Business Plus Account Licenses - 08/05/25-08/04/26
542 30 31 02	Oper Supplies - Street Reg	101 000 542	City Street Fund	880.80	Business Plus Account Licenses - 08/05/25-08/04/26
35857	08/19/2025	08/26/2025	8484 US Bank, Recreation Dept Account	2,646.74	P-Card Charges thru 08/15/25
571 10 31 02	Senior Program Supplies	001 000 571	General Fund	342.59	Senior Morning Supplies
571 10 31 03	Youth Supplies	001 000 571	General Fund	48.92	Summer Day Camp Supplies
573 90 49 01	Community Events	001 000 573	General Fund	1,541.06	Scarecrows & Skeletons of Fircrest Banners & Signs; Volunteer Supplies; Fun Days Sponsor Thank You's; Jotform Annual Subscription
573 90 49 02	Centennial Celebration	001 000 573	General Fund	643.04	Centennial Community Display Frames & Parade Balloon Column
576 20 31 00	Office Supplies - Pool	001 000 576	General Fund	26.41	Toner for Pool Printer
576 20 31 03	Oper Supplies - Pool	001 000 576	General Fund	44.72	Pool Supplies
35818	08/13/2025	08/26/2025	9253 University Place Tire & Auto	1,565.26	#62852D - 4 New Tires & Alignment; Brake Inspection
548 65 48 12	O & M - Street	501 000 548	Equipment Rent	1,565.26	#62852D - 4 New Tires & Alignment; Brake Inspection
35842	08/18/2025	08/26/2025	4180 Utilities Underground	36.66	Locates 07/2025
534 10 49 00	Miscellaneous - Water Admi	425 000 534	Water Fund (dep	18.33	Locates 07/2025
535 10 49 00	Miscellaneous - Sewer Admi	430 000 535	Sewer Fund (dep	18.33	Locates 07/2025
35843	08/18/2025	08/26/2025	4256 Winning Seasons	167.90	Shirts for Crew
518 30 20 01	Contract Benefits - Facilities	001 000 518	General Fund	83.95	Shirts for Crew
576 80 20 01	Contract Benefits - Parks	001 000 576	General Fund	83.95	Shirts for Crew

Report Total: 272,343.93

Fund	
001 General Fund	150,966.36
101 City Street Fund	70,923.60
415 Storm Drain	4,753.52
425 Water Fund (department)	8,278.93
430 Sewer Fund (department)	2,684.56
432 Sewer Improvement Fund	29,589.36
501 Equipment Rental Fund	5,146.68
655 Agency Fund/Bdg Permit	0.92

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Accts						
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This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

PRESIDING OFFICER’S REPORT

Mayor Reynolds invoked Rule 20. Order of Business from the Fircrest City Council Rules and requested to modify the Council agenda to add “Legislative Update - Senator Nobles” under the Presiding Officer’s Report. There were no objections from the Council.

A. Proclamation: National Night Out

Councilmember Mauer-Smith read the proclamation titled National Night Out into the record. **Councilmember Wittner MOVED to authorize the Mayor’s signature on the proclamation proclaiming August 5, 2025, as National Night Out in the City of Fircrest; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmembers’ comments. Councilmember Bufford thanked the Police Department for its efforts on the National Night Out planning. Mayor Reynolds invited public comment; none was provided.

The Motion Carried (7-0).**B. Legislative Update – Senator Nobles**

Senator Nobles provided an overview of the recent 2025 legislative session. Senator Nobles reported on the passage of a balanced budget to include allocation towards rental protections, increased funding for special education, support for working families, expansion of public safety grants, increased Medicaid access, reformed statewide recycling initiatives, the Community Reinvestment Program, housing and homelessness investments, and a focus on transportation improvement projects. Mayor Reynolds invited Councilmembers’ comments. There was a brief discussion on the anticipated loss of access to Medicaid and healthcare due to recent federal changes. Senator Nobles stated that while formal legislative action will not occur until the next session, legislators continue to meet and actively discuss priorities. She also highlighted that state agencies monitor federal changes and prepare for the potential impacts.

CITY MANAGER COMMENTS

City Manager Dawn Masko expressed appreciation for the Centennial Parade participants and highlighted the positive community feedback. She recognized Parks and Recreation Director Jeff Grover and Events Coordinator Judy Schmidtke for their planning efforts. Mrs. Masko also provided a brief report on the Fircrest Fun Days event and highlighted the commemorative Centennial Hazy IPA at the Fircrest Beer Garden.

City Manager Masko announced the upcoming Fircrest Night at the Tacoma Rainiers event details and stated ticket information is available on the City’s website. She reported on the Regional Fire Authority discussions with the Tacoma Fire Department and stated that she will be in attendance for their upcoming roundtable meeting.

City Manager Masko reported that the City of University Place has been finalizing its interlocal agreement with the University Place School District for youth sports programming and reviewing a proposal from the Morgan Family YMCA. There was a brief discussion on the impact on the City’s own programs and potential fee adjustments.

Lastly, City Manager Masko reported that the City received a response from the Department of Commerce on the appeal of its denial of the timeline extension for House Bill 1110 implementation. City Attorney Joanna Eide reported that the City has until July 30, 2025, to decide whether to withdraw its appeal and submit additional materials or to proceed with a full adjudicative proceeding through the Office of Administrative Hearings. The Department of Commerce stated that it would not conduct a brief adjudicative proceeding internally, as rules for the process have not yet been adopted. The City will need to weigh its options carefully, given the short response timeframe.

There was a brief discussion on the executive session topic relating to pending litigation.

DEPARTMENT HEAD COMMENTS

- Police Chief Victor Celis thanked the Council for their support regarding the National Night Out proclamation, provided several updates to include staff training, trading the totaled police vehicle for vehicle maintenance services, current departmental statistics, and developments on an Internal Revenue Service fraud case. Councilmember Viafore requested an update on the totaled vehicle and its recovered costs, and the Alameda Ave and Emerson Street DUI vehicular assault case. There was a brief discussion on the traffic flow at Spring Street and Buena Vista Ave, and the increased police presence.
- Public Works Director Tyler Bemis reported on recent water utility shut-offs, the installation of the Centennial banner for Regents Boulevard, Fun Days event preparation and cleanup, ongoing work at the high tank site, and the annual crack seal program. There was a brief discussion on the City's adherence to the crack seal program and future expansion into residential neighborhoods.
- Parks and Recreation Director Grover thanked City Manager Masko, City staff, volunteers, sponsors, the Police Department, and the Fircrest Kiwanis Club for their contributions during the Centennial Parade and Fun Days.

