

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**WEDNESDAY, NOVEMBER 12, 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
 - A. Officer Orteza Swearing-In Ceremony
 - B. [Proclamation: Arbor Day 2025](#) 3
5. CITY MANAGER COMMENTS
6. DEPARTMENT HEAD COMMENTS
7. COUNCILMEMBER COMMENTS
8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing *9 on your phone.)
9. COMMITTEE, COMMISSION & LIAISON REPORTS
 - A. Administration
 - B. Built Environment, Planning, and Building
 - C. Finance, Information Technology, and Facilities
 - D. Other Reports
10. CONSENT CALENDAR
 - A. Approval of [vouchers](#)/payroll checks 4
 - B. Approval of Minutes: [October 20, 2025, Special Meeting](#) 17
[October 28, 2025, Regular Meeting](#) 19
 - C. Setting a Public Hearing on November 25, 2025, at 7:15 PM or shortly thereafter to receive comments on the proposed House Bill 1293 Design Review Regulations and ADU Code Amendments
11. PUBLIC HEARING
 - A. [To receive comments on the 2026 Preliminary Budget](#) 25
 - B. [To receive comments on the proposed water rate adjustments](#) 26
 - C. [To receive comments on House Bill 1998 Co-Living Amendments](#) 30
12. UNFINISHED BUSINESS
13. NEW BUSINESS
 - A. [Resolution: Westside Disposal Amendment #7](#) 63
 - B. [Ordinance: FMC 6.08.140 Solid Waste Special Events Amendment](#) 70
 - C. [Ordinance: Adopting 2026 Property Tax Levy](#) 76
 - D. [Ordinance Adopting 2026 Salary Ranges for Non-Union Employees](#) 99
 - E. [Ordinance: Adopting 2026 Salary Ranges for Municipal Court Judge and Civil Service Examiner](#) 102
 - F. [Resolution: NW GIS Consulting Amendment #10](#) 105
 - G. [Resolution: Gunderson Law Office Amendment #1](#) 108
 - H. [Resolution: Mahoney Planning Amendment #2](#) 112
 - I. [Resolution: CodePros Contract Amendment No. 1](#) 115
 - J. [Resolution: Changing the Time of the 12/23/25 Regular Meeting](#) 118
14. CALL FOR FINAL COMMENTS

15. EXECUTIVE SESSION

16. ADJOURNMENT

Join the Zoom Meeting: *Dial-in Information:* 1-253-215-8782 *Webinar ID:* 846 5985 5658 *Password:* 848037



PROCLAMATION OF THE CITY COUNCIL

WHEREAS, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and is now observed throughout the nation and the world; and

WHEREAS, trees help combat climate change by reducing topsoil erosion by wind and water, lowering heating and cooling costs, moderating temperatures, cleaning the air, producing life-giving oxygen, providing habitat for wildlife, and serving as a renewable resource that supplies paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, while Arbor Day is traditionally celebrated in the spring, research has shown that trees planted in the fall have the best opportunity for optimum growth in the Pacific Northwest climate; and

WHEREAS, the City of Fircrest has been recognized for three consecutive years as a **Tree City USA** by the Washington Department of Natural Resources and the National Arbor Day Foundation for our ongoing commitment to planting and caring for our city's trees; and

WHEREAS, the City of Fircrest Parks and Recreation Department, together with Pierce County Parks, the Pierce Conservation District, and the Kiwanis Club of Fircrest to host the fourth annual FirFest – a tree giveaway and ceremonial tree planting event – on November 15, 2025; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS of the City of Fircrest, do hereby proclaim the third Saturday of November as **Arbor Day** in the City of Fircrest and encourage all residents to celebrate by attending FirFest on November 15, 2025, and supporting efforts to protect and preserve our community's trees and woodlands; and

FURTHER, we encourage all citizens to plant trees to gladden the heart and to contribute to the well-being of our community, environment, and future generations.

Proclaimed this 12th day of November 2025.

Shannon Reynolds, Mayor

ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
36399	11/04/2025	11/12/2025	6811 Alarm Works NW LLC	470.13	Indoor/Outdoor Dome Camera Install & Labor
	518 30 48 04 Rep & Maint - PSB		001 000 518 General Fund	470.13	Indoor/Outdoor Dome Camera Install & Labor
36390	11/04/2025	11/12/2025	7725 Alpha Pyrotechnics Inc.	7,000.00	2025 NNO - Fireworks Display
	521 22 49 08 National Night Out		001 000 521 General Fund	7,000.00	2025 NNO - Fireworks Display
36404	11/04/2025	11/12/2025	10562 Amazon Capital Services	45.03	Batteries
	521 22 31 00 Office & Oper Sup - Police		001 000 521 General Fund	45.03	Batteries
36406	11/04/2025	11/12/2025	10562 Amazon Capital Services	18.71	Tablecloth Roll for Wellness Events
	517 90 31 01 Oper Supplies - Wellness Pr		001 000 517 General Fund	18.71	Tablecloth Roll for Wellness Events
36407	11/04/2025	11/12/2025	10562 Amazon Capital Services	29.28	Tablecloth Roll for Wellness Events
	517 90 31 01 Oper Supplies - Wellness Pr		001 000 517 General Fund	29.28	Tablecloth Roll for Wellness Events
36409	11/04/2025	11/12/2025	10562 Amazon Capital Services	50.45	Office Supplies - PW
	531 50 31 01 Office Supplies - Storm		415 000 531 Storm Drain	12.61	Office Supplies - PW
	534 10 31 00 Office Supplies - Water Adm		425 000 534 Water Fund (de	12.61	Office Supplies - PW
	535 10 31 00 Office Supplies - Swr Admin		430 000 535 Sewer Fund (de	12.61	Office Supplies - PW
	542 30 31 01 Office Supplies - Street Reg		101 000 542 City Street Fund	12.62	Office Supplies - PW
36424	11/04/2025	11/12/2025	10562 Amazon Capital Services	147.90	Gate Openers for PW Staff (Qty 8)
	531 50 35 00 Small Tools & Equip - Storm		415 000 531 Storm Drain	73.95	Gate Openers for PW Staff (Qty 8)
	535 80 35 00 Small Tools & Equip - Sewer		430 000 535 Sewer Fund (de	73.95	Gate Openers for PW Staff (Qty 8)
36425	11/04/2025	11/12/2025	10562 Amazon Capital Services	41.83	#38484D Tail Light Replacement
	548 65 48 12 O & M - Street		501 000 548 Equipment Rent	41.83	#38484D Tail Light Replacement
Total Amazon Capital Services				333.20	
36336	10/29/2025	11/12/2025	284 Bucholz, Kathleen M	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
36326	10/29/2025	11/12/2025	6018 Canon Financial Services Inc	194.54	Police Copier/Fax - October 2025
	521 22 45 00 Oper Rentals - Copier - Polic		001 000 521 General Fund	17.85	Police Copier/Fax Tax - October 2025
	591 21 70 22 Lease Payments - Police		001 000 591 General Fund	176.69	Police Copier/Fax Rental - October 2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
36393	11/04/2025	11/12/2025	6203 Code Mechanical Inc	1,436.81	HVAC Bi-Annual Maintenance Agreement - September 2025
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	478.94	HVAC Bi-Annual Maintenance Agreement - September 2025
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	478.93	HVAC Bi-Annual Maintenance Agreement - September 2025
	518 30 48 04	Rep & Maint - PSB	001 000 518 General Fund	478.94	HVAC Bi-Annual Maintenance Agreement - September 2025
36343	10/29/2025	11/12/2025	3555 Code Publishing Co	746.17	Annual Web Fees & Web Update
	511 60 49 03	Codification Costs	001 000 511 General Fund	746.17	Annual Web Fees & Web Update
36421	11/04/2025	11/12/2025	8188 Comcast Business Communications LLC	462.37	Internet Access Fee - November 2025
	518 81 42 00	Communication/Internet - I/	001 000 518 General Fund	462.37	Internet Access Fee - November 2025
36383	11/04/2025	11/12/2025	8542 Consolidated Supply Co.	238.27	End Cap for Isolating Broken Water Main - 100 Blk of Regents Blvd.
	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (dep	238.27	End Cap for Isolating Broken Water Main - 100 Blk of Regents Blvd.
36342	10/29/2025	11/12/2025	7918 Contreras, Alejandra	255.00	Spanish Interpreting (3 hrs) 25CR75397, 25CR99726, 25CR93014, 25IN73123
	512 51 41 03	Prof Svcs - Interpreter - FMC	001 000 512 General Fund	255.00	Spanish Interpreting (3 hrs) 25CR75397, 25CR99726, 25CR93014, 25IN73123
36332	10/29/2025	11/12/2025	1235 Costello, Tim	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
36417	11/04/2025	11/12/2025	3588 Daily Journal Of Commerce, Inc	630.70	P#73 Emerson West Sidewalk Project - Advertisement for Construction Bids
	595 10 63 07	Emerson Sidewalk #73 - Des	101 000 594 City Street Fund	630.70	P#73 Emerson West Sidewalk Project - Advertisement for Construction Bids
36377	11/04/2025	11/12/2025	3589 Databar Inc	2,420.09	Town Topics - Statement Production - October 2025, Postage, Town Topics
	518 10 49 01	Town Topics/Citizen Commu	001 000 518 General Fund	85.21	October 2025 Town Topics Insert
	531 50 42 01	Postage - Storm	415 000 531 Storm Drain	360.86	October 2025 UB Postage
	531 50 49 06	Mailing Service - Storm	415 000 531 Storm Drain	417.44	October 2025 UB Mailing Service
	534 10 42 01	Postage - Water Admin	425 000 534 Water Fund (dep	360.86	October 2025 UB Postage

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	534 10 49 06 Mailing Service - Water Adm		425 000 534 Water Fund (de	417.43	October 2025 UB Mailing Service
	535 10 42 02 Postage - Sewer Admin		430 000 535 Sewer Fund (de	360.86	October 2025 UB Postage
	535 10 49 05 Mailing Service - Sewer Adm		430 000 535 Sewer Fund (de	417.43	October 2025 UB Mailing Service
36378	11/04/2025	11/12/2025	3589 Databar Inc	712.67	Town Topics Newsletter Mailing Service & Postage - October 2025
	518 10 49 01 Town Topics/Citizen Commu		001 000 518 General Fund	712.67	Town Topics Newsletter Mailing Service & Postage - October 2025
36379	11/04/2025	11/12/2025	3589 Databar Inc	2,646.14	Town Topics with Special Thank You Insert - October 2025
	518 10 49 01 Town Topics/Citizen Commu		001 000 518 General Fund	2,646.14	Town Topics with Special Thank You Insert - October 2025
Total Databar Inc				5,778.90	
36331	10/29/2025	11/12/2025	2639 Diaz, Robert	78.00	Library Reimbursement - 1 Year (Julie)
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Julie)
36339	10/29/2025	11/12/2025	3606 Dickson Company	120.70	Dump Fees from Sidewalk Debris
	542 30 47 01 Dumping Fees - Street		101 000 542 City Street Fund	120.70	Dump Fees from Sidewalk Debris
36412	11/04/2025	11/12/2025	10263 Dunbar, Julieanna R	38.50	Gym Fees Reimbursement - Sept-Oct 2025
	514 23 20 00 Personnel Benefits - Finance		001 000 514 General Fund	38.50	Gym Fees Reimbursement - Sept-Oct 2025
36335	10/29/2025	11/12/2025	7717 Fay, Fred	78.00	Library Reimbursement - 1 Year (Fred)
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Fred)
36386	11/04/2025	11/12/2025	3636 Ferguson Enterprises, LLC, #417592	217.48	End Cap Assembly for Isolating Broken Water Main - 100 Blk of Regents Blvd.
	534 50 31 01 Oper Supplies - Water Main		425 000 534 Water Fund (de	217.48	End Cap Assembly for Isolating Broken Water Main - 100 Blk of Regents Blvd.
36325	10/29/2025	11/12/2025	3638 Fircrest Golf Club	1,408.12	Land Rental for Water Tank on Golf Course Property - November 2025
	591 34 70 00 Lease Payments - Water Adr		425 000 591 Water Fund (de	1,408.12	Land Rental for Water Tank on Golf Course Property - November 2025
36405	11/04/2025	11/12/2025	10618 First Responder Outfitters, Inc.	20.35	Uniform Alterations - J Lease

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	521 22 49 01	Uniforms/Clothing/Laundry	001 000 521 General Fund	20.35	Uniform Alterations - J Lease
36333	10/29/2025	11/12/2025	6543 Fiske, Adrianna	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
36316	10/22/2025	11/12/2025	2013 Forsberg, Diane	296.53	04-00790.1 - 717 RAMSDELL ST
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-68.05	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-80.11	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-148.37	
36315	10/22/2025	11/12/2025	9686 Franklin, Krista	47.71	01-01690.0 - 336 SUMMIT AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-12.58	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-13.93	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-21.20	
36337	10/29/2025	11/12/2025	7681 Gardner, Susan	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
36338	10/29/2025	11/12/2025	8046 Goncharova, Natalya	130.00	Russian Interpreting (2 hrs) 25CR103684 - 10/29/25
	512 51 41 03	Prof Svcs - Interpreter - FMC	001 000 512 General Fund	130.00	Russian Interpreting (2 hrs) 25CR103684 - 10/29/25
36403	11/04/2025	11/12/2025	7475 Goodyear Tire & Rubber Company	689.15	#60915D Tire Replacement
	548 65 48 13	O & M - Storm	501 000 548 Equipment Rent	689.15	#60915D Tire Replacement
36397	11/04/2025	11/12/2025	3666 Grainger Inc, Dept 826129041	86.54	Light Bulbs (30)
	518 30 31 02	Oper Supplies - PSB Bldg	001 000 518 General Fund	86.54	Light Bulbs (30)
36395	11/04/2025	11/12/2025	6774 Greenleaf Landscaping 1 Inc	7,917.93	Monthly Landscape Service - November 2025
	518 30 41 01	Contract Maintenance	001 000 518 General Fund	3,563.07	Monthly Landscape Service - November 2025
	542 80 48 00	Street Tree Maintenance (co	101 000 542 City Street Fund	1,425.23	Monthly Landscape Service - November 2025
	542 80 49 03	Beautification Services (cont	101 000 542 City Street Fund	2,929.63	Monthly Landscape Service - November 2025
36334	10/29/2025	11/12/2025	1275 Grolbert, Elizabeth	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
36428	11/05/2025	11/12/2025	10305 Gunderson Law Office PLLC	12,000.00	City of Fircrest - October 2025
	515 41 41 03	City Prosecutor	001 000 515 General Fund	12,000.00	City of Fircrest - October 2025
36373	11/04/2025	11/12/2025	11180 Gunderson, Kimberly	10,191.40	Contracted Services 10/01/25-10/31/25

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524 20 41 04	Prof Svcs - Consultants		001 000 524 General Fund	4,351.95	Contracted Services 10/01/25-10/31/25
558 60 41 00	Prof Svcs - Planning		001 000 558 General Fund	5,839.45	Contracted Services 10/01/25-10/31/25
36380	11/04/2025	11/12/2025	3651 H D Fowler Co Inc	319.97	Parts to Repair Water Main Break - 100 Blk of Regents Blvd.
534 50 31 01	Oper Supplies - Water Main		425 000 534 Water Fund (dep	319.97	Parts to Repair Water Main Break - 100 Blk of Regents Blvd.
36323	10/29/2025	11/12/2025	6805 Hart, Arlo	78.00	Library Reimbursement - 1 Year (Rachel)
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Rachel)
36432	11/05/2025	11/12/2025	10499 Hemley's Septic Tank Cleaning, Inc.	235.00	Portable Restrooms for Haunted Trails
573 90 49 01	Community Events		001 000 573 General Fund	235.00	Portable Restrooms for Haunted Trails
36330	10/29/2025	11/12/2025	6237 Herrington, Angela	78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
36382	11/04/2025	11/12/2025	3692 Home Depot Credit Services	13.21	Grass Seed to Repair Water Main/Service Break Areas
534 50 31 01	Oper Supplies - Water Main		425 000 534 Water Fund (dep	13.21	Grass Seed to Repair Water Main/Service Break Areas
36384	11/04/2025	11/12/2025	3692 Home Depot Credit Services	52.11	Diesel Exhaust Fluid for Trucks
548 65 48 12	O & M - Street		501 000 548 Equipment Rent	17.37	Diesel Exhaust Fluid for Trucks
548 65 48 13	O & M - Storm		501 000 548 Equipment Rent	17.37	Diesel Exhaust Fluid for Trucks
548 65 48 14	O & M - Water/Sewer		501 000 548 Equipment Rent	17.37	Diesel Exhaust Fluid for Trucks
36391	11/04/2025	11/12/2025	3692 Home Depot Credit Services	19.58	Pool Pump Repair
576 20 31 04	Repair Supplies - Pool		001 000 576 General Fund	19.58	Pool Pump Repair
36392	11/04/2025	11/12/2025	3692 Home Depot Credit Services	21.98	Plumbing Repair Parts
518 30 31 02	Oper Supplies - PSB Bldg		001 000 518 General Fund	21.98	Plumbing Repair Parts
Total Home Depot Credit Services				106.88	
36370	11/03/2025	11/12/2025	4131 Humane Society - Tacoma	789.21	November 2025 Boarding Contract
554 30 41 00	Animal Control		001 000 554 General Fund	789.21	November 2025 Boarding Contract