COUNCILMEMBER COMMENTS

- Councilmember Viafore commented on thanking our Public Officials for their contributions in securing the military band for the Strawberry Festival and provided kudos to City staff for their efforts with the Centennial Parade.
- Councilmember Mauer-Smith expressed appreciation for the Fircrest Fun Days and the Centennial Parade and highlighted the strong community feel.
- Councilmember Wittner commented on the strong community turnout and stated that vendors appeared successful.
- Councilmember George stated he was out of town during the festivities; however, he has enjoyed viewing photos of the events.
- Councilmember Bufford expressed appreciation for City staff, volunteers, and the Kiwanis Club for their efforts during the Centennial Parade and Fun Days. She noted that any future large-scale events may require additional staffing and budget considerations to avoid overburdening staff and volunteers.
- Councilmember Andrews highlighted the community engagement during Fircrest Fun Days and stated that the Public Works booth giveaways were popular. He also raised concerns about lifted tree roots along the Masko Park sidewalk, which may create trip hazards, and requested that staff address the issue. Councilmember Andrews encouraged City staff to continue the use of print surveys to reach seniors and non-digital residents. Councilmember Andrews thanked

City staff for their event planning efforts and stated that with advanced notice, the City could request military bands, vehicles, and personnel in community parades.

- Mayor Reynolds reported that University Place has expressed interest in holding a joint meeting with the Fircrest City Council. She requested feedback to be sent to the City Manager regarding their interest in participating. Lastly, she reported, as a member of the Pierce Transit Board of Commissioners, she has been asked to provide an update to the City of Gig Harbor.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Mayor Reynolds invited public comment. There were none.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks, Recreation and Sustainability

Councilmember Andrews reported that 40 children are registered for Fircrest Day Camp, with some participants coming from University Place due to affordability and quality of programming compared to YMCA offerings. He also reported on a recent Gig Harbor senior trip, and highlighted upcoming events, including the Hawaiian Pool Party and lifeguard in-service training. Councilmember Andrews also reported on pending P1 requests and strong community participation in drop-in recreational programs.

B. Police/Public Safety and Court

There was no report.

C. Public Works and Facilities

There was no report.

D. Pierce County Regional Council

There was no Pierce County Regional Council report.

Mayor Reynolds provided a brief report on the Puget Sound Regional Council (PSRC) and highlighted that PSRC will not meet in August.

E. Other Liaison Reports

Councilmember Bufford reported that at the July 21, 2025, Council Study Session, Council reviewed the proposed Centennial Birthday Week schedule and requested Councilmember feedback by the following week.

CONSENT CALENDAR

Mayor Reynolds requested that the City Clerk read the Consent Calendar.

- A. Approval of Check No. 223195 through 223276 in the amount of \$265,898.60
Approval of payroll electronic funds transfer in the amount of \$201,600.96
- B. Registering no objections to the Nari Sushi & Steak Liquor License Renewal
Registering no objections to the Pint Defiance Liquor License Renewal
- C. Setting special budget meetings on October 6, 13, and 27, 2025, at 6:00 P.M. for the sole purpose of reviewing the 2026 preliminary budget at Fircrest City Hall
- D. Approval of July 8, 2025, Regular Meeting minutes as corrected

Councilmember Viafore MOVED to approve the Consent Calendar as corrected; seconded by Councilmember Mauer-Smith.

Mayor Reynolds noted a scrivener's error in the July 8, 2025, meeting minutes; however, the content was unaffected.

The Motion Carried (7-0).

PUBLIC HEARING

There was no public hearing scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Ordinance No. 1741: Fircrest Municipal Code 1.04 - City Business Hours Amendment

City Manager Masko briefed the Council on the proposed ordinance and highlighted that the amendment would update the municipal code to reflect the current operating hours of City offices and facilities. **Councilmember Mauer-Smith MOVED to adopt Ordinance No. 1741, amending Fircrest Municipal Code Chapter 1.04 to update the normal office hours for City offices and facilities; seconded by Councilmember Viafore.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comments; none were provided.

There was a brief comment on the definition of short-term regarding the City Manager's authority to temporarily adjust the hours of operation for City offices and facilities.

The Motion Carried (7-0).

C. 1st Quarter 2025 Financial Report

Finance Director Allison Deskins briefed the Council on the first quarter review of 2025. Director Deskins indicated that General Fund revenues for the first quarter of 2025 were close to anticipated. She also stated that the total General Fund revenue was at 19.8% of the budget. She briefed the Council on General Fund expenditures, stating that the City should be at 25% or less in expenditures of the total General Fund budget by the end of the first quarter. Director Deskins provided a comparison of total Q1 2025 revenue to total Q1 2024 revenue, indicating a 6.6% increase in Q1 2025 revenue. Total Q1 2025 expenditures marked a 9.3% decrease from monies spent in Q1 2024. There was a brief discussion on acknowledging the growth in recreational programming and the increased revenue.

CALL FOR FINAL COMMENTS

There was none.

EXECUTIVE SESSION

At 8:30 P.M., Mayor Reynolds reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed thirty (30) minutes to discuss potential litigation per RCW 42.30.110 (1)(i) and to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). City Manager Masko and City Attorney Eide were invited to the executive sessions.

At 9:04 P.M., Mayor Reynolds reported that the executive session will be extended by an additional thirty (30) minutes.

At 9:34 P.M., Mayor Reynolds reported that the executive session will be extended by an additional five (5) minutes.

The Council reconvened at 9:40 P.M.

ADJOURNMENT

Councilmember Mauer-Smith MOVED to adjourn the meeting at 9:40 P.M., seconded by Councilmember Bufford.

The Motion Carried (7-0).

Shannon Reynolds, Mayor

Arlette Burkhart, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Pro Tempore Nikki Bufford called the regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Brett L. Wittner, Karen Mauer-Smith, Hunter T. George, Jim Andrews, and Mayor Shannon Reynolds were present. Mayor Shannon Reynolds and Councilmember Hunter T. George attended the meeting virtually.