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36429	11/05/2025	11/12/2025	10264 Larson, Shari	1,745.80	Gentle Yoga & Chair Yoga Classes (10/01/25-10/31/25)
	571 10 49 04	Instructor Fees	001 000 571 General Fund	1,745.80	Gentle Yoga & Chair Yoga Classes (10/01/25-10/31/25)
36422	11/04/2025	11/12/2025	3776 Lemay Mobile Shredding	51.02	Shredding 10/2025 - PW
	531 50 49 00	Miscellaneous - Storm	415 000 531 Storm Drain	17.00	Shredding 10/2025 - PW
	534 10 49 00	Miscellaneous - Water Admi	425 000 534 Water Fund (de	17.01	Shredding 10/2025 - PW
	535 10 49 00	Miscellaneous - Sewer Admi	430 000 535 Sewer Fund (de	17.01	Shredding 10/2025 - PW
36423	11/04/2025	11/12/2025	3776 Lemay Mobile Shredding	114.80	Shredding 10/2025 - CH & Court
	512 51 49 00	Miscellaneous - Court	001 000 512 General Fund	57.40	Shredding 10/2025 - Court
	514 23 49 00	Miscellaneous - Finance	001 000 514 General Fund	57.40	Shredding 10/2025 - CH
		Total Lemay Mobile Shredding		165.82	
36369	11/03/2025	11/12/2025	10459 Locke Systems Inc.	4,954.50	IT Managed Services - November 2025 (for October Services)
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	4,954.50	IT Managed Services - November 2025 (for October Services)
36414	11/04/2025	11/12/2025	10459 Locke Systems Inc.	20.00	SSL Certificate
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	20.00	SSL Certificate
		Total Locke Systems Inc.		4,974.50	
36402	11/04/2025	11/12/2025	11243 McBride, Emily	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
36314	10/22/2025	11/12/2025	9949 McClenahan, Josh	172.22	04-01640.0 - 525 FORREST PARK DR
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-42.46	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-46.72	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-83.04	
36324	10/29/2025	11/12/2025	2491 Neufeld, Brian	78.00	Library Reimbursement - 1 Year (Kristin)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Kristin)
36410	11/04/2025	11/12/2025	10848 Occupational Health Centers, Of Washington, P.S.	1,190.00	Medical/Physical Assessment - K Orteza Employment

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	518 11 41 00 Prof Svcs - Personnel		001 000 518 General Fund	1,190.00	Medical/Physical Assessment - K Orteza Employment
36381	11/04/2025	11/12/2025	3929 Owen Equipment Company	660.61	#60915D Street Sweeping Brooms (Qty 2)
	548 65 48 13 O & M - Storm		501 000 548 Equipment Rent	660.61	#60915D Street Sweeping Brooms (Qty 2)
36426	11/05/2025	11/12/2025	3957 PC Budget & Finance	4,675.02	2025 System Access Fee (21 devices)
	521 22 41 01 Radio Infrastructure Fees		001 000 521 General Fund	4,675.02	2025 System Access Fee (21 devices)
36298	10/21/2025	11/12/2025	8993 Pacific Office Automation - A/R	423.39	Copier Usage 09/01/25-10/01/25
	512 51 45 00 Oper Rentals - Copier - Cour		001 000 512 General Fund	20.30	Court 09/01/25-10/01/25
	518 10 45 00 Oper Rentals - Copier - Non		001 000 518 General Fund	246.04	City Hall 09/01/25-10/01/25
	531 50 45 00 Oper Rentals - Copier - Storm		415 000 531 Storm Drain	11.34	Storm 09/01/25-10/01/25
	534 10 45 02 Oper Rentals - Copier - Water		425 000 534 Water Fund (de	11.34	Water 09/01/25-10/01/25
	535 10 45 00 Oper Rentals - Copier - Sewer		430 000 535 Sewer Fund (de	11.34	Sewer 09/01/25-10/01/25
	542 30 45 00 Oper Rentals - Copier - Street		101 000 542 City Street Fund	11.34	Street 09/01/25-10/01/25
	571 10 45 01 Oper Rentals - Copier - Rec		001 000 571 General Fund	100.52	Rec 09/01/25-10/01/25
	576 80 45 00 Oper Rentals - Copier - Park		001 000 576 General Fund	11.17	Parks 09/01/25-10/01/25
36327	10/29/2025	11/12/2025	8993 Pacific Office Automation - A/R	549.59	Monthly Lease Charges - 09/01/25-10/01/25
	512 51 45 00 Oper Rentals - Copier - Cour		001 000 512 General Fund	9.58	Court 09/01/25-10/01/25
	518 10 45 00 Oper Rentals - Copier - Non		001 000 518 General Fund	18.66	City Hall 09/01/25-10/01/25
	531 50 45 00 Oper Rentals - Copier - Storm		415 000 531 Storm Drain	2.93	Storm 09/01/25-10/01/25
	534 10 45 02 Oper Rentals - Copier - Water		425 000 534 Water Fund (de	2.93	Water 09/01/25-10/01/25
	535 10 45 00 Oper Rentals - Copier - Sewer		430 000 535 Sewer Fund (de	2.92	Sewer 09/01/25-10/01/25
	542 30 45 00 Oper Rentals - Copier - Street		101 000 542 City Street Fund	2.92	Street 09/01/25-10/01/25
	571 10 45 01 Oper Rentals - Copier - Rec		001 000 571 General Fund	9.42	Rec 09/01/25-10/01/25
	576 80 45 00 Oper Rentals - Copier - Park		001 000 576 General Fund	1.05	Parks 09/01/25-10/01/25
	591 12 70 00 Lease Payments - Court		001 000 591 General Fund	94.84	Court 09/01/25-10/01/25
	591 18 70 10 Lease Payments - Non-Dept		001 000 591 General Fund	184.78	City Hall 09/01/25-10/01/25
	591 31 70 00 Lease Payments - Storm		415 000 591 Storm Drain	28.99	Storm 09/01/25-10/01/25
	591 34 70 00 Lease Payments - Water Adm		425 000 591 Water Fund (de	28.99	Water 09/01/25-10/01/25
	591 35 70 00 Lease Payments - Sewer		430 000 591 Sewer Fund (de	28.99	Sewer 09/01/25-10/01/25
	591 71 70 00 Lease Payments - Recreation		001 000 591 General Fund	93.23	Rec 09/01/25-10/01/25
	591 76 70 80 Lease Payments - Parks		001 000 591 General Fund	10.36	Parks 09/01/25-10/01/25
	591 95 70 00 Lease Payments - Street		101 000 591 City Street Fund	29.00	Street 09/01/25-10/01/25
Total Pacific Office Automation - A/R				972.98	
36398	11/04/2025	11/12/2025	4108 Pape Machinery Inc.	286.65	Belt For John Deere 1570

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	548 65 48 11 O & M - Parks/Rec		501 000 548 Equipment Rent:	286.65	Belt For John Deere 1570
36400	11/04/2025	11/12/2025	3945 Patriot Fire Protection, Inc	535.09	Fire Strobe Retest
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	535.09	Fire Strobe Retest
36401	11/04/2025	11/12/2025	8182 Peterson, Darwin	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
36413	11/04/2025	11/12/2025	3955 Petrocard Systems Inc	569.04	Gas/Fuel - 10/2025
	548 65 31 12 Gas - Street		501 000 548 Equipment Rent:	33.46	Street - 10/2025
	548 65 31 13 Gas - Storm		501 000 548 Equipment Rent:	334.80	Storm - 10/2025
	548 65 31 14 Gas - Water/Sewer		501 000 548 Equipment Rent:	200.78	Water/Sewer - 10/2025
36374	11/04/2025	11/12/2025	7272 Positive Concepts Inc	260.00	Thermal Paper For Police Citations (36 Rolls)
	521 22 31 00 Office & Oper Sup - Police		001 000 521 General Fund	260.00	Thermal Paper For Police Citations (36 Rolls)
36376	11/04/2025	11/12/2025	3982 Proforce Law Enforcement, Corp. Office	334.09	Gun Holsters (2)
	521 21 35 00 Small Tools & Equipment		105 000 521 Police Investigat	334.09	Gun Holsters (2)
36427	11/05/2025	11/12/2025	4828 Protect Youth Sports	394.35	Personnel Background Checks - Volunteers
	518 11 41 00 Prof Svcs - Personnel		001 000 518 General Fund	394.35	Personnel Background Checks - Volunteers
36418	11/04/2025	11/12/2025	3986 Puget Sound Energy, BOT-01H	92.19	Natural Gas - Rec Center - October 2025
	571 10 47 00 Public Utility Services - Rec		001 000 571 General Fund	92.19	Natural Gas - Rec Center - October 2025
36419	11/04/2025	11/12/2025	3986 Puget Sound Energy, BOT-01H	3,536.78	Natural Gas - Pool/Bathhouse - October 2025
	576 20 47 00 Public Utility Services - Pool		001 000 576 General Fund	3,536.78	Natural Gas - Pool/Bathhouse - October 2025
			Total Puget Sound Energy, BOT-01H	3,628.97	
36434	11/06/2025	11/12/2025	9360 RecDesk LLC	1,376.00	RecDesk Software - Variable Invoice for Additional Revenue - 6/1/24 - 5/31/25
	571 10 41 01 Prof Svcs - Rec		001 000 571 General Fund	688.00	RecDesk Software - Variable Invoice for Additional Revenue - 6/1/24 - 5/31/25
	576 20 41 00 Prof Svcs - Pool		001 000 576 General Fund	688.00	RecDesk Software - Variable Invoice for Additional Revenue - 6/1/24 - 5/31/25

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36430	11/05/2025	11/12/2025	10398 Rubke, Patricia	675.50	Barre Classes (Beginning Barre, Barre HIIT, Barre) 10/01/25-10/31/25
	571 10 49 04	Instructor Fees	001 000 571 General Fund	675.50	Barre Classes (Beginning Barre, Barre HIIT, Barre) 10/01/25-10/31/25
36396	11/04/2025	11/12/2025	6088 Sentinel Pest Control Inc	135.08	Pest Control - City Hall - 11/2025
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	135.08	Pest Control - City Hall - 11/2025
36435	11/06/2025	11/12/2025	10734 Stacy, Cindell	286.74	Video Game Replacement
	571 10 31 03	Youth Supplies	001 000 571 General Fund	286.74	Video Game Replacement
36341	10/29/2025	11/12/2025	4084 Staples Business Advantage	16.85	Office Supplies - Court
	512 51 31 00	Office & Oper Sup - Court	001 000 512 General Fund	16.85	Office Supplies - Court
36375	11/04/2025	11/12/2025	4084 Staples Business Advantage	36.62	Office Supplies - Central, Legislative, Admin
	511 60 31 00	Office & Oper Sup - Legisl	001 000 511 General Fund	10.33	Office Supplies - Legislative
	513 10 31 00	Office & Oper Sup - Admin	001 000 513 General Fund	12.09	Office Supplies - Admin
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	14.20	Office Supplies - Central
36389	11/04/2025	11/12/2025	4084 Staples Business Advantage	34.34	Office Supplies - Legislative
	511 60 31 00	Office & Oper Sup - Legisl	001 000 511 General Fund	34.34	Office Supplies - Legislative
			Total Staples Business Advantage	87.81	
36411	11/04/2025	11/12/2025	4328 Systems for Public Safety Inc	3,810.01	#66368D - 2018 Ford - 75K Mile Service; Replace Water Pump; Remove & Replace Front Brake Pads, Rotors & Calipers; Flush Brake System
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent	3,810.01	#66368D - 2018 Ford - 75K Mile Service; Replace Water Pump; Remove & Replace Front Brake Pads, Rotors & Calipers; Flush Brake System
36367	11/03/2025	11/12/2025	9888 T-Mobile (Cell Phone Bill)	1,222.96	Cell Phones & Air Cards - 10/2025
	518 30 42 00	Communication - Fac/Equip	001 000 518 General Fund	92.49	Maint. Lead, 2 Workers 10/2025
	521 22 42 00	Communication - Police	001 000 521 General Fund	656.88	Police Officers, Chief and Air Cards 10/2025
	524 20 42 00	Communication- Building	001 000 524 General Fund	15.42	Community Development Dir. 10/2025
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	79.73	Public Works Crew, Director, PW Office Coord. 10/2025

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534 10 42 00	Communication - Water Adr	425 000 534	Water Fund (de	111.08	Public Works Crew, Director, PW Office Coord., PW Water Meter Collector 10/2025
535 10 42 01	Communication - Sewer Adr	430 000 535	Sewer Fund (de	79.73	Public Works Crew, Director, PW Office Coord. 10/2025
542 30 42 00	Communication - Street Reg	101 000 542	City Street Fund	79.72	Public Works Crew, Director, PW Office Coord. 10/2025
558 60 42 00	Communication - Planning	001 000 558	General Fund	15.42	Community Development Dir. 10/2025
576 80 42 00	Communication - Parks	001 000 576	General Fund	92.49	P/R Director, Events, Maint. Worker 10/2025
36387 11/04/202511/12/20259888			T-Mobile (Cell Phone Bill)	36.95	Court, PW, City Hall Fax Line (09/21/25-10/20/25)
512 51 42 00	Communication - Court	001 000 512	General Fund	12.30	Court Fax Line (09/21/25-10/20/25)
518 10 42 00	Communication - Non Dept	001 000 518	General Fund	12.30	City Hall Fax Line (09/21/25-10/20/25)
531 50 42 00	Communication - Storm	415 000 531	Storm Drain	3.09	PW Fax Line (09/21/25-10/20/25)
534 10 42 00	Communication - Water Adr	425 000 534	Water Fund (de	3.09	PW Fax Line (09/21/25-10/20/25)
535 10 42 01	Communication - Sewer Adr	430 000 535	Sewer Fund (de	3.09	PW Fax Line (09/21/25-10/20/25)
542 30 42 00	Communication - Street Reg	101 000 542	City Street Fund	3.08	PW Fax Line (09/21/25-10/20/25)
36388 11/04/202511/12/20259888			T-Mobile (Cell Phone Bill)	95.33	JAMF Pro Monthly - 10/2025
518 10 42 00	Communication - Non Dept	001 000 518	General Fund	3.66	Non Dept - 10/2025 - JAMF Pro Monthly
518 30 42 00	Communication - Fac/Equip	001 000 518	General Fund	11.01	Maint. Lead, 2 Workers 10/2025 - JAMF Pro Monthly
521 22 42 00	Communication - Police	001 000 521	General Fund	36.70	Police Officers, Chief 10/2025 - JAMF Pro Monthly
524 20 42 00	Communication- Building	001 000 524	General Fund	1.83	Community Development Dir. 10/2025 - JAMF Pro Monthly
531 50 42 00	Communication - Storm	415 000 531	Storm Drain	7.32	Public Works Crew, Director, PW Office Coord. 10/2025 - JAMF Pro Monthly
534 10 42 00	Communication - Water Adr	425 000 534	Water Fund (de	7.32	Public Works Crew, Director, PW Office Coord. 10/2025 - JAMF Pro Monthly
535 10 42 01	Communication - Sewer Adr	430 000 535	Sewer Fund (de	7.32	Public Works Crew, Director, PW Office Coord. 10/2025 - JAMF Pro Monthly
542 30 42 00	Communication - Street Reg	101 000 542	City Street Fund	7.32	Public Works Crew, Director, PW Office Coord. 10/2025 - JAMF Pro Monthly
558 60 42 00	Communication - Planning	001 000 558	General Fund	1.84	Community Development Dir. 10/2025 - JAMF Pro Monthly
576 80 42 00	Communication - Parks	001 000 576	General Fund	11.01	P/R Director, Events, Maint. Worker 10/2025 - JAMF Pro Monthly
Total T-Mobile (Cell Phone Bill)				1,355.24	
36420 11/04/202511/12/20254322			Tacoma, City of - POWER	3,146.16	Power - Various Locations - 10/2025
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (de	2,682.14	PW, Well #6, #7, #8, Weathervane Booster - 10/2025