PRESIDING OFFICER'S REPORT

Mayor Pro Tempore Bufford stated that the August 18, 2025, Study Session had no items for discussion and asked the Council to consider canceling the meeting. Councilmember Viafore asked if the 2026 preliminary budget discussion was scheduled. City Manager Masko stated that it would occur at a future meeting.

Councilmember Wittner MOVED to cancel the August 18, 2025, Study Session; seconded by Councilmember Mauer-Smith. Mayor Pro Tempore Bufford invited Councilmembers' comments; none were provided. Mayor Pro Tempore Bufford invited public comment; none was provided.

The Motion Carried (7-0).**CITY MANAGER COMMENTS**

City Manager Dawn Masko reported that Danielle O'Galleher began her role as Permit Coordinator/Passport Specialist on August 5, 2025, and is currently training with staff, and that passport hours will be temporarily adjusted. Mrs. Masko announced that today was Community Service Officer II/Police Records Technician Selena Byrd's last day and wished her well.

City Manager Masko reported that the Tacoma Fire Chief hosted a meeting to discuss a Regional Fire Authority Cooperative Services Feasibility Study. Tacoma Fire will contract with Emergency Services Consulting International to conduct the study, and it is expected to take up to nine months. A potential ballot measure could be considered in 2027. The City will continue to take part in project team meetings.

Councilmember Viafore asked for Whittier Elementary School Replacement Project updates. City Manager Masko stated that the Tacoma Public Schools District is working with the project team and planning consultant, and the project is still on schedule.

Councilmember George joined the meeting in the Council Chambers at 7:09 P.M.

DEPARTMENT HEAD COMMENTS

- Police Chief Victor Celis reported on several items, including staffing updates, wished Selena Byrd farewell, and stated that Community Service Officer I/Police Records Technician John Truong will temporarily fill the CSO II role. He also reported on officer training requirements. Chief Celis provided current departmental statistics and thanked Selena Byrd and Police Sergeant Gollinger for their efforts with the National Night Out event. Lastly, he reported that the Whittier Elementary School principal delivered a thank-you card to the department.
- Parks and Recreation Director Jeff Grover reported on the upcoming Concert and Market at the Park, adult swimming lessons, and pool staffing. Mayor Pro Tempore Bufford stated that she was excited to see the return of adult swimming lessons.

COUNCILMEMBER COMMENTS

- Councilmember Andrews; no comment.
- Councilmember George thanked the Police Department for the National Night Out event, gave best wishes to Selena Byrd and John Truong, congratulated Mayor Reynolds on her acceptance to medical school, and asked the Mayor about her schedule. Mayor Reynolds stated that she would be “hyper commuting”.
- Councilmember Wittner commended the National Night Out event and thanked the meeting attendees for their participation.
- Councilmember Mauer-Smith thanked Chief Celis for the National Night Out event.
- Councilmember Viafore provided kudos to Chief Celis for the National Night Out event and stated that Selena Byrd's departure leaves “big shoes to fill”.
- Mayor Reynolds; no comment.
- Mayor Pro Tempore Bufford gave kudos to the Police Department for the National Night Out event and expressed appreciation for Selena Byrd’s service.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Mayor Pro Tempore Bufford invited public comment. The following individual provided comment:

- Vince Navarre, Del Monte Ave resident, thanked the Council for their service and requested consideration of additional swings at the Fircrest Tot Lot.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Administration

Councilmember Viafore stated that he did not have a report due to the City Manager’s vacation and reported that she still worked during her vacation time.

B. Built Environment, Planning, and Building

There was no report.

C. Finance, and Information Technology

There was no report.

D. Other Liaison Reports

Centennial Committee

Mayor Pro Tempore Bufford reported that the Committee met on August 8, 2025, and finalized the Centennial birthday week schedule and logistics, including the Fircrest Night at the Tacoma Rainiers event.

CONSENT CALENDAR

Mayor Reynolds requested that the City Clerk read the Consent Calendar:

- A. Approval of Check No. 14513 through 14514 in the amount of \$9,358.75
- Approval of Check No. 223277 through 223358 in the amount of \$827,303.94
- Approval of payroll electronic funds transfer in the amount of \$1,718.03
- Approval of payroll electronic funds transfer in the amount of \$217,162.85

Approval of payroll electronic funds transfer in the amount of \$215,938.69
Approval of payroll electronic funds transfer in the amount of \$18,984.62
Approval of payroll electronic funds transfer in the amount of \$6,199.09

B. Setting the 2026 City Council Study Session meetings on January 20, February 17, March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16, and December 21, starting at 6:00 P.M. at Fircrest City Hall

C. Approval of July 21, 2025, Special Meeting minutes

Councilmember Wittner MOVED to approve the Consent Calendar; seconded by Councilmember Mauer-Smith.

The Motion Carried (7-0).

PUBLIC HEARING

There was no public hearing scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Motion: Department of Commerce Middle Housing Appeal Response

City Manager Masko briefed the Council on the proposed motions and highlighted that the Department of Commerce has issued a response to the appeal. She outlined three options for Council consideration. **Councilmember Wittner MOVED to withdraw the City's appeal to the Department of Commerce and authorize the City Manager to take all steps necessary to facilitate this action; seconded by Councilmember Mauer-Smith.**

Mayor Pro Tempore Bufford invited Councilmember comments. Councilmember Wittner stated that he would like to hear from the former Ad Hoc Committee members about their opinion on the matter.

Mayor Pro Tempore Bufford invited public comment.

- Frank Landberg, Ad Hoc Committee co-chair, commented on the committee's work over the past year to address infrastructure concerns relating to the sewer capacity. He highlighted issues with pump stations and the long-standing agreements with the City of Tacoma. He referenced the Department of Commerce's response to the appeal and stated that it allowed the submission of additional materials if the appeal is dropped. Mr. Landberg stated that the committee's work would help resolve long-term infrastructure challenges and help with the middle housing development.
- Jim Ottness, 973 Altadena Drive, commented on potential avenues to address the sewage problems, such as amending the agreement with the City of Tacoma to adjust pump capacity, adding infrastructure improvements, and identifying cost estimates. He stated that addressing infrastructure issues, such as sewer and groundwater, is critical before implementing House Bill 1110 requirements.

Mayor Pro Tempore Bufford invited Councilmembers' comments.