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	535 80 47 01	Utility Services/Pumping	430 000 535 Sewer Fund (dep	411.90	PW Power - 10/2025
	542 30 47 03	Electricity/Traffic Lights	101 000 542 City Street Fund	39.35	Traffic Control - 10/2025
	542 63 47 00	Electricity/Street Lights	101 000 542 City Street Fund	12.77	Street Lights - 10/2025
36431	11/05/2025	11/12/202510212	Triple Impact Coaching LLC	1,848.00	Wednesday Workout Basketball Clinics (K-4th, 5-8th) -10/8/25-10/29/25
	571 10 49 04	Instructor Fees	001 000 571 General Fund	1,848.00	Wednesday Workout Basketball Clinics (K-4th, 5-8th) -10/8/25-10/29/25
36416	11/04/2025	11/12/20259003	U.S. Bank St. Paul	307,925.00	Interest & Principal Payment On Park Bond Thru 11/30/25
	591 75 72 01	Principal Loan Payment - Pa	201 000 591 Park Bond Debt	155,000.00	Principal Payment On Park Bond Thru 11/30/25
	592 75 82 01	Interest Payment - Park Bon	201 000 591 Park Bond Debt	152,925.00	Interest Payment On Park Bond Thru 11/30/25
36415	11/04/2025	11/12/202511244	U.S. Bank, Attn: Fee Dept	350.00	Fiscal Agent Fee For Park Bond
	518 10 49 00	Miscellaneous - Non Dept	001 000 518 General Fund	350.00	Fiscal Agent Fee For Park Bond
36366	11/03/2025	11/12/20255934	US Bank, City Hall Account	880.14	P-Card Charges thru 10/30/25
	513 10 49 01	Reg & Tuition - Admin	001 000 513 General Fund	220.00	WAPRO 2025 Fall Conference - A Burkhardt
	517 90 31 01	Oper Supplies - Wellness Pr	001 000 517 General Fund	175.84	Wellness Program - Prize for Scarecrow/Skeleton Winner, Employee Benefits Fair Lunch
	518 10 42 01	Postage - Non Dept	001 000 518 General Fund	252.00	Postage - Passports
	521 10 49 01	Meals - Other Than Travel/T	001 000 521 General Fund	107.30	10/22/25 Civil Service Oral Board Refreshments, Snacks & Lunch
	521 10 49 02	Reg & Tuition - Civil Svc	001 000 521 General Fund	125.00	2025 Annual Civil Service Conference - A Burkhardt
36372	11/04/2025	11/12/20258482	US Bank, Police Department Account	1,349.35	P-Card Charges thru 10/14/25
	521 22 41 00	Prof Svcs - Police	001 000 521 General Fund	450.00	Psychological Evaluation - K Orteza
	521 22 49 00	Miscellaneous - Police	001 000 521 General Fund	15.53	Postage for DUI Kit, Stop Stick Return
	521 22 49 02	Reg & Tuition - Police	001 000 521 General Fund	490.00	CIRC Leadership Course - J Castaneda, BLLE Course - J Castaneda
	521 22 49 07	Community Outreach	001 000 521 General Fund	393.82	Halloween Candy
36394	11/04/2025	11/12/20258483	US Bank, Public Works Dept Account	3,227.27	P-Card Charges thru 10/30/25
	517 90 31 01	Oper Supplies - Wellness Pr	001 000 517 General Fund	164.71	Wellness Program - Quarterly Luncheon Supplies
	534 80 35 00	Small Tools & Equip - Water	425 000 534 Water Fund (dep	2,742.70	Testing Unit for Fluoride & Chlorine; Bottle of Fluoride/Chlorine Reagent Solution
	542 30 31 02	Oper Supplies - Street Reg	101 000 542 City Street Fund	319.86	De-icer Pump
36433	11/05/2025	11/12/20258484	US Bank, Recreation Dept Account	3,760.08	P-Card Charges thru 10/29/25

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571 10 31 00	Office Supplies - Rec		001 000 571 General Fund	82.99	Office Supplies - Desk Organizer and Office Mat Desk Protector
571 10 31 01	Oper Supplies - Rec		001 000 571 General Fund	83.66	Foosball Supplies
571 10 31 02	Senior Program Supplies		001 000 571 General Fund	1,259.72	Senior Morning Supplies, Seattle Times Subscription for Senior Mornings
571 10 31 03	Youth Supplies		001 000 571 General Fund	328.58	Halloween Candy & Prizes for Coloring Contest
571 10 35 00	Small Tools & Equip - Rec		001 000 571 General Fund	989.80	Foosball Table
571 10 41 00	Senior Trips		001 000 571 General Fund	664.80	Mt. Rainier Scenic Railroad - Family Halloween Train
573 90 49 01	Community Events		001 000 573 General Fund	350.53	Scarecrows of Fircrest Supplies, Supplies for Community Event Planning Meetings
36385	11/04/2025	11/12/2025	4178 University Place Refuse Inc	866.61	Dumping Fees - 10/2025
531 50 47 01	Dumping Fees - Storm		415 000 531 Storm Drain	490.12	Dumping Fees - Storm 10/2025
534 80 47 02	Dumping Fees - Water		425 000 534 Water Fund (dep	94.12	Dumping Fees - Water 10/2025
535 80 47 02	Dumping Fees - Sewer		430 000 535 Sewer Fund (dep	94.12	Dumping Fees - Sewer 10/2025
542 30 47 01	Dumping Fees - Street		101 000 542 City Street Fund	94.12	Dumping Fees - Street 10/2025
576 80 47 01	Dumping Fees - Parks		001 000 576 General Fund	94.13	Dumping Fees - Parks 10/2025
36408	11/04/2025	11/12/2025	4179 Unum Life Insurance Company of America	69.20	W. Smith Retired Benefits - November 2025
521 22 20 02	LEOFF I Long Term Care Prei		001 000 521 General Fund	69.20	W. Smith Retired Benefits - November 2025
36436	11/06/2025	11/12/2025	4206 WABO	109.00	2026 Annual Membership Dues
524 20 49 00	Dues/Member/Subscriptions:		001 000 524 General Fund	54.50	2026 Annual Membership Dues
558 60 49 02	Dues/Member/Subscriptions:		001 000 558 General Fund	54.50	2026 Annual Membership Dues
36365	11/03/2025	11/12/2025	3645 WEX BANK, Wright Express FSC	4,467.22	Gas/Fuel - 10/2025
548 65 31 05	Gas - Non Dept		501 000 548 Equipment Rent:	42.51	Non Dept 10/2025
548 65 31 06	Gas - Facilities		501 000 548 Equipment Rent:	201.54	F&E 10/2025
548 65 31 08	Gas - Police		501 000 548 Equipment Rent:	3,052.19	Police 10/2025
548 65 31 11	Gas - Parks/Rec		501 000 548 Equipment Rent:	268.48	Parks 10/2025
548 65 31 12	Gas - Street		501 000 548 Equipment Rent:	575.33	Street 10/2025
548 65 31 14	Gas - Water/Sewer		501 000 548 Equipment Rent:	327.17	W/S 10/2025
36340	10/29/2025	11/12/2025	4231 Water Mgmt Labs Inc	1,000.00	Lead & Copper Water Testing (Qty 20) - 09/18/2025
534 80 41 00	Water Testing		425 000 534 Water Fund (dep	1,000.00	Lead & Copper Water Testing (Qty 20) - 09/18/2025
36368	11/03/2025	11/12/2025	10035 Zoom Video Communications	1,430.90	Monthly Phone Rental - 10/31/25-11/29/25
513 10 42 00	Communication - Admin		001 000 513 General Fund	84.04	Meeting Webinar & Recording - 10/31/25-11/29/25

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518 10 42 00			Communication - Non Dept	001 000 518 General Fund	1,044.90 Monthly Phone Service - 10/31/25-11/29/25
591 18 70 10			Lease Payments - Non-Dept	001 000 591 General Fund	301.96 Monthly Phone Rental - 10/31/25-11/29/25

Report Total:

411,779.01

Fund

001 General Fund	73,993.16
101 City Street Fund	5,718.36
105 Police Investigation Fund	334.09
201 Park Bond Debt Service Fund	307,925.00
415 Storm Drain	1,628.47
425 Water Fund (department)	9,829.43
430 Sewer Fund (department)	1,773.88
501 Equipment Rental Fund	10,576.62

This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Shannon Reynolds called the special meeting to order at 6:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Karen Mauer-Smith, Brett L. Wittner, Hunter T. George, Nikki Bufford, and Jim Andrews were present. Councilmembers Viafore and Andrews attended the meeting virtually.

PRELIMINARY 2026 BUDGET – 3rd BUDGET WORK SESSION

Finance Director Deskins presented the third budget work session of the Preliminary 2026 Budget, which included updates to the Equipment Replacement Reserve (ERR), staffing requests, Capital Requests, and the proposed 2026 water rate adjustment.

Public Works Director Bemis presented an overview of equipment replacement needs, which included the 2008 2-yard dump truck, the 2008 crane truck, the Public Works generator, and the 2014 maintenance F-150 truck. Council discussions included funding restrictions between proprietary and non-proprietary funds, undocumented repairs, and adjustments for depreciation. There was a brief discussion on exploring alternatives, such as surplus lists, the JBLM auction, and emergency management grants, for the replacement of the Public Works generator.

Police Chief Celis presented a request to replace two 2016 Ford Interceptor patrol vehicles and reported that ERR contributions have excluded outfitting costs, causing a shortfall. There was a brief discussion to revisit the patrol vehicles with a detailed funding plan. There was a consensus to review current-year surplus line items for possible funding through a budget amendment for the Police Chief's office furniture.

Police Chief Celis presented a proposal to lease AXON in-car video systems for 11 patrol vehicles and reported that the approximate cost is \$3,300 per vehicle annually for the first five years. Council discussions included possible City insurance credits, distinguishing between capital and operating budgets, and the need for multi-year cost projections prior to the decision.

Finance Director Deskins reported that eight workstations are scheduled for replacement at a cost of \$1,200 each, fully funded in ERR.

Public Works Director Bemis and Parks and Recreation Director Grover presented a draft Community Center and Pool maintenance inventory and forecast for major facility components to support a proactive replacement plan. There was a brief discussion on annual forecasting and the use of set-asides for long-term planning.

Finance Director Deskins reported on three staffing requests: reclassifying the Public Works Administrative Assistant from 0.875 FTE to 1.0 FTE as a Utility Billing Clerk, increasing the Community Events Specialist from 0.75 FTE to 1.0 FTE, and converting a seasonal casual Recreation Leader to a 0.5 FTE permanent position.

Finance Director Deskins presented a 3% increase to the water base billing and reported the impact on the ending fund balance. There was a Council consensus to bring back funding scenarios and prioritized recommendations.

There was a brief discussion on canceling the next budget session scheduled for October 27, 2025, to allow staff additional time to prepare. Staff reported that the Council rules are silent on meeting cancellations and would confirm with the City Attorney on the cancellation authority and process.

ADJOURNMENT

Councilmember Wittner MOVED to adjourn the meeting at 7:19 P.M., seconded by Councilmember George.

The Motion Carried (6-0).

Shannon Reynolds, Mayor

Arlette Burkhardt, 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, Hunter T. George, Jim Andrews, and Mayor Shannon Reynolds were present. Mayor Reynolds and Councilmember Viafore attended the meeting virtually. Councilmember Karen Mauer-Smith was absent and excused.

PRESIDING OFFICER’S REPORT**A. Proclamation – Veterans’ Day**

Councilmember Andrews reported that less than one percent of the American public has served in the military or is a veteran and highlighted the pride felt among veteran families. Councilmember Andrews read the proclamation titled Veterans’ Day into the record. **Councilmember Wittner MOVED to authorize the Mayor’s signature on the proclamation proclaiming November 11, 2025, as Veterans Day in the City of Fircrest; seconded by Councilmember Andrews.** Mayor Pro Tempore Bufford invited Councilmember comments. Councilmember George thanked Councilmember Andrews for his service. Mayor Pro Tempore Bufford recognized all the veterans in Fircrest and Councilmember Andrews for their service. Mayor Pro Tempore Bufford invited public comment; none were provided.

The Motion Carried (6-0).

Mayor Pro Tempore Bufford invoked Rule 20. (Order of Business) from the Fircrest City Council Rules and modified the Council agenda to add Item 4B. City Manager Salary Adjustment under the Presiding Officer’s Report. There were no objections from the Council.

B. Motion: City Manager Salary Adjustment

Councilmember Wittner MOVED that the City Council approve an increase to the City Manager’s salary by 3% in accordance with the terms and provisions outlined in the Letters of Understanding dated June 10, 2025, and September 9, 2025, and pursuant to the provisions of the City Manager’s contract; seconded by Councilmember George. Mayor Pro Tempore Bufford invited Councilmember comments. Council discussion included appreciation for City Manager Masko’s leadership, professionalism, and dedication over the past year, as well as acknowledgement of the delay in completing the annual performance review, and setting a goal to complete it earlier next year. Mayor Pro Tempore Bufford invited public comment; none were provided.

The Motion Carried (6-0).**CITY MANAGER COMMENTS**

City Manager Masko reported that the Public Defender Request for Proposals (RFP) was posted and will remain open for approximately three weeks. She also noted that the Pierce County District Court has placed a hold on its interlocal agreement with the City of Ruston for court services.

Acting City Manager Grover reported that the City experienced its first fall weather event and Public Works responded promptly with cleanup efforts. One tree fell overnight at Fircrest Park, and staff will assess the surrounding trees for any safety concerns.

DEPARTMENT HEAD COMMENTS

- Police Chief Celis reported that a new Police Officer will start on November 3, 2025, and will attend a two-week equivalency academy at CJTC before starting field training. The Civil Service Commission conducted oral boards for the Police Records Technician, and the eligibility list will be certified at their next regularly scheduled meeting. Lastly, the Police Department is preparing for the upcoming Halloween event.
- Public Works Director Bemis reported two recent water main breaks on Regents Boulevard near Orchard Street and Daniels Drive, which have been addressed and repaired. The Public Works Department tested two different street sweeper models to evaluate their performance under heavy debris conditions as part of the equipment replacement plan. Director Bemis also reported on the upcoming interviews for the Utility Service Person II position. There was a brief discussion on affected water lines as a recurring issue, and Director Bemis stated they are not considered a major concern.
- Finance Director Deskins reported that the Investment Committee recently met to review Certificate of Deposit (CD) options and approved opening a new 12-month CD with Harborstone Credit Union at a rate of 4.15%. The City increased its investment from \$2 million to \$4.5 million, with an expected interest return of approximately \$186,750. Director Deskins thanked the Investment Committee for their quick coordination and Harborstone Credit Union for their continued partnership.

COUNCILMEMBER COMMENTS

- Councilmember Wittner thanked the meeting attendees for their participation. Councilmember Viafore expressed appreciation for the Centennial Celebration.
- Councilmember George thanked attendees and wished everyone a safe Halloween. He expressed appreciation for the Police Department's presence during Halloween events. Lastly, he reported that his Brazilian exchange student was excited to experience the community's Halloween festivities.
- Councilmember Andrews commented on the heavy rain during Whittier Elementary's Trunk or Treat event and stated that the participants adapted. He expressed hope for better weather on Halloween.
- Councilmember Viafore stated that he will be missing the Fircrest Halloween for the first time in 45 years.
- Mayor Reynolds expressed appreciation for veterans and thanked them for their service.
- Mayor Pro Tempore Bufford; no comment.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

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

- Brian Rybolt, Fircrest resident, expressed concern regarding the statement read before public comment about restrictions on campaign-related speech. He commented on the legal basis for the restriction and stated that the First Amendment protects political speech in public meetings.
- Vince Navarre, no address provided, commented on the upcoming Halloween event and stated that the holiday has religious origins. He expressed concern that the City's participation in Halloween activities, such as Haunted Trails and decorations, sets a precedent for recognizing religious celebrations.

City Attorney Eide responded that RCW 42.17A.555 prohibits the use of public facilities by state or local governments to support or oppose any ballot measure or candidate for elective office. She also reported that while there are limited exemptions allowing governing bodies to take official positions, such as through resolutions, these are narrowly defined. There was a brief discussion on the nuances between these restrictions and individuals' free speech rights during the public comment period.

COMMITTEE, COMMISSION, AND LIAISON REPORTS**A. Parks, Recreation, and Sustainability**

Councilmember Andrews reported that the Haunted Trails event was a success and that Youth Basketball program participation continues to increase. He reported that the Parks and Recreation Department is reviewing program fees to keep them affordable for residents. Lastly, he reported on the Masko Park vegetation maintenance and the Whittier Park volunteer clean-up event.

B. Police/Public Safety and Court

There was no report.

C. Public Works and Facilities

There was no report.

Public Works Director Bemis reported that October 28, 2025, is National First Responders Day and acknowledged the Public Works staff, Police, and Fire members.

D. Pierce County Regional Council

Mayor Reynolds reported that the Pierce County Regional Council's November meeting will focus on new officer elections.

E. Other Liaison Reports

SSHA³P – Councilmember George reported that the South Sound Housing Affordability Partnership approved their legislative agenda.

CONSENT CALENDAR

Mayor Pro Tempore Bufford requested that the City Clerk read the Consent Calendar.

- A.** Approval of Check No. 223619 through 223678 in the amount of \$490,951.82
Approval of payroll electronic funds transfer in the amount of \$169,121.75
- B.** Approval of the October 06, 2025, Special Meeting
Approval of the October 13, 2025, Special Meeting
Approval of the October 14, 2025, Regular Meeting
- C.** Setting special budget meetings on November 3 and 10, 2025, at 6:00 P.M. for the sole purpose of reviewing the 2026 preliminary budget at Fircrest City Hall
- D.** Setting a public hearing on November 12, 2025, at 7:15 P.M. or shortly thereafter to receive comments on the proposed Co-Living Amendments

- E. Setting a public hearing on November 12, 2025, at 7:15 P.M. or shortly thereafter to receive comments on the proposed water rate adjustment

Councilmember Wittner MOVED to approve the Consent Calendar; seconded by Councilmember George.

The Motion Carried (6-0).

PUBLIC HEARING

A. To receive comments on the 2026 Budget Revenue Sources

At 7:34 P.M., Mayor Pro Tempore Bufford opened the public hearing. Finance Director Deskins briefed the Council on the 2026 revenue sources, stating that the public hearing was to receive comments on the 2026 revenue sources. Mayor Pro Tempore Bufford invited Councilmember comments. Councilmember George expressed appreciation for including the University Place School District slide. Mayor Pro Tempore Bufford invited public testimony. There were none.

At 7:49 P.M., Mayor Pro Tempore Bufford closed the public hearing.

C. To receive comments on the 2026 Preliminary Budget

At 7:49 P.M., Mayor Pro Tempore Bufford opened the public hearing. Finance Director Deskins briefed the Council on the 2026 preliminary budget, stating that the public hearing was to receive comments on the 2026 preliminary budget.

Mayor Pro Tempore Bufford invited Councilmember comments. There were none.

Mayor Pro Tempore Bufford invited public testimony.

- Brian Rybolt, Fircrest resident, commented that City expenditures for sewer and water services exceed those for public safety. He thanked Councilmember George for voting against a recent Sound Transit Board decision to increase property taxes.