- Councilmember Andrews thanked the committee members for their efforts and highlighted the community middle housing survey, which received over 600 responses, opposing middle housing in their neighborhoods. He expressed support for dropping the appeal and submitting additional materials and highlighted that the work was being done by volunteers at no cost to the city.
- Councilmember Viafore commented on his experience with the City's sewer agreement and stated that the sewer capacity issues with Tacoma continue to resurface. He expressed concern about the capacity issues and transmission challenges and highlighted the need to explore viable solutions. He also expressed concerns about the City's Capital Facilities Plan and long-term infrastructure planning. He supported option 2 to withdraw the appeal and allow for 45 days to submit additional information.
- Mayor Reynolds supported the withdrawal of the appeal to continue to gather information to address infrastructure gaps and serve the community.

Mayor Pro Tempore Bufford requested a roll call vote: Andrews – Nay; George – Aye; Mauer-Smith – Aye; Viafore – Nay; Wittner – Aye; Reynolds – Nay; Bufford – Aye;

The Motion Carried (4-3), with Councilmembers Andrews and Viafore, and Mayor Reynolds dissenting.

B. Ordinance No. 1742: Automated Traffic Safety Cameras

City Manager Masko briefed the Council on the proposed ordinance and highlighted that the ordinance would authorize and regulate the use of automated traffic safety cameras. **Councilmember Wittner MOVED to adopt Ordinance No. 1742, enacting Fircrest Municipal Code Chapter 16.56, authorizing and regulating the use of automated traffic safety cameras; seconded by Councilmember Viafore.** Mayor Pro Tempore Bufford invited Councilmember comments. Council discussions included the placement of speed cameras, support for camera placement near Whittier Elementary due to higher pedestrian traffic and safety concerns, and recent lawsuits regarding the administration of traffic camera programs. NovoaGlobal Representative Heidi Traverso stated that the City may install multiple school zone camera systems as needed and explained that recent state law requires equity studies to ensure fair placement. She also highlighted that violators receiving state assistance are eligible for a 50% fine reduction under the new law. Additional discussions included camera placement concerns on Columbia Avenue, the importance of using current traffic data, and the need to proceed cautiously to avoid overwhelming the court and police department. Mayor Pro Tempore Bufford invited public comment; none was provided.

The Motion Carried (7-0).

CALL FOR FINAL COMMENTS

Councilmember Viafore requested that the City administration provide a recruitment timeline for current staff vacancies and proposed that the Council consider establishing a subcommittee to review the Tacoma-Fircrest sewage treatment MOU and explore potential options. He also reported that City staff have begun itemizing all City assets near Whittier Park, including drainage and water

infrastructure, relating to its use for the Whittier Elementary School Replacement Project. City Manager Masko stated that the construction timeline and development agreements are in progress.

Councilmember George thanked Police Chief Celis for the increased police presence and visibility.

Councilmember Andrews expressed disappointment over the loss of volunteer support for the Department of Commerce appeal and highlighted that the responsibility will now shift to City staff.

EXECUTIVE SESSION

At 8:13 P.M., Mayor Pro Tempore Bufford reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed ten (10) minutes to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g).

At 8:23 P.M., Mayor Pro Tempore Bufford reported that the executive session will be extended by an additional ten (10) minutes.

The Council reconvened at 8:33 P.M.

ADJOURNMENT

Councilmember Mauer-Smith MOVED to adjourn the meeting at 8:33 P.M., seconded by Councilmember Wittner.

The Motion Carried (7-0).

Shannon Reynolds, Mayor

Arlette Burkhart, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Ordinance Amending Fircrest Municipal Code Chapter 5.04.100 Updating Model Business License Exemption Threshold

ITEM: 13A

DATE: August 26, 2025

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, amending Fircrest Municipal Code Chapter 5.04.100, increasing the model business license exemption threshold from \$2,000 to \$4,000 as required by RCW 35.90.

PROPOSAL: The City Council is being asked to amend Chapter 5.04.100 of the Fircrest Municipal Code (FMC) to increase the model business license exemption threshold from \$2,000 to \$4,000 for out-of-city businesses as required by RCW 35.90.

FISCAL IMPACT: Negligible.

ADVANTAGE: The proposed amendment complies with the provisions of RCW 35.90.

DISADVANTAGES: None.

ALTERNATIVES: None.

BACKGROUND: In 2018, RCW 35.90 was adopted, requiring all cities to adopt a model business license ordinance. This included adopting a minimum income threshold for when an out-of-city business would need to obtain a Fircrest business license.

A state-mandated update to the model ordinance is now required. Effective January 1, 2026, the annual gross revenue threshold for out-of-city businesses will increase from \$2,000 to \$4,000. Additionally, starting in 2030, this threshold will automatically adjust every four years based on cumulative inflation, as defined by state guidelines.

This ordinance updates Fircrest Municipal Code 5.04.100 to reflect the new threshold requirements. While the \$4,000 exemption will not take effect until January 1, 2026, adoption is being advanced now to comply with the State's requirement that the City provide the Washington State Department of Revenue with no less than 75 days' notice of the adoption of this ordinance prior to its effective date.

ATTACHMENTS: [Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,
AMENDING FIRCREST MUNICIPAL CODE (FMC) SECTION 5.04.100
RELATING TO MODEL BUSINESS LICENSE EXEMPTION
THRESHOLDS; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, pursuant to Chapter 35.90 RCW, the City of Fircrest partners with the Department of Revenue's ("Department") Business Licensing Services to have business licenses issued and renewed through the Department; and

WHEREAS, pursuant to RCW 35.90.080-.090, cities that impose a general business license are required to adopt the mandatory provisions of the model ordinance created by the Association of Washington Cities ("AWC"); and

WHEREAS, AWC has issued changes to the model ordinance, including an increase to the minimum threshold for out-of-town businesses from the current \$2,000 threshold to a \$4,000 threshold, effective January 1, 2026; and

WHEREAS, under the updated model ordinance, the threshold will update automatically every four years based on cumulative inflation; and

WHEREAS, cities must adopt this updated threshold by January 1, 2026, to maintain compliance with state law; and

WHEREAS, the City Council finds that approval of the updated model business license threshold is in the best interest of the City, as it is necessary to ensure continued compliance with state business license requirements;

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

Section 1. FMC 5.04.100 (Exemptions), Amended. Fircrest Municipal Code Section 5.04.100 (Exemptions) is hereby amended to read as follows:

5.04.100 Exemptions.

To the extent set forth in this section, the following persons and businesses shall be exempt from the registration, license, and/or license fee requirements as outlined in this chapter:

(d) Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 (or higher threshold as determined by city) and who does not maintain a place of business within the city shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.