At 7:55 P.M., Mayor Pro Tempore Bufford closed the public hearing.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Fircrest Municipal Code Title 22 – Co-Living Code Amendments Discussion

Lindsey Sehmel, ETHOS PNW, presented the redlined FMC code sections pertinent to the HB 1998 for Co-Living Housing allowances in Multifamily Zoning Districts and discussed with Council the preparation of the processing timeline, and outlined the timeline for final Council adoption. Mayor Pro Tempore Bufford invited Councilmember comments. Councilmember Viafore requested clarification regarding state legislation limiting off-street parking requirements within one-half mile of major transit stops and expressed concern about increasing density without required parking. Ms. Sehmel reported that under the state-defined criteria for major transit, the only qualifying location within Fircrest is the area surrounding Tacoma Community College Transit Center.

B. Resolution No. 1990: Summit Law Group Amendment #19

City Manager Masko briefed the Council on the proposed resolution and highlighted that the amendment extends the agreement's term to December 31, 2026, and amends the hourly rate schedule. **Councilmember Wittner MOVED to adopt Resolution No. 1990, authorizing the City Manager to execute Amendment #19 to the Professional Services Agreement with Summit Law Group for personnel legal services; seconded by Councilmember George.** Mayor Pro Tempore Bufford invited Councilmember comments. Councilmember George commented on the contract's 19th amendment and suggested it may be time to issue a new Request for Proposals. Mayor Pro Tempore Bufford invited public comment; none was provided.

The Motion Carried (6-0).**C. Resolution No. 1991: Olbrechts & Associates Amendment #6**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the amendment extends the agreement's term to December 31, 2026, and updates the fees for services. **Councilmember Wittner MOVED to adopt Resolution No. 1991, authorizing the City Manager to execute Amendment #6 to the Professional Services Agreement with Olbrechts & Associates, PLLC, for Hearing Examiner services; seconded by Councilmember George.** Mayor Pro Tempore Bufford invited Councilmember comments; none were provided. Mayor Pro Tempore Bufford invited public comment; none was provided.

The Motion Carried (6-0).**D. Resolution No. 1992: Regents Blvd. Traffic Signal Repair Project**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that this project will restore proper traffic signal functionality at the intersection of Regents Boulevard and Electron/Golden Gate. **Councilmember Wittner MOVED to adopt Resolution No. 1992, authorizing the City Manager to execute a Public Works Contract with G&G Inc. and approve a Purchase Order with the City of Tacoma to replace the failed traffic signal controls at the intersection of Regents Boulevard and Electron/Golden Gate; seconded by Councilmember George.** Mayor Pro Tempore Bufford invited Councilmember comments. Councilmember Wittner requested that project timeline information be shared on the City's website or Facebook page to address public inquiries. Public Works Director Bemis stated that updates would be posted and noted that the contractor, G&G, expects to have a crew available by mid-November. Councilmember Viafore asked if the total project cost is \$73,195.10, inclusive of all components, with no additional sales tax expected. Public Works Director Bemis confirmed. Mayor Pro Tempore Bufford invited public comment.

- Brian Rybolt, Fircrest resident, expressed his support for keeping the intersection as a four-way stop.

The Motion Carried (6-0).**E. Resolution No. 1993: Casey Civil – Sewer Flow Analysis Contract**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that the contract will provide for an independent third party with specialized expertise to conduct a comprehensive analysis of the City's wastewater flows. **Councilmember Wittner MOVED to adopt Resolution No. 1993, authorizing the City Manager to execute a Professional Services Agreement with Casey Civil for the Wastewater System Inflow and Infiltration (I&I) Analysis Project; seconded by Councilmember George.** Mayor Pro Tempore Bufford invited

Councilmember comments. There was a brief discussion on the upcoming wastewater system analysis data and the City's ability to assess its own system's needs. Mayor Pro Tempore Bufford invited public comment; none was provided.

The Motion Carried (6-0).

F. Resolution No. 1994: Pasadena Sewer Repair Contract

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that the construction phase of this project is expected to be completed within 60 calendar days from contract approval. **Councilmember Wittner MOVED to adopt Resolution No. 1994, authorizing the City Manager to execute a Public Works Contract with Pacific Trenchless Inc./Budget Sewer for a pipe bursting project at the 700 block of Pasadena Drive; seconded by Councilmember George.** Mayor Pro Tempore Bufford invited Councilmember comments; none were provided. Mayor Pro Tempore Bufford invited public comment; none was provided.

The Motion Carried (6-0).

CALL FOR FINAL COMMENTS

Councilmember Viafore commented on the planned cleanup at Masko Park and asked for close oversight by staff and contractors. He requested an update on the recent public meeting on the new Whittier Elementary School project, and Councilmember George reported that the meeting primarily reviewed the site design and construction plans.

Councilmember George thanked staff and volunteers for the Haunted Trails event and encouraged residents to participate in the upcoming elections. He also thanked staff for providing porta-potties for the event.

There was a brief discussion on providing any safety incident reports during the construction of the new Whittier Elementary School to the City.

EXECUTIVE SESSION

There was no executive session scheduled.

ADJOURNMENT

Councilmember Wittner MOVED to adjourn the meeting at 8:23 P.M., seconded by Councilmember George.

The Motion Carried (6-0).

Shannon Reynolds, Mayor

Arlette Burkhart, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Public Hearing – 2026 Preliminary Budget Expenditures

ITEM: 11A

DATE: November 12, 2025

FROM: Allison Deskins, Finance Director

RECOMMENDED MOTION: None. Public Hearing Only.

PROPOSAL: The purpose of the Public Hearing is to receive public input on the 2026 Preliminary Expenditure Budget.

FISCAL IMPACT:

Fund	Fund Name	Expenditures	Ending Fund Balance	Total Appropriation
001	General Fund	\$8,420,776	\$3,806,438	\$12,227,214
101	Street Fund	1,724,683	488,155	2,212,838
105	Police Investigation Fund	-	950	950
150	Cumulative Reserve Fund	-	2,750,000	2,750,000
201	Park Bond Debt Service Fund	556,200	189,940	746,140
301	Park Bond Capital Fund	-	1,096,785	1,096,785
310	Real Estate Excise Tax Fund	429,151	2,685,289	3,114,440
415	Storm Drain Fund	635,775	660,743	1,296,518
416	Storm Drain Capital Fund	95,200	963,404	1,058,604
425	Water Fund	1,333,597	360,794	1,694,391
426	Water Capital Fund	156,022	251,046	407,068
430	Sewer Fund	3,197,297	884,195	4,081,492
432	Sewer Capital Fund	295,316	737,653	1,032,969
501	Equipment Replacement Fund	974,259	1,832,544	2,806,803
	TOTAL	\$17,818,276	\$16,707,936	\$34,526,212

ADVANTAGES: Allows citizens to comment on the 2026 Preliminary Expenditures.

DISADVANTAGES: None.

ALTERNATIVES: None.

BACKGROUND: The 2026 Preliminary Budget was presented to the City Council on September 23, 2025. Budget workshops have been held on October 6th, October 13th, October 20th, November 3rd, and November 10th. Public hearings on the proposed budget are required as part of the budget process. A public hearing was also held on October 28th. Per Washington state law, the City Council must adopt the 2026 Budget no later than December 31, 2025.

ATTACHMENTS: None.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Public Hearing to Receive Comments on a Proposed Water Rate Adjustment

ITEM: 11B

DATE: November 12, 2025

FROM: Tyler Bemis, Public Works Director
Allison Deskins, Finance Director

RECOMMENDED MOTION: None. Public Hearing Only.

PROPOSAL: To receive public input on a proposed 3.0% water rate increase.

FISCAL IMPACT: Based on the proposed 3.0% increase, the residential base fee would increase from \$41.43 to \$42.67 bi-monthly. Additional details are provided in the attached Water Rate Increase memorandum.

ADVANTAGES: Provides an opportunity for residents to comment on the proposed water rate adjustment.

DISADVANTAGES: None identified.

ALTERNATIVES: None.

BACKGROUND: The City Council has previously approved water rate increases of 2% for 2022 and 2023, 4.2% for 2024, and 3% for 2025. Prior to that, the Council adopted a three-year water rate schedule covering the period from 2017 to 2019. No rate increases were implemented in 2020 or 2021.

A Public Hearing is being held this evening to receive public testimony on the proposed 2026 water rate adjustment. Following the hearing, an ordinance will be brought forward at a future meeting for Council consideration.

ATTACHMENTS: [Water Rate Increase Memorandum](#)



To: Mayor and City Council
From: Allison Deskins, Finance Director
Date: October 20, 2025
Subject: Water Rate Increase

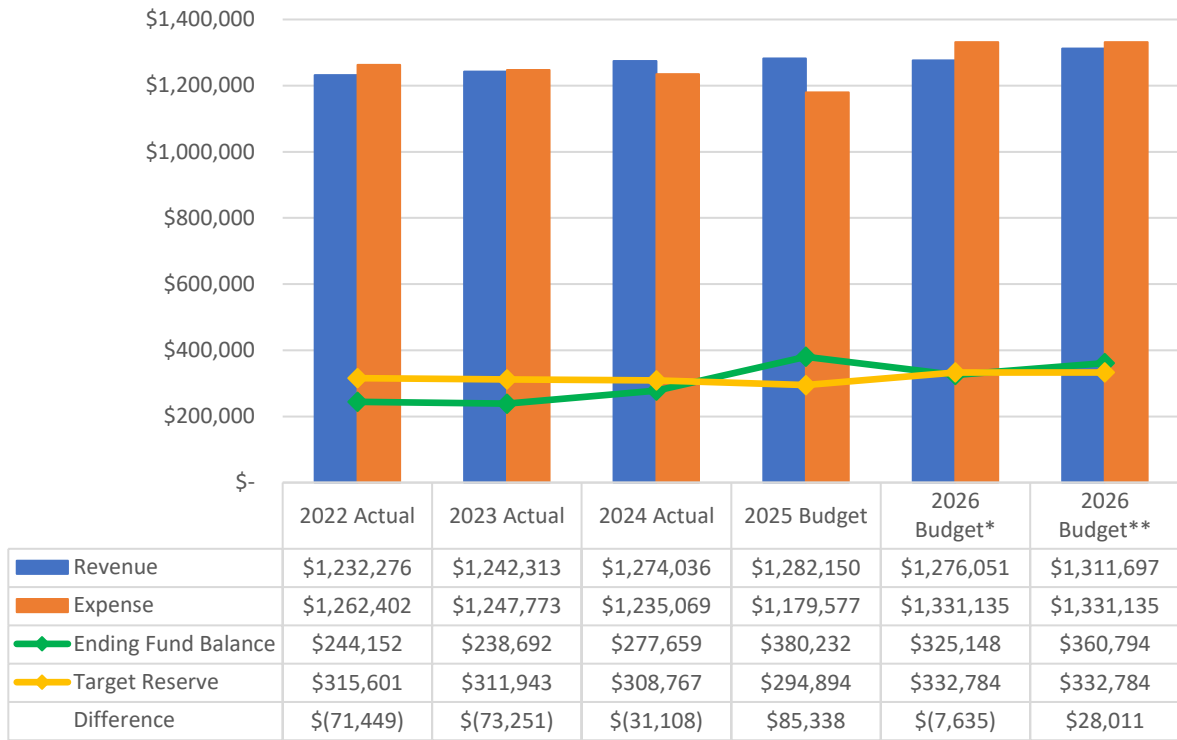
This memorandum outlines the proposed 3% rate increase for the Water Utility. The City of Fircrest is proposing a 3% adjustment to water rates as part of the 2026 budget to support ongoing system maintenance and infrastructure investment. This moderate increase results in only a minimal impact on customers while ensuring the City continues to provide reliable, high-quality water service. The following comparison illustrates how Fircrest's proposed rates remain competitive and are lower than those of neighboring jurisdictions.

The Council has previously authorized water rate increases of 3.0% in 2025, 4.5% in 2024, and 2.0% in both 2023 and 2022. Prior to 2022, there had not been a rate increase since 2019.

Single Family Residential		2021	2022	2023	2024	2025	2026 Proposed
Base Rate		\$37.00	\$37.74	\$38.49	\$40.22	\$41.43	\$42.67
Tier 1	0 – 1,000 cf	\$0.0109	\$0.0109	\$0.0113	\$0.0118	\$0.0122	\$0.0126
Tier 2	1,001 – 4,000 cf	\$0.0163	\$0.0163	\$0.0169	\$0.0177	\$0.0182	\$0.0187
Tier 3	4,001+ cf	\$0.0272	\$0.0272	\$0.0288	\$0.0301	\$0.0310	\$0.0319
Rate Increase		0.00%	2.00%	2.00%	4.50%	3.00%	3.00%

City Financial Policies state that the goal is to maintain reserves equal to at least three (3) months of adopted operating expenditures. The chart below illustrates the gap between the Water Operating Fund's target reserve and its actual ending fund balance. Without a rate increase, the ending fund balance will continue to decline. The current projected ending fund balance for 2026, without a rate increase, is \$325,148, which still falls slightly short of the target reserve. Regular rate increases are essential for the City to cover operating expenses, bolster reserves, and ensure that funds are available for unanticipated repairs.

WATER OPERATING FUND - CASH FLOW BALANCES



*Without the proposed 3% rate increase

**With the proposed 3% rate increase

The chart below shows the rates based on a 2.0%, 3.0%, 4.0%, and 5.0% increase, with the recommended 3.0% rate highlighted.

Tier / Usage (cf)	Increase	Current Base	New Base	Current Usage Charge	New Usage Charge	Total Before	Total After	Δ \$/Bill	\$/Month	\$/Year
Tier 1 (1,000 cf)	2%	41.43	42.26	12.20	12.44	53.63	54.70	1.07	0.54	6.44
	3%	41.43	42.67	12.20	12.57	53.63	55.24	1.61	0.80	9.65
	4%	41.43	43.09	12.20	12.69	53.63	55.78	2.15	1.07	12.87
	5%	41.43	43.50	12.20	12.81	53.63	56.31	2.68	1.34	16.09
Tier 2 (3,000 cf)	2%	41.43	42.26	48.60	49.57	90.03	91.83	1.80	0.90	10.80
	3%	41.43	42.67	48.60	50.06	90.03	92.73	2.70	1.35	16.21
	4%	41.43	43.09	48.60	50.54	90.03	93.63	3.60	1.80	21.61
	5%	41.43	43.50	48.60	51.03	90.03	94.53	4.50	2.25	27.01
Tier 3 (5,000 cf)	2%	41.43	42.26	97.80	99.76	139.23	142.01	2.78	1.39	16.71
	3%	41.43	42.67	97.80	100.73	139.23	143.41	4.18	2.09	25.06
	4%	41.43	43.09	97.80	101.71	139.23	144.80	5.57	2.78	33.42
	5%	41.43	43.50	97.80	102.69	139.23	146.19	6.96	3.48	41.77

The chart below shows the current residential water rates for our surrounding jurisdictions. Based solely on water rates, Fircrest's rates continue to be among the lowest in our area. The table below compares the proposed rate increase to the proposed rate increases for the same cities listed above, based on cubic feet of water usage.

City / Season	Base Charge	Usage Rate	1,000 cf	3,000 cf	5,000 cf
Steilacoom	\$26.28	\$3.89 / CCF	\$65.18	\$142.98	\$220.78
University Place	\$39.42	\$3.56 / CCF	\$75.02	\$146.22	\$217.42
Lakewood	\$39.42	\$3.56 / CCF	\$75.02	\$146.22	\$217.42
Tacoma – Summer	\$30.40	\$3.46 / CCF	\$65.00	\$134.80	\$204.60
Tacoma – Winter	\$30.40	\$2.76 / CCF	\$58.00	\$113.20	\$168.40
Fircrest (+3%)	\$42.67	\$1.26 / CCF	\$55.24	\$92.73	\$143.41
Fircrest (Current)	\$41.43	\$1.22 / CCF	\$53.63	\$90.03	\$139.23

At this time, staff recommend a water rate increase to maintain the fund in a prudent manner. This increase will strengthen the ending fund balance, providing the necessary time to evaluate the Water Fund further and consider options for its long-term sustainability.

If the Council supports the rate increase, a public hearing must be held prior to its adoption. Following the public hearing at the November 12th City Council meeting, an ordinance will be presented to the Council for adoption. If adopted, the rate increase would take effect with the February 1st utility billing cycle, and the increase would be reflected in the April 2026 utility statement.

Please let me know if you have any questions or require additional information on this topic. Thank you.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Public Hearing to Receive Comments on House Bill 1998 Co-Living Amendments

ITEM: 11C

DATE: November 12, 2025

FROM: Lindsey Sehmel, Ethos PNW

RECOMMENDED MOTION: None. Public Hearing Only.

PROPOSAL: To receive public input on House Bill 1998 Co-Living Amendments.

FISCAL IMPACT: None identified.

ADVANTAGES: Provides an opportunity for residents to comment on House Bill 1998 Co-Living Amendments.

DISADVANTAGES: None identified.

ALTERNATIVES: None.

BACKGROUND: In 2024, the Washington State Legislature passed Engrossed Substitute House Bill 1998, which requires cities and counties to allow co-living housing to be built on lots where at least six units are allowed, including lots zoned for mixed-use development. The bill also includes requirements related to parking, density, and other development regulations. Cities and counties must implement the requirements of HB 1998 by December 31, 2025.

Co-living housing is a residential development featuring independently rented sleeping units that provide living and sleeping space, with residents sharing kitchen facilities with those in other units within the building.

ATTACHMENTS: [About Co-Living Housing Flyer](#)
[HB 1998 Requirements Fact Sheet](#)
[Draft Ordinance](#)
[Exhibit A – Draft FMC 22.40 Code Amendments](#)
[Exhibit B – Planning Commission Resolution 25-02](#)



The Forge, a remodeled 8-bedroom home and co-living community in Portland developed by Open Door



A unit at Spring Park Flats, acquired and renovated by Great Expectations



Tudor Apartments, a 61-unit co-living development in Redmond developed by Natural and Built Environments



Shared kitchen space at Yobi Apartments in Seattle, designed by Neiman Taber Architects

CO-LIVING HOUSING



House Bill 1998

In 2024, the Washington State legislature passed House Bill (HB) 1998, which requires cities and counties to allow co-living housing to be built on lots where at least six units are allowed. The bill also includes requirements regarding parking, density, and other development regulations. Cities and counties must implement the requirements of HB 1998 by December 31, 2025.



What is co-living housing?

Co-living is a low-cost housing option in which each resident has a small, private, lockable unit and residents share kitchen spaces and other common amenities.¹ Individual units usually include kitchenettes and private bathrooms.



Who lives in co-living housing?

All kinds of people live in co-living housing! Some common residents include:

- People in the workforce who want to live close to their job in a neighborhood they otherwise couldn't afford
- Single seniors who want to downsize and live close to public transit
- People who want a private but affordable alternative to living with roommates
- People experiencing a life transition, such as the end of a relationship or their children moving out



What are the benefits to residents?

- **Affordability** – Co-living units are rented for less than the cost of a studio apartment in the same area. They are often affordable to one-person households earning as low as 50% of the area median income (about \$40,500 in Pierce County). Residents also see lower utility costs.
- **Location** – Co-living units are close to residents' work, transit, and community amenities.
- **Privacy** – Co-living housing is an alternative to living with roommates that offers more privacy.
- **Community** – Residents of co-living housing experience opportunities for social connection.



What are the benefits to the community?

Co-living housing provides an affordable housing option for community members and people in the workforce. The development of co-living housing may reduce car traffic and pollution by creating more housing options for people who want to live near transit hubs, job centers, shops, and schools, rather than in car-dependent homes on the urban fringe.

¹ Other names for co-living housing include single-room occupancy, congregate housing, rooming houses, boarding houses, residential suites, micro-units, eco-flats, and eco-units.

HOUSE BILL 1998

Summary

- The Washington State Legislature passed House Bill (HB) 1998 in 2024.
- HB 1998 requires jurisdictions to allow co-living housing on any lot within an urban growth area where at least 6 multifamily units are allowed, including lots zoned for mixed-use development.
- Implementation is required by December 31, 2025.

Requirements

- Jurisdictions may not require the following of co-living housing:
 - Room dimensional standards larger than those required by the state building code.
 - A mix of unit sizes or number of bedrooms.
 - Other uses, such as space for commercial use.
- There may not be parking requirements for co-living housing within 0.5 miles of a major transit stop. If co-living housing is farther than 0.5 miles from a major transit stop, jurisdictions may not require more than 0.25 off-street parking spaces per unit. The bill provides an exception to these parking requirements if an empirical study shows that they would be significantly less safe than the jurisdiction's parking requirements.
- Development regulations may not be stricter than standards for other multifamily residential uses in the same zone.
- Jurisdictions may not require additional review, notice, or public meetings for co-living housing that are not required for other types of residential uses in the same location.
- Jurisdictions may not exclude co-living housing from participating in affordable housing incentive programs.
- For the purposes of counting unit density, each sleeping unit may not be treated as more than 0.25 of a dwelling unit.
- Sewer connection charges for each sleeping unit may not exceed 50% of charges for a dwelling unit.



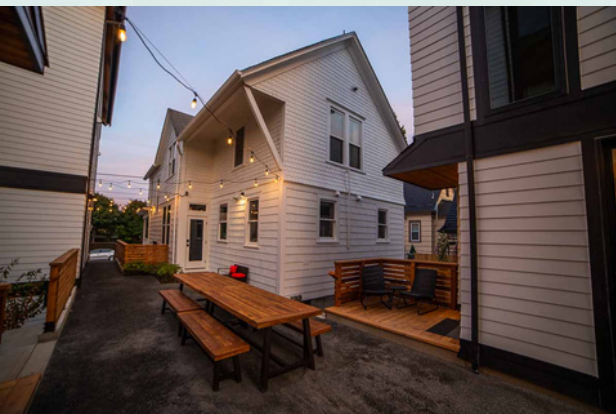
Westward Studios, a 17-unit co-living development in Seattle acquired and renovated by Great Expectations



Common space at the Freya in Seattle, designed by Neiman Taber Architects



A unit at Yobi Apartments in Seattle, designed by Neiman Taber Architects



The Village, a co-living community in Portland with four homes and 26 units, developed by Open Door

**CITY OF FIRCREST
ORDINANCE NO. ____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, ADOPTING AMENDMENTS TO
CHAPTERS 22.40, 22.42, 22.43, 22.46, 22.48, 22.50, 22.58, 22.60, 22.63, 22.98
OF THE FIRCREST MUNICIPAL CODE TO IMPLEMENT AND
ENSURE CONSISTENCY WITH CO-LIVING HOUSING STATUTORY
REQUIREMENTS IN REVISED CODE OF WASHINGTON 36.70A.535;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, in 2024, the Washington State Legislature passed Engrossed Substitute House Bill (ESHB) 1998 (Chapter 180, Laws of 2024), creating a new section in the Growth Management Hearings Act (“GMA”) in chapter 36.70A of the Revised Code of Washington (“RCW”), codified at RCW 36.70A.535, related to co-living housing; and

WHEREAS, in passing ESHB 1998 the State Legislature included findings that Washington is facing a housing affordability crisis and identified co-living housing, a residential development type with individually rented sleeping units for living and sleeping space with shared kitchen facilities with residents of other units in the building, as an answer to help alleviate the severe shortage of workforce housing in many communities in Washington state as it provides housing more affordable to people within that income range and below; and

WHEREAS, the State Legislature further found that co-living housing provides options for people who wish to lower their housing expenses by paying less for a smaller home; prefer a living arrangement with shared community spaces that facilitate social connections; wish to trade off location for space and, by living in a small home, also get to live in a high opportunity neighborhood they could not otherwise afford; or want a low-cost, more private alternative to having a roommate in a traditional rental; and

WHEREAS, state building codes have established minimum sizes and other standards to ensure that co-living housing meets modern health and safety standards; and

WHEREAS, the City is required to implement the requirements regarding co-living in RCW 36.70A.535 into the City’s code by December 31, 2025; and

WHEREAS, the Fircrest Planning Commission studied and reviewed matters related to implementing RCW 36.70A.535 at meetings held on August 19, 2025, September 2, 2025, and October 10, 2025; and

WHEREAS, the City submitted a *Notice of Intent* to Adopt to the Washington State Department of Commerce on September 19, 2025, which was issued to state agencies for a 60-day comment period as required per the GMA in chapter 36A.70 RCW; and

1 **WHEREAS**, the City issued a *Determination of Nonsignificance* for the 2025 Fircrest
2 co-living housing code amendments on September 17, 2025, with a 14-day comment
3 period ending October 1, 2025, receiving no comments within that timeframe; and

4 **WHEREAS**, the City published a public hearing notice in the Tacoma Daily Index on
5 August 21, 2025, regarding a September 2, 2025, Planning Commission public hearing
6 to be held on the 2025 co-living housing code amendments; and

7 **WHEREAS**, after the opportunity for public testimony at the September 2, 2025, public
8 hearing, the Planning Commission unanimously adopted Resolution No. 25-02
9 recommending that the City Council approve the 2025 Fircrest co-living housing code
10 amendments; and

11 **WHEREAS**, the City Council of the City of Fircrest has reviewed and approves of the
12 findings of the Planning Commission Resolution No. 25-02, as attached as Exhibit B
13 hereto and incorporated by this reference; and

14 **WHEREAS**, after publication of a public hearing notice in the Tacoma Daily Index on
15 October 31, 2025, the City Council held a public hearing on November 12, 2025, to
16 accept public testimony and comment on the proposed co-living housing code
17 amendments;

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

20 **Section 1.** Ordinance 1246 § 16, 1296 §27, 1562 §§ 14, 17, 51, 1568 § 1, 1667 §§ 9,
21 12, 26, and FMC chapters 22.40, 22.42, 22.43, 22.46, 22.48, 22.50, 22.58, 22.60, 22.63,
22 22.98 are hereby amended to read as follows:

23 The co-living housing code amendments to the Fircrest Municipal Code, as shown in
24 Exhibit “A” attached to this Ordinance No. [REDACTED] and incorporated in this section by
25 reference, with additions denoted by underlined text and deletions denoted by
26 strikethrough text, are hereby adopted and codified within the chapters in Title 22 of the
27 FMC consistent with those listed in Exhibit “A” and pursuant to the requirements of
28 RCW 36.70A.535 in the Growth Management Act, to provide for land use,
29 development, design, and other standards for co-living housing to be developed on all
30 lots zoned, allowing for at least six multifamily units.

Section 2. Severability. If any section, sentence, clause, or phrase of this title shall be
held to be invalid or unconstitutional by a court of competent jurisdiction, such
invalidity or unconstitutionality shall not affect the validity or constitutionality of any
other section, sentence, clause, or phrase of this title.

Section 3. Publication and Effective Date. A summary of this ordinance consisting of
its title shall be published in the official newspaper of the City. This ordinance shall be
effective five (5) days after such publication.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON**, at a regular meeting thereof this ____ day of _____, 2025.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, City Clerk

APPROVED AS TO FORM:

Joanna Eide, City Attorney

Publication Date:
Effective Date:

Chapter 22.40

RESIDENTIAL-10-TRADITIONAL COMMUNITY DESIGN DISTRICT (R-10-TCD)

Sections:

- 22.40.001 Purpose.
- 22.40.002 Permitted uses.
- 22.40.003 Accessory uses.
- 22.40.004 Conditional uses.
- 22.40.005 Development standards.

22.40.001 Purpose.

The R-10-TCD zoning district is intended to implement the comprehensive plan's medium-density residential traditional community design overlay land use designation. The district standards encourage a broad range of housing types, including single-family, duplex, and multifamily structures containing up to eight units per building when this facilitates the protection of critical areas or the retention of significant open space. Development plans must use neo-traditional designs that achieve pedestrian-friendly, human-scale neighborhoods. These neighborhoods will have interconnected street patterns, buildings that face streets, sidewalks or other public space, small setbacks, parking placed to the rear of buildings with access from alleys where feasible, and a variety of architectural building styles, design features and amenities which provide visual interest and reinforce the human-scale character of the neighborhood. (Ord. 1246 § 6, 2000).

22.40.002 Permitted uses.

Uses permitted subject to planned development approval in accordance with Chapter 22.76 FMC and administrative design review approval in accordance with Chapter 22.66 FMC:

- (a) Single-family dwelling.
- (b) Family group home, including adult family home.
- (c) Co-living.
- (d) Duplex dwelling.
- ~~(f)~~ (e) Multifamily dwelling within a structure containing no more than eight dwelling units, when clustered to avoid critical areas or to retain significant open space.
- ~~(e)~~ (g) Assisted living facility, including congregate care facility, convalescent home, hospice care center, residential care facility, and residential treatment facility.
- ~~(f)~~ (g) Manager's office, recreation facilities, laundry facilities, and other structures and facilities intended for use by residents of a residential complex.
- ~~(g)~~ (h) Nonmotorized recreational trail or passive recreational park with no permanent on-site staff.
- ~~(h)~~ (i) Necessary public or quasi-public utility building, structure or equipment, unstaffed and less than or equal to 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter 22.62 FMC). Excludes substation. (Ord. 1562 § 13, 2015; Ord. 1246 § 6, 2000).

Chapter 22.42

RESIDENTIAL-20 DISTRICT (R-20)

Sections:

- 22.42.001 Purpose.
- 22.42.002 Permitted uses.
- 22.42.003 Accessory uses.
- 22.42.004 Conditional uses.
- 22.42.005 Development standards.

22.42.001 Purpose.

The R-20 zoning district is intended to implement the comprehensive plan's high density residential land use designation. The district provides for predominantly multifamily housing with the inclusion of duplexes, where appropriate. Development standards encourage neighborhood designs that have a density and configuration that support mass transit service along collector and arterial streets. Generally, developments within this district provide relatively affordable housing near shopping and employment centers. (Ord. 1246 § 7, 2000).

22.42.002 Permitted uses.

Uses permitted subject to site plan approval in accordance with Chapter 22.72 FMC and administrative design review approval in accordance with Chapter 22.66 FMC:

(a) Family group home, including adult family home.

(b) Co-living.

(c) Duplex dwelling.

~~(d)~~ Multifamily dwelling.

~~(e)~~ Assisted living facility, including congregate care facility, convalescent home, hospice care center, residential care facility, and residential treatment facility.

~~(f)~~ Manager's office, recreation facilities, laundry facilities, and other structures and facilities intended for use by residents of a residential complex.

~~(g)~~ Nonmotorized recreational trail or passive recreational park with no permanent on-site staff.

~~(h)~~ Necessary public or quasi-public utility building, structure or equipment, unstaffed and less than or equal to 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter 22.62 FMC). Excludes substation. (Ord. 1562 § 14, 2015; Ord. 1246 § 7, 2000).

Chapter 22.43

RESIDENTIAL-30 DISTRICT (R-30)

Sections:

- 22.43.001 Purpose.
- 22.43.002 Permitted uses.
- 22.43.003 Accessory uses.
- 22.43.004 Conditional uses.
- 22.43.005 Development standards.

22.43.001 Purpose.

The R-30 zoning district is intended to implement the comprehensive plan's high density residential land use designation. The district provides for predominantly multifamily housing and supportive uses. Development standards encourage neighborhood designs that have a density and configuration that support mass transit service along collector and arterial streets. Potential impacts associated with higher density housing are ameliorated through high quality design that is consistent with the city's multifamily design standards and guidelines. Generally, developments within this district provide relatively affordable housing near community-serving mixed use office, retail and service uses. (Ord. 1562 § 17, 2015).

22.43.002 Permitted uses.

Uses permitted subject to site plan approval in accordance with Chapter 22.72 FMC and administrative design review approval in accordance with Chapter 22.66 FMC:

- (a) Family group home, including adult family home.
- (b) Multifamily dwelling, including co-living.
- (c) Assisted living facility, including congregate care facility, convalescent home, hospice care center, residential care facility, and residential treatment facility.
- (d) Manager's office, recreation facilities, laundry facilities, and other structures and facilities intended for use by residents of a residential complex.
- (e) Nonmotorized recreational trail or passive recreational park with no permanent on-site staff.
- (f) Necessary public or quasi-public utility building, structure or equipment, unstaffed and less than or equal to 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter 22.62 FMC). Excludes substation. (Ord. 1562 § 17, 2015).

Chapter 22.46

NEIGHBORHOOD COMMERCIAL DISTRICT (NC)

Sections:

- 22.46.001 Purpose.
- 22.46.002 Permitted uses.
- 22.46.003 Accessory uses.
- 22.46.004 Conditional uses.
- 22.46.005 Administrative uses.
- 22.46.006 Master plans.
- 22.46.007 Prohibited uses.
- 22.46.008 Development standards.

22.46.001 Purpose.

The NC zoning district is intended to implement the comprehensive plan's neighborhood commercial land use designation. This district provides for small-scale shopping areas that offer retail convenience goods and personal services primarily for the daily needs of nearby neighborhoods. This zoning district is designed to reduce vehicle trips by providing convenient shopping for nearby residents. NC zones are located on transit routes, and site and building design also encourage pedestrian, bicycle and transit use. A pedestrian orientation is required for new development and new automobile-oriented uses are prohibited. Neighborhood commercial sites are limited in size to keep them in scale with the neighborhoods they serve and nearby uses. In addition, high quality landscaping is used to make the area attractive and functional and to minimize negative impacts on nearby uses. Other measures, such as buffering requirements and limits on hours of operation, may be used to reduce impacts to nearby residences. Limited residential uses above the ground floor level of mixed-use buildings are encouraged. Master plans are required for substantial redevelopment or substantial new development within areas designated "special planning areas" on the comprehensive plan's land use designation map. (Ord. 1562 § 20, 2015; Ord. 1246 § 9, 2000).

22.46.002 Permitted uses.

Uses permitted subject to site plan approval in accordance with Chapter 22.72 FMC and administrative design review approval in accordance with Chapter 22.66 FMC:

- (a) Retail sales store including, but not limited to, the sale or rental of the following items: antiques, appliances (small), art and art supplies, bicycles, books, clothing, fabrics, flowers, gifts, groceries, hardware, hobby and craft supplies, home furnishings, lawn and garden equipment and supplies, paint and wallpaper, music, pets, pharmaceuticals, photography supplies and processing, sporting goods, stationery, and videos.
- (b) Commercial service including, but not limited to: beauty and hair care, consulting, copying, fitness/health studios, laundry and cleaning (self-service), locksmithing, office equipment repair, optical, paging, pet grooming, post office or postal substation, studio photography, real estate sales, shoe repair, tailoring, telecommunication sales, and travel agency service.
- (c) Food- or beverage-serving establishment including, but not limited to: bakery, cafeteria, coffee shop, confectionery, delicatessen, espresso stand, ice cream or yogurt shop, restaurant and other sit-down, self-service or take-out establishments. See FMC 22.58.029 for standards regulating establishments licensed by the Washington State Liquor and Cannabis Board to serve liquor for on-premises consumption. See FMC 22.46.005 for establishments serving liquor for on-premises consumption in an outdoor customer seating area.
- (d) Commercial office serving primarily a local clientele including, but not limited to: medical, dental, optometric, business and professional office.
- (e) Culturally enriching use including, but not limited to: art gallery, dance studio, library, museum, live theater venue and senior center.