Beginning January 1, 2026, the threshold amount is \$4,000 (or higher threshold as determined by city). The threshold amount will be adjusted every forty-eight months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight-month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis, and if any of the annual CPI decreased during the forty-eight-month period, a zero (0) percent increase will be used in computing the annual basis.

Section 5. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance, including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Section 6. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 7. Effective Date. This ordinance shall become effective January 1, 2026, following publication in accordance with state law.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 26th day of August, 2025.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

Joanna Eide, City Attorney

Publication Date:

Effective Date:

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Mahoney Planning Professional Services Agreement Amendment

ITEM: 13B

DATE: August 26, 2025

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute Amendment #1 to the Professional Services Agreement with Mahoney Planning for on-call planning consulting services.

PROPOSAL: The City Council is being asked to authorize the City Manager to execute an amendment to the professional services agreement with Mahoney Planning for on-call planning consulting services.

FISCAL IMPACT: The total cost of services is not to exceed \$70,000. Because of staff vacancies, the budget has sufficient salary savings to cover the cost of this contract.

ADVANTAGE: This amendment will allow Mahoney Planning to continue providing planning services, including training support to the Permit Coordinator. Using a planning consultant provides a wide variety of planning support services that meet the needs of the City.

DISADVANTAGES: None identified.

ALTERNATIVES: None. The City does not have the technical expertise in-house to provide these services.

BACKGROUND: The City has experienced significant transitions in the Planning & Building Department and is currently short-staffed. To address the need for professional planning support, the City entered into a professional services agreement with Mahoney Planning.

Mahoney Planning provides a comprehensive array of on-call permitting, land use, and development services, and municipal policy updates for the City as needed. Additional services include assisting the City Manager with an evaluation of Planning & Building staffing needs and providing training support to the newly hired Permit Coordinator.

ATTACHMENTS: [Resolution](#)
[Professional Services Agreement Amendment #1](#)
[Professional Services Agreement](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AMENDMENT #1 TO THE
PROFESSIONAL SERVICES AGREEMENT WITH MAHONEY
PLANNING FOR PLANNING CONSULTING SERVICES.**

WHEREAS, the City of Fircrest has contracted with Mahoney Planning to provide planning consulting services; and

WHEREAS, the payment amount for said Agreement needs to be adjusted to allow for the level of services needed; and

WHEREAS, the City of Fircrest wishes to continue utilizing Mahoney Planning for these services;

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

Section 1. The City Manager is hereby authorized and directed to execute Amendment #1 to the professional services agreement with Mahoney Services for planning consulting services.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 26th day of August 2025.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, City Clerk

APPROVED AS TO FORM:

Joanna Eide, City Attorney

**AMENDMENT #1
TO THE CITY OF FIRCREST
PROFESSIONAL SERVICES AGREEMENT
WITH MAHONEY PLANNING**

This First Amendment is hereby made and entered into this 26th day of August 2025 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the "City," and Mahoney Planning, hereinafter referred to as "Consultant".

WITNESSETH:

1. **Purpose:** The purpose of this First Amendment is to amend the July 10, 2025, agreement. This amendment is limited to the amendments set forth herein. All of the remaining terms and conditions of the original agreement dated July 10, 2025, shall remain in full force and effect. The amendment is as follows:

2. Section 4 – Payment is hereby amended to read as follows:

PAYMENT: Upon receipt of an invoice from the Consultant, the City may make monthly progress payments for work completed. Each invoice shall itemize the work performed. Consultant shall be paid a total amount not to exceed Seventy Thousand Dollars and 0/100 (\$70,000) without written modification of this Agreement signed by the City.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in three counterparts, each of which shall be deemed as originals, in the year and day first mentioned above.

CITY OF FIRCREST

MAHONEY PLANNING

By: _____
Dawn Masko, City Manager

By: _____
Kimberly A. Gunderson (Mahoney), Owner

Approved as to Form:

By: _____
Joanna M. Eide, City Attorney

**CITY OF FIRCREST
PROFESSIONAL SERVICES AGREEMENT**

THIS PROFESSIONAL SERVICES AGREEMENT, hereinafter referred to as "Agreement," is entered into this 10th day of July 2025 by and between the **City of Fircrest**, a political subdivision of the State of Washington, and hereinafter referred to as the "City" and **Mahoney Planning**, hereinafter referred to as "Consultant," collectively "Parties," in consideration of the mutual benefits, terms, and conditions hereinafter specified.

WHEREAS, the City has determined a need to have certain services performed for its citizens; and

WHEREAS, the Consultant is in the business of performing such services, which are described below.

NOW, THEREFORE, the Parties hereby agree as follows:

1. **PROJECT DESIGNATION.** The Consultant is retained by the City to perform on-call professional planning, permitting, and development review services.
2. **SCOPE OF SERVICES.** The Consultant agrees to perform in a good and professional manner the tasks described in Exhibit A, attached hereto and incorporated herein by this reference. The Consultant agrees to perform the services, including the provision of all labor, materials, equipment, and supplies as identified in Exhibit A. The City will provide the Consultant with the appropriate level of information to perform such duties. The Consultant shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment, or other relationship with the City.
3. **TERMS OF AGREEMENT.** Notwithstanding the date of execution hereof, this Agreement shall be in full force and effect for a period commencing July 10, 2025, and ending December 31, 2025, and may be renewed yearly thereafter. Either party may terminate this Agreement upon thirty (30) days' written notice to the other party.
4. **PAYMENT.** Upon receipt of an invoice from the Consultant, the City may make monthly progress payments for work completed. Each invoice shall itemize the work performed. Consultant shall be paid a total amount not to exceed Twenty Thousand Dollars and 0 /100 (\$20,000) without written modification of this Agreement signed by City.
5. **ASSIGNMENT.** The Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of the City.
6. **COMPLIANCE WITH CITY POLICY.** The Consultant shall comply with approved City policies concerning the administration of City-owned property, and the provisions of the policy shall have the same force and effect as the provisions of this agreement to the extent not inconsistent herewith.
7. **COMPLIANCE WITH LAWS.** The Consultant shall be duly licensed and shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local governments. Per Fircrest Municipal Code 5.04.020, the Consultant agrees to obtain a City of Fircrest business license prior to performing any work pursuant to this Agreement.