(f) Residential dwelling units, including co-living, family group homes and adult family homes, located above the ground floor of a commercial establishment, not to exceed a maximum density of six units per gross acre of site area.

(g) Necessary public or quasi-public utility building, structure or equipment, unstaffed and less than or equal to 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter 22.62 FMC). Excludes substation. (Ord. 1568 § 1, 2015; Ord. 1562 § 21, 2015; Ord. 1246 § 9, 2000).

Chapter 22.48

MIXED-USE NEIGHBORHOOD DISTRICT (MUN)

Sections:

- 22.48.001 Purpose.
- 22.48.002 Permitted uses.
- 22.48.003 Accessory uses.
- 22.48.004 Conditional uses.
- 22.48.005 Administrative uses.
- 22.48.006 Prohibited uses.
- 22.48.007 Development standards.

22.48.001 Purpose.

The MUN zoning district is intended to implement the comprehensive plan's mixed-use land use designation. This district provides opportunities for a broad mix of retail and office uses, personal, professional and business services, institutions, recreational and cultural uses, residential uses, and other facilities that provide services for the needs of nearby residents and businesses and the surrounding community. Development standards support moderate density residential development and moderately intense commercial development. In addition, the MUN district provides limited opportunities for light industrial activities that enhance the city's economic base and provide employment for residents in the area in a manner that is compatible with neighboring commercial and residential uses. Site and building design support pedestrian, bicycle and transit use while accommodating automobiles. Applicable form-based code standards require new development to establish a fine-grained street grid and block pattern as properties redevelop. Community greens, squares, plazas, and other publicly accessible spaces are incorporated into mixed-use developments that include a variety of complementary uses. High quality architecture, landscaping, streetscape, artwork, and other public amenities contribute to making the area inviting, attractive, functional, and vibrant for residents, employees, and visitors alike. (Ord. 1667 B 9, 2020).

22.48.002 Permitted uses.

Uses permitted subject to compliance with form-based standards in accordance with Chapter 22.57 FMC, site plan approval in accordance with Chapter 22.72 FMC and administrative design review approval in accordance with Chapter 22.66 FMC:

- (a) Commercial use, including retail, service, office, financial institution, fitness center, and food-serving establishment.
- (b) Microbeverage production facility, including microbrewery, microdistillery and microwinery.
- (c) Culturally enriching use, including art gallery, dance studio, library, museum, live theater venue, and senior center.
- (d) Laboratory, including medical, dental, and optical.
- (e) Civic, labor, social, and fraternal organization.
- (f) Veterinary clinic, with treatment and storage of animals within an enclosed building.
- (g) Entertainment and recreation facility (indoor only).
- (h) Automobile, recreational vehicle, and boat sales or rental, new or used (indoor showroom only).
- (i) Child day-care center.
- (j) Preschool, accredited, public or private.
- (k) Lodging.

- (l) Religious institution.
- (m) Family group home, including adult family home.
- (n) Cottage housing, live-work unit, co-living, and multifamily dwelling.
- (o) Assisted living facility, including congregate care facility, convalescent home, hospice care center, residential care facility, and residential treatment facility.
- (p) Necessary public or quasi-public utility building, structure or equipment, unstaffed and less than or equal to 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter 22.62 FMC). Excludes substation. (Ord. 1667 § 9, 2020).

Chapter 22.50

MIXED-USE URBAN DISTRICT (MUU)

Sections:

- 22.50.001 Purpose.
- 22.50.002 Permitted uses.
- 22.50.003 Accessory uses.
- 22.50.004 Conditional uses.
- 22.50.005 *Repealed.*
- 22.50.006 Administrative uses.
- 22.50.007 Prohibited uses.
- 22.50.008 Development standards.

22.50.001 Purpose.

The MUU zoning district is intended to implement the comprehensive plan's mixed-use land use designation. This district provides opportunities for a broad mix of retail and office uses, personal, professional and business services, institutions, recreational and cultural uses, residential uses, and other facilities that provide services for the needs of nearby residents and businesses and the surrounding community. Development standards support higher density residential development and more intense commercial development compared to the MUN zoning district. In addition, the MUU district provides limited opportunities for light industrial activities that enhance the city's economic base and provide employment for residents in the area in a manner that is compatible with neighboring commercial and residential uses. Site and building design support pedestrian, bicycle and transit use while accommodating automobiles. Applicable form-based code standards require new development to establish a fine-grained street grid and block pattern as properties redevelop. Community greens, squares, plazas, and other publicly accessible spaces are incorporated into mixed-use developments that include a variety of complementary uses. High quality architecture, landscaping, streetscape, artwork, and other public amenities contribute to making the area inviting, attractive, functional, and vibrant for residents, employees, and visitors alike. (Ord. 1667 § 11, 2020; Ord. 1562 § 27, 2015; Ord. 1311 § 11, 2002; Ord. 1246 § 11, 2000).

22.50.002 Permitted uses.

Uses permitted subject to compliance with form-based standards in accordance with Chapter 22.57 FMC, site plan approval in accordance with Chapter 22.72 FMC and administrative design review approval in accordance with Chapter 22.66 FMC:

- (a) Commercial use, including retail, service, office, financial institution, fitness center and food-serving establishment.
- (b) Microbeverage production facility, including microbrewery, microdistillery and microwinery.
- (c) Culturally enriching use, including art gallery, dance studio, library, museum, live theater venue, and senior center.
- (d) Laboratory, including medical, dental, and optical.
- (e) Civic, labor, social, and fraternal organization.
- (f) Veterinary clinic, with treatment and storage of animals within an enclosed building.
- (g) Entertainment and recreation facility (indoor only).
- (h) Automobile, recreational vehicle, and boat sales or rental, new or used (indoor showroom only).
- (i) Child day-care center.
- (j) Preschool, accredited, public or private.

- (k) Lodging.
- (l) Religious institution.
- (m) Family group home, including adult family home.
- (n) Live-work unit, co-living, and multifamily dwelling.
- (o) Assisted living facility, including congregate care facility, convalescent home, hospice care center, residential care facility, and residential treatment facility.
- (p) Necessary public or quasi-public utility building, structure, or equipment, unstaffed and less than or equal to 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter 22.62 FMC). Excludes substation. (Ord. 1667 § 12, 2020; Ord. 1611 § 12, 2018; Ord. 1562 § 28, 2015; Ord. 1325 § 2, 2003; Ord. 1311 § 12, 2002; Ord. 1246 § 11, 2000).

Chapter 22.58

SPECIFIC USE AND STRUCTURE REGULATIONS

22.58.016 Co-living specific use standards.

Co-living is a permitted use in all zones which allow at least six units of multifamily or middle housing development, including zones which allow six multifamily units as a component of mixed-use development.

(a) Sleeping units shall be subject to the following standards:

- (1) All sleeping units shall be no more than 300 square feet.
- (2) Sleeping units may include kitchenettes, but shall not include kitchens.
- (3) Sleeping units must include a private bathroom.
- (4) All sleeping units must have access by interior or covered exterior walkway to a shared kitchen.

(b) Shared kitchens shall be subject to the following standards:

- (1) At least one shared kitchen shall be provided for every fifteen sleeping units.
- (2) At least one shared kitchen shall be provided on each floor that also contains sleeping units.

(c) For the purposes of calculating density, sleeping units count as one quarter of a dwelling unit.

(d) Sleeping units shall be treated as one-half of a multifamily dwelling unit for the purpose of calculating fees for sewer connections.

(e) Where open space standards are applied based on the number of dwelling units, one half of the open space requirement will be required for sleeping units that is required of dwelling units.

Chapter 22.60

PARKING AND CIRCULATION

Sections:

- 22.60.001 Purpose and intent.
- 22.60.002 Chapter application.
- 22.60.003 Parking space requirements per activity.
- 22.60.004 Parking demand reduction credit.
- 22.60.005 Shared parking facilities.
- 22.60.006 Maximum parking space provisions.
- 22.60.007 Location of off-street spaces.
- 22.60.008 Parking and driveway design standards.
- 22.60.009 Barrier-free parking requirements.
- 22.60.010 Bicycle parking facilities.
- 22.60.011 Loading space requirements.
- 22.60.012 Stacking spaces for drive-through facilities.
- 22.60.013 Pedestrian circulation and access.
- 22.60.014 Transit facilities.
- 22.60.015 Parking reductions for temporary outdoor sales events.
- 22.60.016 Micromobility vehicles and facilities.
- 22.60.017 Co-living parking.

22.60.001 Purpose and intent.

(a) Purpose. The purpose of this chapter is to provide for adequate, convenient and safe off-street parking, loading and circulation areas for the permitted land uses described in this title; to protect neighborhoods from the effects of vehicular noise, traffic, and light and glare associated with parking and loading facilities; to reduce the amount of impervious surfaces associated with parking facilities; to reduce demand for parking by encouraging alternative means of transportation including public transit, rideshare and bicycles; and to increase pedestrian mobility within the community.

(b) Intent. The demand for parking responds to changing market forces, technology, and societal preferences. Minimum parking standards have resulted in development patterns dominated by expanses of parking perceived as visual blight, damaging to the environment, and low value in terms of tax base. The amount of parking provided on a site frequently exceeds parking demand - at considerable cost to property and business owners - and the community. In response, municipalities have adopted parking standards that restrict the amount of off-street parking provided for certain uses or locations. These constraints, however, may limit the viability of retail and other uses in some markets. Other municipalities have eliminated minimum parking space requirements and relied on the market to provide an appropriate number.

This chapter supports a transition toward relying on the market to determine parking supply but also reflects community concern that neighborhoods may be impacted by individual market-based decisions that collectively result in an undersupply of off-street parking. The intent of this chapter, therefore, is to balance market considerations with minimum and maximum numerical standards to ensure a sufficient, but not excessive, supply of parking and authorize the city to approve an increase, or decrease, in the amount of parking being provided relative to a specified standard when a proposal can meet criteria. (Ord. 1667 B 26, 2020; Ord. 1246 B 16, 2000).

22.60.002 Chapter application.

New development, alteration to or an expansion of an existing development, and a change in use of a structure or lot, shall comply with the applicable requirements of this chapter.

(a) New Construction. Parking, loading and circulation shall be provided in accordance with this chapter for all new construction and lot development.

(b) Existing Development or Use. Parking, loading and circulation area requirements for alteration or expansion of existing developments or for a change or increase in intensity of use, shall be in accordance with the following:

(1) If the alteration, expansion or increase in intensity would require the addition of 20 percent or five or more additional off-street parking spaces, then the entire parking, loading and circulation area must be brought into conformance with this chapter.

(2) If the alteration, expansion or increase in intensity would require the addition of less than 20 percent or five parking spaces, then only the additional area devoted to parking, loading and circulation must conform with this chapter. (Ord. 1246 B 16, 2000).

22.60.003 Parking space requirements per activity.

The following tables identify the minimum number of parking spaces required to be provided for each activity unless a reduction is authorized in accordance with this chapter. The director or hearing examiner, as specified in this chapter, shall determine the actual required spaces for a proposed activity based on the tables below, the requirements of this chapter and on actual field experience.

If the formula for determining the number of off-street parking spaces results in a fraction, the number of spaces shall be rounded to the nearest whole number with fractions greater than or equal to one-half rounding up and fractions less than one-half rounding down. In the following tables, “sf” means square feet of gross floor area, and “du” means dwelling unit, unless otherwise noted.

(a) Residential and Lodging Activities.

Use	Required Spaces
Single-family (detached)	2 per du.
Co-Living	Varies, see FMC 22.60.017
Duplex	1.5 per du.
Cottage housing	1 per du ≤ 800 sf; 1.5 per du > 800 sf. Shared guest parking not to exceed 0.5 per du.
Single-family (detached) in small lot development	2 per du + 1 guest stall.
Single-family (attached) in small lot development	1.5 per du + 1 guest stall.
Multifamily	1.00 per du.
Multifamily ñ Efficiency units (250 ñ 450 sf in size), student housing, and affordable senior housing*	0.6 per du.
Congregate care facility	0.5 per du.
Group residences, including hospice care center, residential care facility, and residential treatment facility	0.5 per bedroom.
Accessory dwelling unit (ADU)	None.
Short-term rentals	See FMC 22.58.011.
Hotel/motel	1 per guest room.

* “Affordable” means dwelling units priced, rented, or leased only to those households earning 80 percent or less of the median household income for Pierce County, Washington. “Senior” means dwelling units specifically designed for and occupied by elderly persons under a federal,

state or local government program or occupied solely by persons who are 62 or older or houses at least one person who is 55 or older in at least 80 percent of the occupied units, and adheres to a policy that demonstrates intent to house persons who are 55 or older.

22.60.017 Co-Living parking.

Off-street parking for co-living housing shall be subject to the following:

(a) No off-street parking shall be required within one-half mile walking distance of a major transit stop as defined in RCW 36.70A.535.

(b) No more than one off-street parking space per four sleeping units shall be required.

Chapter 22.63

DESIGN STANDARDS AND GUIDELINES FOR SMALL LOT AND MULTIFAMILY DEVELOPMENT

Sections:

- 22.63.001 Purpose.
- 22.63.002 Authority.
- 22.63.003 Applicability.
- 22.63.004 Review process.
- 22.63.005 Design standards and guidelines adopted.

22.63.001 Purpose.

The purpose of this chapter is to establish design standards and guidelines that will apply to small lot and multifamily development, including co-living. (Ord. 1562 § 51, 2015).

22.63.002 Authority.

The provisions of this chapter shall augment and/or supersede existing regulations in this title. When provisions included in these design standards and guidelines conflict with other requirements of this title, these standards and guidelines shall apply unless otherwise provided. When a conflict exists between these design standards and guidelines and the form-based standards adopted pursuant to Chapter 22.57 FMC, the form-based standards shall apply. (Ord. 1667 § 34, 2020; Ord. 1562 § 51, 2015).

22.63.003 Applicability.

The standards and guidelines adopted pursuant to this chapter shall apply to:

- (a) All new small lot development.
- (b) All new multifamily and co-living development.
- (c) Major modifications to small lot and multifamily development. (Ord. 1562 § 51, 2015).

Chapter 22.98

DEFINITIONS

Sections:

22.98.003	Definition of any word not listed.
22.98.006	Abandonment of telecommunications facility.
22.98.009	Accessory building or structure.
22.98.012	Accessory dwelling unit.
22.98.015	Accessory use.
22.98.016	Adaptive management.
22.98.017	Adjacent.
22.98.018	Adult bathhouse.
22.98.021	Adult bookstore.
22.98.024	Adult cabaret.
22.98.027	Adult entertainment.
22.98.030	Adult entertainment establishment.
22.98.033	Adult family home.
22.98.036	Adult live entertainment establishment.
22.98.039	Adult massage parlor.
22.98.042	Adult motion picture theater.
22.98.045	Adult retail store.
22.98.048	Adult sauna parlor.
22.98.051	Adult video store.
22.98.052	Advance mitigation.
22.98.053	Advertising copy.
22.98.054	Alley.
22.98.057	Alteration.
22.98.060	Amendment.
22.98.062	Anadromous fish.
22.98.063	Antenna.
22.98.066	Antenna height.
22.98.069	Antenna support structure.
22.98.072	Applicant.
22.98.075	Antique.
22.98.078	Antique store.
22.98.079	Aquifer.
22.98.080	Aquifer, confined.
22.98.081	Aquifer recharge areas.
22.98.082	Aquifer, sole source.
22.98.083	Aquifer susceptibility.
22.98.084	Aquifer, unconfined.
22.98.085	Area of shallow flooding.
22.98.087	Articulation.
22.98.090	Assisted living facility.
22.98.091	Available capacity.
22.98.091.1	Barbeque.
22.98.092	Base flood.
22.98.093	Basement.
22.98.094	Battery charging station.
22.98.094.1	Battery electric vehicle (BEV).
22.98.094.2	Battery exchange station.
22.98.095	Best available science.
22.98.096	Best management practices (BMPs).
22.98.097	Biodiversity.

22.98.099	Block.
22.98.100	Breakaway wall.
22.98.102	Buffer.
22.98.105	Buildable area.
22.98.108	Building.
22.98.111	Building, detached.
22.98.114	Building envelope.
22.98.114.1	Building elevation.
22.98.114.2	Building facade.
22.98.114.3	Building fascia.
22.98.114.4	Building frontage.
22.98.117	Building height.
22.98.120	Building line.
22.98.123	Building, principal or main.
22.98.126	Bulk regulations.
22.98.126.1	Burn barrel.
22.98.129	Business or commerce.
22.98.132	Caliper.
22.98.135	Camouflaged facility.
22.98.138	Carport.
22.98.141	Cell site.
22.98.142	Certificate of capacity.
22.98.143	Channel migration zone (CMZ).
22.98.144	Character.
22.98.145	Charging levels.
22.98.147	Child day-care center.
22.98.148	City engineer.
22.98.150	Clearing.
<u>22.98.152</u>	<u>Co-living</u>
22.98.153	Compensation.
22.98.154	Compensation project.
22.98.155	Compensatory mitigation.
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22.98.165	Conditional use permit.
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22.98.180	Critical area inventory maps.
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22.98.184	Critical area tract.
22.98.185	Critical facility.
22.98.185.1	Critical root zone.
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22.98.192	Dedication.
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22.98.194	Development.
22.98.195	Development permit.