8. **CONFIDENTIALITY OF INFORMATION.** All information and data furnished to the Consultant by the City, and all other documents to which the Consultant's employees have access during the term of the Agreement, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.
9. **CONSULTANT'S REPRESENTATIONS.** The Consultant hereby represents that it has all necessary licenses and certifications to perform the services provided herein and is qualified to perform such services.
10. **EXTRA WORK AND CHANGE ORDERS.** The Parties may agree to modify the scope of services and may agree to the performance of additional services for additional compensation, provided any such modification shall only be allowed by prior authorization in writing as a modification to this Agreement. Such modification shall be attached hereto and made a part hereof.
11. **FORCE MAJEURE.** The Consultant shall not be liable for failure to perform when its performance is hindered or prevented by an occurrence beyond the reasonable control of the Consultant.
12. **HOLD HARMLESS, DEFENSE, AND INDEMNITY.** With the exception of the sole negligence of the City, its employees, or elected officials, the Consultant shall protect, defend, indemnify, and hold harmless the City of Fircrest, its employees, officials, directors, officers, volunteers, and Councilmembers from any and all claims, demands, damages, injuries, lawsuits, liabilities, losses, liens, actions, expenses and costs to or by any person or entity arising out of all work, injuries, or property damage pursuant to this Agreement, buildings, parking, grounds, or other property of any kind, or resulting from the acts, errors or omissions of Consultant in the performance of this Agreement. This Agreement includes both Personal Injury, Bodily Injury, Death, or Property Damage, as well as other loss or damage. This indemnification shall extend to and include attorneys' fees and the cost of establishing the right of indemnification hereunder in favor of the City.

The Consultant specifically assumes potential liability for actions brought by the Consultant's own employees against the City and, solely for the purpose of this indemnification and defense, the Consultant specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The Consultant recognizes that this waiver was the subject of mutual negotiation. This indemnification and provisions of this section shall survive the expiration or termination of this Agreement.

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

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

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

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

- 14. INTEGRATED AGREEMENT.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the Parties, written or oral. This Agreement may be amended only by written instrument signed by both City and Consultant.
- 15. NON-DISCRIMINATION.** The Consultant shall not discriminate against any person, customer, employee, applicant for employment, subcontractor, supplier, materialman, firm, partnership, or organization because of race, religion, creed, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, veteran or military status, or the presence of any sensory, mental, or physical disability, except for a bona fide occupational qualification. Any person, firm, partnership, or organization contracting with, or doing business with, the City shall be in conformity with the City's policy on non-discrimination. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any service for the City now or in the future.
- 16. NON-WAIVER.** A waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provisions.
- 17. OWNERSHIP, FORM, AND USE OF DOCUMENTS.** All documents, drawings, specifications, and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City, whether the project for which they are made is executed or not. Except as otherwise stated, the Consultant shall provide the City with all final documents, reports, or studies in printed and electronic form. Unless otherwise directed in writing by City, all final documents, reports, or studies shall be provided to City in both a PDF and Word format. Where applicable, all Complete Plan Set Drawings shall include all Specifications and shall be submitted to the City in the most updated version of AutoCAD in an unrestricted format and in accordance with the City Code. Consultant shall not be responsible for any use or modifications of said documents, drawings, specifications, or other materials by City or its representatives for any purpose other than the project specified in this Agreement.
- 18. PERFORMANCE AND STANDARDS.** The Consultant shall perform its work to conform to generally accepted professional standards. Consultant shall be responsible for the professional quality, technical adequacy and accuracy, timely completion, and coordination of all plans, designs, drawings, and specifications prepared under this Agreement. The Consultant shall, without additional compensation, correct or reverse any errors or omissions in such work. The City reserves the right to withhold a part or all of a monthly payment if, in the judgment of the City, the Consultant has not performed or has unsatisfactorily performed any of the work set forth in this Agreement, provided that the City shall promptly notify the Consultant in writing of the specific items of non-performance or unsatisfactory performance. Any such payments withheld shall reasonably relate to the estimated value of the work not performed.
- 19. PREVAILING WAGES.** Prevailing wages are not required for this Agreement.

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

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

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

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

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

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

- 25. TERMINATION.** If the Consultant violates any of the covenants undertaken herein or any of the duties imposed upon it by the Agreement, the City may immediately terminate this Agreement with cause. Alternatively, either Party may terminate this Agreement without cause upon fourteen (14) days written notice, served to the other Party by certified mail. The Consultant shall be compensated by the City for all work performed to the date of termination. In the event of termination, all finished and unfinished work prepared by the Consultant pursuant to this Agreement shall be provided to the City.

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

- 27. NOTICES.** Except for routine, operational communications, which may be delivered personally or transmitted by electronic mail, all notices required hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or mailed first-class mail, postage prepaid to the signatory Parties duly authorized to execute the Agreement.

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

CITY OF FIRCREST

MAHONEY PLANNING

By: _____
Dawn Masko, City Manager

By: _____
Kimberly A. Gunderson (Mahoney), Owner

APPROVED AS TO FORM:

ATTEST:

By: _____
Joanna M. Eide, City Attorney

By: _____
Arlette Burkhardt, City Clerk

EXHIBIT A

SCOPE OF WORK AND FEES

This Exhibit A is incorporated into and made part of the Agreement between the City of Fircrest ("City") and **Mahoney Planning** ("Consultant"), effective July 10, 2025.

The Consultant shall provide the following services:

1. Mahoney Planning will provide a comprehensive array of on-call permitting, land use and development services, and municipal policy updates for the City of Fircrest. This includes all permit types as identified in Fircrest Municipal Code Title 22. Mahoney Planning may also provide services to the City as its SEPA Responsible Official.
2. Services will include office hours at City Hall as mutually agreed upon with the City Manager. Services will also include as-needed attendance and presentation of planning work products before the City's Hearing Examiner, Planning Commission, City Council, and other elected or appointed bodies.
3. Additional services may include an evaluation of Planning and Building needs and assistance with developing a strategy to address them on a long-term basis.
4. The Consultant's rates are as follows:
 - Billing Rate: \$170 per hour
 - Mileage: \$0.70/mile, or current IRS rate
 - Materials, Supplies, and Incidentals: Cost + 8%
5. Mahoney Planning will ensure that all services align with the City's standards and operational expectations, as per the City Manager. All draft and final materials shall be reviewed and approved by the City prior to distribution.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: City Council Goals Discussion
ITEM: 13C
DATE: August 26, 2025
FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: None. Discussion only.

SUMMARY: The City's budget development process is underway for the 2026 Annual Budget. Establishing City Council goals provides clear direction for staff and ensures that resources are aligned with the Council's priorities. This discussion provides an opportunity for Council to identify key themes, areas of focus, and desired outcomes for the upcoming year.

The Council's 2024-2025 goals are attached, along with other items identified during prior goal-setting discussions and their current status. Staff is requesting that Council review these materials, consider ongoing initiatives and current priorities, and provide guidance for the upcoming year.

Many Councils set overarching, high-level goals that guide budget decisions, department work plans, and long-range initiatives. Common goals include:

- Public Safety
- Financial Sustainability & Accountability
- Infrastructure & Capital Improvements
- Quality of Life & Livability
- Community Engagement
- Economic Vitality
- Environmental Sustainability
- Organizational Excellence & Workforce Support

Key considerations within these goals may include:

- Providing effective police, fire, and emergency services.
- Maintaining balanced budgets and healthy reserves.
- Maintaining and improving streets, sidewalks, utilities, and facilities.
- Enhancing communication with residents and businesses.
- Supporting parks, recreation programs, and community events.
- Recruiting, training, and retaining high-quality staff.
- Promoting sustainable practices in city operations and development.
- Creating a supportive environment for business retention and growth.
- Carrying forward priority initiatives from 2024-2025 into the 2026 goals.

Following Council's discussion and feedback, staff will compile the identified goals and bring back a draft for Council review.

ATTACHMENTS: [Council Goals Status Update](#)
[Council Goals Examples](#)

City of Fircrest

City Council Mission, Vision, and Goals

Mission

To enhance the quality of life where we live, work, and play, the City of Fircrest provides its citizens with efficient, courteous, professional services.

Vision

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.

Vision Statement (in Comprehensive Plan)

A Vision for Fircrest

Fircrest treasures its walkable and forested environment, its peaceful and quiet nature, while embracing a variety of more housing choices for all people.

Fircrest is a unique community in the region. We will remain safe, resilient, flexible, and connected to our neighbors.

We value community spaces and events that bring us together.

Strategic Objectives

- Enhance Public Safety
- Fiscal Stability and Economic Development
- Communications and Community Engagement
- Equity and Inclusion
- Community Wellness

Council 2024-2025 Goals & Priorities

- Establish a Communications Plan and Program
- Develop Centennial Celebration Plan and Preparations
- Establish an Employee Training and Development Program
- Develop a Sustainability Plan and Program
- Develop a Pedestrian Safety Plan and Program
- Implement Whittier Park Plan

Other Priorities

- Add 11th Police Officer
- Establish D.E.I. Commission
- Establish a Veterans Memorial
- Conduct a Parks Fee Study
- Establish a Utilities Sustainability Plan and Program
- Update Comprehensive Plan and Codes
- Establish Housing Strategy and Element
- Prepare for New Cold Storage Facility
- Develop and Implement Community Center Plan for More Activities & Programs
- Formalize a Relationship with Fircrest Parks and Recreation Foundation

FIRCREST CITY COUNCIL 2024-2025 GOALS & PRIORITIES

ENHANCE PUBLIC SAFETY

GOALS	Votes	STATUS
Develop a Pedestrian Safety Plan & Program	4	In Progress. Staff are reviewing potential scope and budgets to determine next steps. A logical funding source will be income generated from the Traffic Photo Enforcement Program.
Add 11 th Police Officer	3	The Police Department is stabilized with 10 Officers. An 11 th Officer can be explored when a stable funding source is established (i.e., Mildred Street Development or Photo Enforcement Program).

FISCAL STABILITY AND ECONOMIC DEVELOPMENT

GOALS	Votes	STATUS
Develop a Sustainability Plan and Program	5	The Climate Resilience Element of the Comp Plan addresses related goals and policies that can serve as a launching point for this project. Discussion of an urban tree canopy report is included in the Planning Commission's draft work plan. Work on a Sustainability Plan and a formal climate action plan can commence once staff resources and funding are available.
OTHER COUNCIL PRIORITIES		
Establish a Utilities Sustainability Plan and Program	2	The Water Fund is currently under analysis.
Update the Comprehensive Plan and Codes	2	The Comprehensive Plan Update was adopted in December 2024.

Establish a Housing Strategy and Element	2	The Housing Element was adopted as part of the Comp Plan Update. The Element was amended in June 2025 to include required Middle Housing code updates.
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COMMUNICATIONS AND COMMUNITY ENGAGEMENT

GOALS	Votes	STATUS
Establish a Communications Plan and Program	6	Draft Communications Plan is underway. Other actions to improve communications and community outreach include mailing Town Topics and surveys to all households, using RecDesk to disseminate information as appropriate, and the website update is in its preliminary stages.
OTHER COUNCIL PRIORITIES		
Remain engaged on New Cold 2 nd Phase	2	Staff continue to monitor for any permit applications or related information.
Formalize a Relationship with Fircrest Parks and Recreation Foundation	1	Complete

COMMUNITY WELLNESS

GOALS	Votes	STATUS
Establish a Centennial Planning Committee	5	A Steering Committee has been established; planning meetings are ongoing, and Centennial events have occurred and will conclude with Birthday Week activities in September.
Establish an Employee Training and Development Program	5	A formal plan has not yet been developed, but we are providing required and beneficial training, tracking progress, and ensuring compliance with requirements.
Complete Whittier Master Plan	4	It was adopted in November 2024.
Implement/Phase-in Whittier Park Improvements	4	\$100,000 of ARPA funds were committed for improvements before the end of 2025; however, due to the Whittier School rebuild project, those funds were redistributed to other projects. Some Whittier Park improvements will be discussed as part of the school project, and others will be implemented following construction and securing of funding.
OTHER COUNCIL PRIORITIES		
Establish a Veterans Memorial	3	We have not yet had a chance to explore partnerships to establish a Veterans Memorial.