22.98.196	Development permit, final.
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22.98.201	Drip line.
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22.98.207	Dwelling.
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22.98.219	Dwelling unit.
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22.98.228.2	Electric vehicle.
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22.98.229	Elevated building.
22.98.229.1	Eligible facilities request.
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22.98.240	Erosion hazard areas.
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22.98.264	FCC.
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22.98.288	Flood insurance map.
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22.98.300	Functions and values.
22.98.303	Garage, private.
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22.98.338	Hedge.
22.98.339	High intensity land use.
22.98.340	High quality wetlands.
22.98.341	Historic condition.
22.98.342	Home occupation.
22.98.345	Hotel.
22.98.346	Hydraulic project approval (HPA).
22.98.348	Hydric soil.
22.98.350	Hydrologic soil groups.
22.98.351	Hydrophyte.
22.98.352	Hyporheic zone.
22.98.354	Impervious surface.
22.98.357	Impervious surface coverage.
22.98.360	Impound.
22.98.363	Impound yard.
22.98.365	Infiltration.
22.98.366	In-kind compensation.
22.98.369	Inoperable vehicle.
22.98.369.1	Inter-rill.
22.98.370	Isolated wetlands.
22.98.371	Joint aquatic resource permits application (JARPA).
22.98.372	Junk or salvage yard.
22.98.375	Kennel.
22.98.378	Kitchen.
<u>22.98.379</u>	<u>Kitchenette</u>
<u>22.98.380</u>	<u>Kitchen, shared</u>
22.98.381	Landslide.
22.98.382	Landslide hazard areas.
22.98.384	Large retail establishment.
22.98.385	Level of service standard.
22.98.386	Logo.
22.98.387	Logo shield.
22.98.388	Lot.

22.98.390	Lot, corner.
22.98.393	Lot, flag.
22.98.396	Lot, interior.
22.98.399	Lot, substandard.
22.98.402	Lot, through.
22.98.405	Lot area, gross.
22.98.408	Lot area, net.
22.98.411	Lot coverage.
22.98.414	Lot depth.
22.98.417	Lot frontage.
22.98.420	Lot line.
22.98.423	Lot line, front.
22.98.426	Lot line, rear.
22.98.429	Lot line, side.
22.98.432	Lot of record, legal.
22.98.435	Lot width.
22.98.436	Low intensity land use.
22.98.437	Lowest floor.
22.98.437.1	Luminance.
22.98.437.2	Mansard.
22.98.438	Manufactured home.
22.98.441	Marquee.
22.98.441.1	Master sign plan.
22.98.444	Medical or dental clinic.
22.98.445	Microbeverage production facility.
22.98.445.1	Microbrewery.
22.98.445.2	Microdistillery.
22.98.445.3	Microwinery.
22.98.447	Mitigation.
22.98.450	Mini-storage or mini-warehouse (indoor).
22.98.451	Mini-storage or mini-warehouse (outdoor).
22.98.452	Moderate intensity land use.
22.98.453	Modification.
22.98.456	Modulation.
22.98.459	Monitoring.
22.98.461	Motion.
22.98.462	Mount.
22.98.463	Multiple building complex.
22.98.464	Multiple tenant building.
22.98.465	Native growth protection area (NGPA).
22.98.466	Native vegetation.
22.98.467	Nighttime hours.
22.98.467.1	Nits.
22.98.468	Nonconforming lot, use, or structure.
22.98.469	Nonresidential zone.
22.98.471	Noxious element.
22.98.474	Nude or semi-nude.
22.98.475	Off-site compensation.
22.98.476	On-site compensation.
22.98.476.05	Opaque.
22.98.476.1	Open fire.
22.98.477	Open space.
22.98.480	Open space, common.
22.98.483	Open space, private.
22.98.486	Open space, public.
22.98.489	Ordinance.

22.98.492	Ordinary high water mark (OHM).
22.98.495	Outdoor storage.
22.98.496	Out-of-kind compensation.
22.98.498	Owner-occupied.
22.98.501	Panorama or peepshow.
22.98.504	Panorama premises.
22.98.506	Parapet.
22.98.507	Parcel.
22.98.510	Parking area.
22.98.513	Patio, covered.
22.98.516	Patio, uncovered.
22.98.518	Perimeter.
22.98.519	Permeability.
22.98.520	Person.
22.98.522	Personal wireless service, personal wireless service facilities, and facilities.
22.98.525	Personal wireless service facility design.
22.98.528	Pet shop.
22.98.531	Pharmaceuticals.
22.98.533	Planned capacity.
22.98.534	Planned development.
22.98.537	Planning commission.
22.98.540	Plat.
22.98.543	Porch.
22.98.544	Porous soil types.
22.98.544.1	Portable fire device.
22.98.545	Potable water.
22.98.546	Practical alternative.
22.98.549	Preliminary plat.
22.98.551	Premises.
22.98.552	Preschool.
22.98.555	Preschool, accredited.
22.98.557	Primary association area.
22.98.558	Priority habitat.
22.98.561	Printing, large-scale.
22.98.564	Printing, small-scale.
22.98.565	Private road or driveway.
22.98.567	Processed materials.
22.98.570	Professional office.
22.98.571	Project area.
22.98.573	Provider.
22.98.576	Public or quasi-public utility.
22.98.579	Qualified professional.
22.98.581	Raceway.
22.98.582	Reasonable use alternatives.
22.98.583	Recharge.
22.98.584	Reclaimed water.
22.98.585	Recorded.
22.98.588	Recreation, active.
22.98.591	Recreation, passive.
22.98.591.1	Recreational fire.
22.98.594	Recreational vehicle.
22.98.597	Recyclable material.
22.98.600	Recycling collection center.
22.98.603	Regulated activities.
22.98.604	Religious institution.
22.98.605	Repair or maintenance.

22.98.606	Restoration.
22.98.607	Retail establishment.
22.98.608	Rills.
22.98.609	Riparian habitat.
22.98.610	Roadway.
22.98.611	Roofline.
22.98.612	Scientific process.
22.98.613	Screening.
22.98.614	Scrub-shrub wetland.
22.98.615	Secondary use.
22.98.616	Section 404 Permit.
22.98.618	Security barrier.
22.98.621	Second-hand store.
22.98.622	Seeps.
22.98.623	Seismic hazard areas.
22.98.624	Sense of place.
22.98.627	Sensitive receptor.
22.98.630	SEPA rules.
22.98.632	Serviceable.
22.98.633	Service station.
22.98.634	Setback.
22.98.635	Shorelines.
22.98.636	Shorelines of the state.
22.98.637	Shorelines of statewide significance.
22.98.638	Shorelands or shoreland areas.
22.98.639	Short plat.
22.98.642	Short subdivision.
22.98.644	Sidewalk.
22.98.645	Sidewalk cafe.
22.98.648	Sign.
22.98.648.1	Sign, abandoned.
22.98.648.2	Sign, accessory.
22.98.648.3	Sign alteration.
22.98.648.4	Sign area.
22.98.648.5	Sign, awning, canopy or marquee.
22.98.648.6	Sign, changeable copy.
22.98.648.7	Sign, digital.
22.98.648.8	<i>Repealed.</i>
22.98.648.9	<i>Repealed.</i>
22.98.648.10	Sign, flashing.
22.98.648.11	Sign, freestanding.
22.98.648.12	<i>Repealed.</i>
22.98.648.13	Sign height.
22.98.648.14	<i>Repealed.</i>
22.98.648.15	Sign, monument.
22.98.648.16	Sign, neon.
22.98.648.17	Sign, nonconforming.
22.98.648.18	Sign, pan channel.
22.98.648.19	Sign, permanent.
22.98.648.20	Sign, pole-mounted.
22.98.648.21	Sign, portable.
22.98.648.22	<i>Repealed.</i>
22.98.648.23	Sign, projecting.
22.98.648.24	<i>Repealed.</i>
22.98.648.25	<i>Repealed.</i>
22.98.648.26	<i>Repealed.</i>

22.98.648.27	Sign, revolving.
22.98.648.28	Sign, roof-mounted.
22.98.648.29	Sign, sandwich board.
22.98.648.30	Sign, service island.
22.98.648.31	Sign, special event.
22.98.648.32	Sign, temporary.
22.98.648.33	Sign, under-canopy.
22.98.648.34	Sign, wall.
22.98.648.35	Sign width.
22.98.648.36	Sign, window.
22.98.650	Significant portion of its range.
22.98.651	Significant tree.
22.98.652	Site.
<u>22.98.653</u>	<u>Sleeping Unit</u>
22.98.654	Slope.
22.98.657	Social card game.
22.98.658	Soil survey.
22.98.658.1	Spandrel.
22.98.659	Special flood hazard areas.
22.98.660	Special protection areas.
22.98.661	Species.
22.98.662	Species, endangered.
22.98.663	Species of local importance.
22.98.664	Species, priority.
22.98.665	Species, threatened.
22.98.666	Specified sexual activities.
22.98.667	Specified anatomical areas.
22.98.669	Stand.
22.98.672	Stock-in-trade.
22.98.675	Story.
22.98.678	Stream corridor.
22.98.681	Street.
22.98.684	Street furniture.
22.98.687	Street right-of-way.
22.98.690	Streetscape.
22.98.693	Subdivision.
22.98.694	Subdrainage basin or subbasin.
22.98.695	Substantial damage.
22.98.696	Structural alteration.
22.98.697	Substantial improvement.
22.98.697.1	Substantially change.
22.98.698	Tenant space.
22.98.699	Toe of slope.
22.98.702	Tot lot.
22.98.705	Tower.
<u>22.98.706</u>	<u>Transit Stop, Major</u>
22.98.708	Tree topping.
22.98.711	Unavoidable.
22.98.714	Unlicensed wireless services.
22.98.715	Unshielded lighting.
22.98.717	Use.
22.98.720	Use, principal.
22.98.723	Use, accessory.
22.98.726	Use type.
22.98.729	Variance.
22.98.730	Variance, de minimis.

22.98.732	Vehicle repair, major.
22.98.735	Vehicle repair, minor.
22.98.738	Vehicle wash.
22.98.741	Vehicle wrecker.
22.98.744	Veterinary clinic.
22.98.745	Vulnerability.
22.98.746	Warehouse/warehousing.
22.98.747	Water dependent.
22.98.748	Water resource inventory area (WRIA).
22.98.749	Water table.
22.98.750	Water typing system.
22.98.751	Watercourse.
22.98.752	Well.
22.98.753	Wellhead protection area (WHPA).
22.98.754	Wetland classes, classes of wetlands, or wetland types.
22.98.755	Wetland edge.
22.98.756	Wetlands.
22.98.759	Wetlands mitigation bank.
22.98.760	Window.
22.98.762	Wrecked vehicle.
22.98.765	Yard, automobile wrecking.
22.98.768	Yard.
22.98.771	Yard, front.
22.98.774	Yard, rear.
22.98.777	Yard, required.
22.98.780	Yard, side.
22.98.783	Yard, side street side.
22.98.785	Zone of contribution.
22.98.786	Zone or zoning district.
22.98.789	Zoning map.

22.98.152 Co-living.

Co-living means a residential development with sleeping units that are independently rented or owned and lockable and provide living and sleeping space with residents sharing kitchen facilities with other sleeping units in the building.

22.98.378 Kitchen.

~~“Kitchen” means any room or rooms, or portion of a room or rooms, used or intended or designed to be used for cooking or the preparation of food, including any room having a sink and provisions for a gas or electric stove, oven or range.~~ means a room or part of a room which is used, intended, or designed to be used for preparing food. The kitchen includes facilities, or utility hookups for facilities, sufficient to prepare, cook, and store food, and wash dishes, including, at a minimum, countertops, a kitchen-style sink, space and utilities sufficient for a gas or 220/240v electric stove and oven, and a refrigerator.

22.98.379 Kitchenette.

“Kitchenette” means a room or part of a room which is used, intended, or designed to be used for basic food preparation, with a sink and at least one 120v electrical outlet.

22.98.380 Kitchen, Shared.

“Kitchen, Shared” means a kitchen that is used, intended, or designed to be used by residents of multiple dwelling or sleeping units for preparing food simultaneously.

22.98.653 Sleeping Unit.

“Sleeping unit” means an independently rented or owned and lockable unit that provides living and sleeping space.

22.98.706 Transit Stop, Major.

" Transit stop, Major " means:

(a) A stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW;

(b) Commuter rail stops;

(c) Stops on rail or fixed guideway systems, including transitways;

(d) Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or

(e) Stops for a bus or other transit mode providing actual fixed route service at intervals of at least 15 minutes for at least five hours during the peak hours of operation on weekdays.

22.98.207—Dwelling.

~~"Dwelling" means a building or portion thereof designed exclusively for human habitation; including, single family, duplex, and multifamily dwellings, accessory dwellings, modular homes, designated manufactured homes, but not including hotel or motel units having no kitchens. (Ord. 1246 § 27, 2000).~~

22.98.213—Dwelling, multifamily.

~~"Dwelling, multifamily" means a building designed exclusively for occupancy by three or more families living separately from each other and containing three or more dwelling units. (Ord. 1246 § 27, 2000).~~

22.98.219—Dwelling unit.

~~"Dwelling unit" means one or more rooms designed for or occupied by one family for sleeping and living purposes and containing kitchen, sleeping and sanitary facilities for use solely by one family. All rooms comprising a dwelling unit shall have access through an interior door to other parts of the dwelling unit. Includes apartments, hotel rooms available on a month to month basis with kitchen facilities, designated manufactured and group homes, but excludes recreational vehicles. (Ord. 1246 § 27, 2000).~~

**CITY OF FIRCREST PLANNING COMMISSION
RESOLUTION NO. 25-02**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE
CITY OF FIRCREST, WASHINGTON, RECOMMENDING THE
ADOPTION OF AMENDMENTS TO TITLE 22 OF THE FIRCREST
MUNICIPAL CODE IN RESPONSE TO THE REQUIREMENTS OF
HOUSE BILL 1998 ON CO-LIVING MIDDLE HOUSING.**

WHEREAS, the Washington State Legislature adopted House Bills (HB) 1110 and 1337 during the 2023 legislative session, which mandate that cities and counties adopt regulations to allow middle housing and accessory dwelling units, as well as certain minimum densities; and

WHEREAS, the Planning Commission of the City of Fircrest is appointed by the Mayor and confirmed by the City Council to act as a research and fact-finding agency for the City, as requested or required by the City Council, to participate in the activities of regional planning commissions, and to study, promulgate, develop, and make recommendations on updates to the comprehensive plan; and

WHEREAS, the Planning Commission has undertaken review of the Development Regulation update to comply with House Bill 1998, by providing comments, suggestions, and historical subject matter expertise to staff regarding this development regulation update; and

WHEREAS, the City embarked on this process in May 2025 with initial Planning Commission briefing by representatives of SSHAP; and

WHEREAS, the Planning Commission is committed to amendments to Title 22 of the Fircrest Municipal Code that further a diversity of housing development types within all zones that outrightly allow multi-family uses; and

WHEREAS, the Planning Commission has had the opportunity to review comments on the draft update to Title 22 of the Fircrest Municipal Code at their meeting on August 19th, 2025; and

WHEREAS, after providing legally required public notice, the Planning Commission held a public hearing on September 2, 2025 to accept public testimony and comment on the proposed amendments; and

WHEREAS, the City submitted a *Notice of Intent to Adopt Amendment* to the Washington State Department of Commerce on September 19, 2025, which was issued to state agencies for a comment period that ends on November 18, 2025; and

WHEREAS, the City issued a *Determination of Nonsignificance* on September 17, 2025, with a 14-day comment period ending October 1, 2025; and

WHEREAS, the Planning Commission, in consideration of the criteria listed in

1 FMC 22.78.004, finds that the proposed amendments are consistent with the goals,
2 objectives, and policies of the comprehensive plan, in particular:

3 Goal LU-1: Provide sufficient land area and densities to meet Fircrest's projected
4 needs for housing, employment, and public facilities while focusing growth in
appropriate locations.

5 Goal LU-5: Achieve a mix of housing types and densities, maintain attractive and
6 healthy residential neighborhoods, and guide new housing development into
appropriate areas.

7 Policy LU-5.1: Accommodate and encourage a wide range of housing types to
8 meet the needs of community members through various life stages.

9 Policy LU-5.2: Expand housing choices, such as missing middle housing, to
10 enable residents to remain living in the community as their housing needs or
preferences change over time, and to attract new residents to the community.

11 Policy LU-5.3: Encourage detached and attached single-family dwellings,
12 cottage housing, live-work units, multi-family dwellings, including townhomes
13 and units located within vertical mixed-use buildings, accessory dwelling units,
14 residential care facilities for those who are unable to maintain independent living
arrangements, and other innovative housing that is compatible with the type and
scale of surrounding residential development.

15 Goal H-2: Achieve a mix of housing types to meet the needs of diverse
16 households at various income levels.

17 Policy H-2.1: Support housing innovation, using appropriate incentives, to meet
18 Fircrest's needs for housing affordability and diversity for a variety of household
19 sizes, incomes, types, and ages.

20 **NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING**
21 **COMMISSION OF THE CITY OF FIRCREST:**

22 **Section 1.** The Planning Commission hereby recommends to the City Council approval
23 of the proposed amendments to Title 22 of the Fircrest Municipal Code, as set forth in
Exhibit A, which address the requirements of House Bill 1998.

24 **APPROVED AND ADOPTED BY THE PLANNING COMMISSION OF THE**
25 **CITY OF FIRCREST, WASHINGTON,** at a regular meeting thereof this 7th day
26 of October 2025.

27 **APPROVED:**

28 
Shirley Schultz, Chair

29 
BEN FERGUSON, VICE-CHAIR

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ATTEST:

 ARLETTE BURKHART, CITY CLERK
 Dawn Masko, City Manager

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Westside Disposal, Inc. Contract Amendment #7

ITEM: 13A

DATE: November 12, 2025

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute Amendment #7 to the Contract with Westside Disposal, Inc. for Garbage, Recyclables, and Yard Waste Collection.