Develop and Implement a Community Center Plan for More Activities and Programs	2	A formal plan has not been developed, but with the addition of the Recreation Specialist position, we have expanded our programming to offer more activities, programs, and services, such as Teen Late Nights, a pickleball league, multiple weeks of day camp, and additional senior trips.
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EQUITY AND INCLUSION

GOALS	Votes	STATUS
OTHER COUNCIL PRIORITIES		
Establish a DEI Commission	3	

OTHER COUNCIL IDEAS

ENHANCE PUBLIC SAFETY	
Complete sidewalks on 44 th Street between Alameda and 67 th Ave. W.	Applied for and received grant funding in conjunction with the City of University Place. An ILA with University Place is in progress.
Upgrade the crosswalk at Electron and Contra Costa.	This project was completed in March 2025.
FISCAL STABILITY AND ECONOMIC DEVELOPMENT	
Add Affordable Housing Components	Middle Housing code amendments were adopted in June 2025. Additional state mandates will be adopted as required over the next few years.
Mildred Area Development	There are currently no developers under contract for this project. We have had successful negotiations with Pierce County regarding sewer service options and will continue discussions moving forward.
Establish Congressional Priorities	The City can either develop a legislative agenda or provide input to the AWC Legislative Committee regarding the City's priorities.
Evaluate Economic Development Opportunities	This will be an ongoing process to explore ways to support our existing business community, identify opportunities to make our City more business-friendly, and determine if the City should be engaged in actively recruiting businesses. Preliminary discussions to explore the reestablishment of a business association are occurring.
Explore what it might look like for the City to build & operate Middle Housing	

COMMUNICATIONS AND COMMUNITY ENGAGEMENT	
Replace the Time and Temp Sign	Staff received a quote to replace the sign, but the project is on hold until the Umpqua change back to Columbia Bank is completed. In the meantime, staff painted the metal casing and polished the plastic face of the sign.
Establish a Communications Commission	
Research communications mediums	The City added an Instagram account. We are in the preliminary stages of a website update. We are also using RecDesk to distribute certain information.
Revisit the City's Vision and Mission	The Vision Statement was reviewed as part of the Comp Plan Update process and will be discussed along with the Mission Statement at the Council Goals Workshop.
COMMUNITY WELLNESS	
Clean up and Upgrade Masko Park	The Masko family installed benches and secured funding to supplement ARPA funds to install playground equipment in spring 2025. City staff are working with the PC Conservation District and our landscaping company to clean up the rhododendron garden and trails by the end of 2025.
Demolish and Rebuild the Whittier Tennis Courts	Tennis Courts will be revisited as part of the implementation of the Whittier Park Master Plan following the Whittier School construction.
Figure out the Holiday Tree	The Holiday Tree Committee will be established in 2025 once Centennial events are completed.
Make the Custodian position full-time.	The position is already full-time and is currently being filled on a temporary basis.
Open the Claremont Wellhouse Property to the Public <ul style="list-style-type: none"> Research anything that may be in writing with the neighbors 	Researching documents related to the use of property.
Prepare to acquire the Bourgaize Property and develop it into a natural park.	The property owner is exploring ideas for development, so this is not an option right now.
Establish a 3-on-3 Basketball Tournament.	While this could be a fantastic addition to our events, it would be challenging to pull off right now while focusing on the many new programs already under development.
Establish a Community Center Use Strategy	A Community Center Use Strategy is already in place. We can provide the Council with a copy of it if they desire.
Establish a Pool/Party Room Plan	This Plan is also in place, and we are happy to provide a copy to the Council.
Re-establish Fircrest 5K	We are open to partnering with a school or service group to organize a 5K run. Our existing team of staff and volunteers is currently stretched too thin to take this on.
Explore expanding the months of Pool operations	The University Place Aquatic Club has rented the pool through October in 2024 and 2025.

EQUITY AND INCLUSION	
Hold regular DEI Training	DEI Training occurred in Fall 2024.
Evaluate Universal Design	
INFRASTRUCTURE & CAPITAL IMPROVEMENTS	
Complete Water Meter Replacement Property	The project was completed in early 2025.
Renovate/Rebuild Fircrest Park Maintenance Garage	The project was substantially completed in March 2025 and was completed with painting in June.
I&I Reduction Projects	Staff is reviewing a proposal for sewer flow and I&I analysis and project planning, which will be brought forward to Council in the near future.
Convert remaining septic to sewer.	The 1300 blocks of Buena Vista, Berkeley, and “the Chair” have been discussed in years past. The sewer main infrastructure does not currently exist.
Explore legal options to control truck traffic on Orchard Street (street restrictions, commercial traffic control officer)	
ENVIRONMENTAL SUSTAINABILITY	
Install EV Charging Stations (find grants)	Received EV Charging Grant; declined to accept funds due to concerns regarding charging station locations and costs.
Add Solar Power to other City Facilities	
Create a Solar Incentive Program	
Create infrastructure for the City’s electric fleet.	Staff are working with Pierce County regarding a battery-powered landscaping equipment grant.
Electrify the City’s vehicle fleet.	For future discussion. None of the PW fleet that could potentially transition to electric is currently due for replacement.

Fircrest City Council Goals & Priorities

**** Examples ****

Enhance Public Safety

- Develop a Pedestrian Safety Plan and Program
- Evaluate the Addition of an 11th Police Officer when sustainable funding is available.
- Encourage regional partnerships and grant opportunities to address public safety infrastructure and services.

Fiscal Stability & Economic Development

- Develop a Sustainability Plan and Program
- Advance economic development initiatives.
- Establish Legislative Priorities to align with advocacy and funding opportunities.

Communications & Community Engagement

- Adopt a Communications Plan to improve resident outreach.
- Enhance digital presence as part of ongoing communications initiatives.
- Replace the Time and Temperature Sign.

Community Wellness

- Support phased implementation of Whittier Park Improvements when feasible.
- Establish Holiday Tree Committee to explore options to replace the holiday tree.
- Support major community events to promote continued high quality of life.

Infrastructure & Capital Improvements

- Set priorities for capital investment in parks, utilities, and transportation infrastructure.
- Support initiatives for environmental sustainability infrastructure.
- Establish a Utilities Sustainability Plan and Program.