PROPOSAL: The City Council is being asked to authorize the City Manager to execute Amendment #7 to the Garbage, Recyclables, and Yard Waste Collection contract with Westside Disposal, Inc., revising Section 21 regarding residential cleanup events.

Under the current contract, a spring cleanup is held on a Saturday in April, and a fall cleanup is held on a Saturday in October. The proposed amendment would eliminate these cleanup events and instead allow residential customers to choose two dates per year to drop off specified household items at Westside's facility during regular business hours.

FISCAL IMPACT: There is no fiscal impact associated with this amendment.

ADVANTAGE: This amendment provides flexibility for residential customers to dispose of household items on dates that fit their schedules, rather than being limited to the prescribed Spring and Fall cleanup dates.

DISADVANTAGES: None identified.

ALTERNATIVES: Do not amend the contract and explore alternative cleanup options with Westside Disposal.

BACKGROUND: The City entered into the current garbage services contract with Westside Disposal in 1998. A history of amendments is as follows:

- 1998 – Council passed Ordinance No. 1197, approving an eight-year contract with Westside Disposal (ending 2006).
- 2001 – Council approved Resolution No. 699 (Amendment #1), waiving the 2001 CPI adjustment in exchange for extending the contract through May 31, 2014.
- 2003 – Westside Disposal waived the annual CPI adjustment.
- 2004 – Council approved Resolution No. 848 (Amendment #2), upgrading to a single-stream recycling system, effective March 1, 2005. Automated recycling and yard waste were implemented.
- 2006 – Automated garbage collection was implemented.
- 2007 – Council approved Resolution No. 971 (Amendment #3), amending the Definitions and Special Events sections.

- 2012 – Council approved Resolution No. 1212 (Amendment #4), extending the contract through May 31, 2022, and revising the Special Events section.
- 2016 – Westside Disposal waived the annual CPI adjustment.
- 2016 – Council approved Resolution No. 1436 (Amendment #5), further amending the Special Events section.
- 2021 – Council approved Resolution No. 1709 (Amendment #6), extending the contract through May 31, 2030 (with an optional eight-year extension), revising the Definitions, Special Events, and Annual Rate Adjustment sections, and providing a low-income rate discount.

ATTACHMENTS: [Resolution](#)
[Contract Amendment #7 – Redline Version](#)
[Contract Amendment #7 – Clean Version](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AMENDMENT #7 TO THE GARBAGE
CONTRACT WITH WESTSIDE DISPOSAL, INC.**

WHEREAS, the City of Fircrest and Westside Disposal, Inc., entered into the current Contract for Garbage, Recyclables and Yard Waste Collection on June 1, 1998; and

WHEREAS, the Fircrest City Council has approved Amendment #1 on November 13, 2001, Amendment #2 on November 23, 2004, Amendment #3 on February 13, 2007, Amendment #4 on February 12, 2014, Amendment #5 on August 23, 2016, and Amendment #6 on February 9, 2021, to the June 1, 1998 contract; and

WHEREAS, the City of Fircrest and Westside Disposal, Inc. now desire to amend Paragraph 21 of the contract regarding Special Events.

**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 #7 to the Contract for Garbage, Recyclables and Yard Waste Collection dated June 1, 1998, with Westside Disposal, Inc., as set forth in Exhibit A attached hereto, effective January 1, 2026.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 12th day of November 2025.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, City Clerk

APPROVED AS TO FORM:

Joanna Eide, City Attorney

**AMENDMENT #7
TO THE CITY OF FIRCREST
CONTRACT FOR GARBAGE, RECYCLABLES AND YARD WASTE COLLECTION
DATED JUNE 1, 1998.**

This Seventh Amendment is hereby made and entered into this 12th day of November 2025, by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City”, and Westside Disposal, Inc., a Washington Corporation, hereinafter referred to as the “Contractor”, to be effective January 1, 2026.

WITNESSETH:

1. Purpose

The purpose of this Seventh Amendment is to amend the June 1, 1998 contract. This Amendment is limited to the amendments as set forth herein. Except as specifically amended by this Seventh Amendment, all other terms and conditions of the original June 1, 1998 contract, together with the First Amendment (November 13, 2001), Second Amendment (November 23, 2004), Third Amendment (February 13, 2007), Fourth Amendment (February 14, 2012), Fifth Amendment (August 23, 2016), and Sixth Amendment (February 9, 2021), shall remain unchanged and in full force and effect.

2. Section 21. Special Events Amended

Section 21. Special Events is hereby amended per the redlined amendments as follows:

A. Spring and Fall Cleanups – The Contractor shall provide ~~drop-off~~drop-off facilities at ~~their~~its location to provide ~~the~~Fircrest single-family and multi-family residents (~~no~~ commercial customers ~~or~~and commercial vehicles are not allowed) ~~of the city~~ the ability to bring~~dispose of~~ any household junk, debris, trash, furniture, appliances, etc., ~~with the exception of any~~excluding hazardous or putrescible waste, at no additional charge. ~~The~~All waste must originate from their personal residence within the City.

Customers shall make every attempt to ~~have~~separate ~~all~~ recyclables and yard waste ~~separate~~ from other items. Customers must be prepared to ~~show~~present ~~some kind of~~ photo identification to show proof of residency in Fircrest. Vehicles used for drop-off shall not exceed the size of a standard pickup truck, and materials shall not exceed the height of the truck cab.

~~This will occur on Saturdays with hours of 8:00 a.m. to 4:00 p.m. This shall be done on a weekend in April and October of each year. Notification of the dates and times of the cleanup will be mailed and/or published on social media or online for the customers no later than 14 days in advance of the dates of the cleanup. The Contractor shall, in lieu of Spring and Fall cleanups, provide residents two opportunities per year, on dates of their choosing, to bring their cleanup material to its facilities during regular business~~

hours, Monday through Friday from 8:30 a.m. until 4:00 p.m., as well as the first Saturday of every month, from 9:00 a.m. until 1:00 p.m.

3. Full Force and Effect

All remaining provisions of the contract dated June 1, 1998, and the November 13, 2001 First Amendment, the November 23, 2004 Second Amendment, the February 13, 2007 Third Amendment, the February 14, 2012 Fourth Amendment, the August 23, 2016 Fifth Amendment, and the February 9, 2021 Sixth Amendment shall remain in full force and effect.

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

CITY OF FIRCREST

WESTSIDE DISPOSAL, INC.

By: _____
Dawn Masko, City Manager

By: _____
Roger Gruener, President

APPROVED AS TO FORM:

By: _____
Joanna Eide, City Attorney

ATTEST:

By: _____
Arlette Burkhardt, City Clerk

**AMENDMENT #7
TO THE CITY OF FIRCREST
CONTRACT FOR GARBAGE, RECYCLABLES AND YARD WASTE COLLECTION
DATED JUNE 1, 1998.**

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1. Purpose

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2. Section 21. Special Events Amended

Section 21. Special Events is hereby amended per the redlined amendments as follows:

- A. Spring and Fall Cleanups – The Contractor shall provide drop-off facilities at its location to provide Fircrest single-family and multi-family residents (commercial customers and commercial vehicles are not allowed) the ability to dispose of any household junk, debris, trash, furniture, appliances, etc., excluding hazardous or putrescible waste, at no additional charge. All waste must originate from their personal residence within the City.

Customers shall make every attempt to separate recyclables and yard waste from other items. Customers must be prepared to present photo identification to show proof of residency in Fircrest. Vehicles used for drop-off shall not exceed the size of a standard pickup truck, and materials shall not exceed the height of the truck cab.

The Contractor shall, in lieu of Spring and Fall cleanups, provide residents two opportunities per year, on dates of their choosing, to bring their cleanup material to its facilities during regular business hours, Monday through Friday from 8:30 a.m. until 4:00 p.m., as well as the first Saturday of every month, from 9:00 a.m. until 1:00 p.m.

3. Full Force and Effect

All remaining provisions of the contract dated June 1, 1998, and the November 13, 2001 First Amendment, the November 23, 2004 Second Amendment, the February 13, 2007 Third Amendment, the February 14, 2012 Fourth Amendment, the August 23, 2016 Fifth Amendment, and the February 9, 2021 Sixth Amendment shall remain in full force and effect.

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

CITY OF FIRCREST

WESTSIDE DISPOSAL, INC.

By: _____
Dawn Masko, City Manager

By: _____
Roger Gruener, President

APPROVED AS TO FORM:

By: _____
Joanna Eide, City Attorney

ATTEST:

By: _____
Arlette Burkhardt, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Ordinance Amending Solid Waste Special Events

ITEM: 13B

DATE: November 12, 2025

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, amending Fircrest Municipal Code 6.08.140 relating to the collection and disposal of solid waste, recyclable materials, and yard waste for special events, providing for severability, and establishing an effective date.

PROPOSAL: The City Council is being asked to adopt an ordinance amending Fircrest Municipal Code (FMC) 6.08.140, Collection and Disposal of Solid Waste, Recyclable Materials and Yard Waste, relating to Special Events.

Amendment #7 to the Garbage, Recyclables and Yard Waste Collection contract with Westside Disposal, Inc., effective January 1, 2026, revises FMC 6.08.140 (a) – Special Events, as follows:

- (a) Spring and Fall Cleanups. The contractor shall provide ~~dropoff~~ drop-off facilities at ~~their~~ its location to provide ~~the~~ Fircrest single-family and multifamily residents (~~no~~ commercial customers ~~or~~ and commercial vehicles are not allowed) ~~of the city~~ the ability to ~~bring~~ dispose of any household junk, debris, trash, furniture, appliances, etc., ~~with the exception of any~~ excluding hazardous or putrescible waste, at no additional charge. ~~The~~ All waste must originate from their personal residence within the city.

Customers shall make every attempt to ~~have all~~ separate recyclables and yard waste ~~separate~~ from other items. Customers must be prepared to ~~show some kind of~~ present photo identification to show proof of residency in Fircrest. ~~Vehicles shall not exceed the size of a standard pickup truck, and materials shall not exceed the height of the truck cab.~~

~~This will occur on Saturdays within the hours of 8:00 a.m. to 4:00 p.m. This shall be done on a weekend in April and October of each year. Notification of the dates and times of the cleanup will be mailed and/or published on social media or online for the customers no later than 14 days in advance of the dates of the cleanup. The Contractor shall, in lieu of Spring and Fall cleanups, provide residents two opportunities per year, on dates of their choosing, to bring their cleanup material to its facilities during regular business hours, Monday through Friday from 8:30 a.m. until 4:00 p.m., as well as the first Saturday of every month, from 9:00 a.m. until 1:00 p.m. Vehicles shall not exceed the size of a standard pickup truck and materials shall not exceed the height of the cab.~~

FISCAL IMPACT: There is no fiscal impact.

ADVANTAGE: This amendment offers greater flexibility for residential customers by allowing them to dispose of household items at their convenience, rather than being limited to two fixed cleanup dates each year.

DISADVANTAGES: None identified.

ALTERNATIVES: None. These amendments are consistent with the contract language as revised in Amendment #7.

BACKGROUND: The City has maintained a longstanding partnership with Westside Disposal, entering into the current garbage services contract in 1998. Under the current contract, a spring cleanup is held on a Saturday in April, and a fall cleanup is held on a Saturday in October. The proposed amendment would eliminate these cleanup events and instead allow residential customers to select two dates per year to drop off specified household items at Westside's facility during regular business hours.

The Special Events section has been amended periodically to reflect evolving service needs:

- 2007 – Ordinance No. 1433.
- 2012 – Ordinance No. 1524.
- 2016 – Ordinance No. 1579.
- 2021 – Ordinance No. 1671.

Amendment #7 to the garbage services contract continues this progression by modernizing the special event provisions to provide year-round flexibility for Fircrest residents.

ATTACHMENTS: [Ordinance – Redline Version](#)
[Ordinance – Clean Version](#)

CITY OF FIRCREST
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AMENDING SECTION 1 OF
ORDINANCE NO. 1671 AND FIRCREST MUNICIPAL CODE
("FMC") 6.08.140 RELATING TO THE COLLECTION AND
DISPOSAL OF SOLID WASTE, RECYCLEABLE
MATERIALS, AND YARD WASTE FOR SPECIAL EVENTS.

WHEREAS, the City entered into a contract with Westside Disposal, Inc. on June 1, 1998, for solid waste and recycling collection services and has approved seven amendments thereto, including those identified in the November 12, 2025 approval of Resolution No. 1995; and

WHEREAS, the Seventh Amendment to the garbage services contract with Westside Disposal revises the community cleanup events, necessitating revisions to FMC 6.08.140 relating to Special Events.

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

Section 1. FMC 6.08.140, Amended. Section 1 of Ordinance No. 1671 and FMC 6.08.140 are hereby amended to read as follows:

6.08.140 Special events.

(a) Spring and Fall Cleanups. The contractor shall provide ~~dropoff~~ drop-off facilities at ~~their~~ its location to provide ~~the~~ Fircrest single-family and multifamily residents (~~no~~ commercial customers ~~or~~ and commercial vehicles ~~are not~~ allowed) ~~of the city~~ the ability to ~~bring~~ dispose of any household junk, debris, trash, furniture, appliances, etc., ~~with the exception of any~~ excluding hazardous or putrescible waste, ~~at no additional charge~~. ~~The~~ All waste must originate from their personal residence within the city.

Customers shall make every attempt to ~~have all~~ separate recyclables and yard waste ~~separate~~ from other items. Customers must be prepared to ~~show some kind of~~ present photo identification to show proof of residency in Fircrest. ~~Vehicles shall not exceed the size of a standard pickup truck, and materials shall not exceed the height of the truck cab.~~

~~This will occur on Saturdays within the hours of 8:00 a.m. to 4:00 p.m. This shall be done on a weekend in April and October of each year. Notification of the dates and times of the cleanup will be mailed and/or published on social media or online for the customers no later than 14 days in advance of the dates of the cleanup. The Contractor shall, in lieu of Spring and Fall cleanups, provide residents two opportunities per year, on dates of their choosing, to bring their cleanup material to~~

its facilities during regular business hours, Monday through Friday from 8:30 a.m. until 4:00 p.m., as well as the first Saturday of every month, from 9:00 a.m. until 1:00 p.m. ~~Vehicles shall not exceed the size of a standard pickup truck and materials shall not exceed the height of the cab.~~

Section 2. 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 3. 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 4. Effective Date. This Ordinance shall become effective January 1, 2026, after passage, approval, and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 12th day of November 2025.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, City Clerk

APPROVED AS TO FORM:

Joanna Eide, City Attorney

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AMENDING SECTION 1 OF
ORDINANCE NO. 1671 AND FIRCREST MUNICIPAL CODE
("FMC") 6.08.140 RELATING TO THE COLLECTION AND
DISPOSAL OF SOLID WASTE, RECYCLEABLE
MATERIALS, AND YARD WASTE FOR SPECIAL EVENTS.**

WHEREAS, the City entered into a contract with Westside Disposal, Inc. on June 1, 1998, for solid waste and recycling collection services and has approved seven amendments thereto, including those identified in the November 12, 2025 approval of Resolution No. 1995; and

WHEREAS, the Seventh Amendment to the garbage services contract with Westside Disposal revises the community cleanup events, necessitating revisions to FMC 6.08.140 relating to Special Events.

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

Section 1. FMC 6.08.140, Amended. Section 1 of Ordinance No. 1671 and FMC 6.08.140 are hereby amended to read as follows:

6.08.140 Special events.

(a) Spring and Fall Cleanups. The contractor shall provide drop-off facilities at its location to provide Fircrest single-family and multifamily residents (commercial customers and commercial vehicles are not allowed) the ability to dispose of any household junk, debris, trash, furniture, appliances, etc., excluding hazardous or putrescible waste, at no additional charge. All waste must originate from their personal residence within the city.

Customers shall make every attempt to separate recyclables and yard waste from other items. Customers must be prepared to present photo identification to show proof of residency in Fircrest. Vehicles shall not exceed the size of a standard pickup truck, and materials shall not exceed the height of the truck cab.

The Contractor shall, in lieu of Spring and Fall cleanups, provide residents two opportunities per year, on dates of their choosing, to bring their cleanup material to its facilities during regular business hours, Monday through Friday from 8:30 a.m. until 4:00 p.m., as well as the first Saturday of every month, from 9:00 a.m. until 1:00 p.m.

Section 2. 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 3. 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 4. Effective Date. This Ordinance shall become effective January 1, 2026, after passage, approval, and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 12th day of November 2025.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, City Clerk

APPROVED AS TO FORM:

Joanna Eide, City Attorney

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: 2026 Property Tax Ordinance

ITEM: 13C

DATE: November 12, 2025

FROM: Allison Deskins, Finance Director

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, fixing the amount of the annual ad valorem tax levy necessary for the fiscal year 2026, providing for severability, and establishing an effective date.

PROPOSAL: The City Council is being asked to fix the annual ad valorem tax levy necessary for the fiscal year 2026.

FISCAL IMPACT: The proposed ordinance will allow the City to levy the necessary amount to fund City operations in 2026.

Below are the ad valorem taxes being proposed for 2026:

<i>Total Assessed Valuation for Regular and EMS Levy</i>	<i>\$1,523,510,597</i>
Regular Levy Rate of \$1.15430 per thousand shall yield	\$1,758,584.71
+ Administrative Refunds	10,719.19
Total Regular Levy	<u>\$1,769,303.90</u>
EMS Levy Rate of \$0.38179 per thousand shall yield	\$581,658.83
+ Administrative Refunds	3,570.96
Total EMS Levy	<u>\$585,229.79</u>
<i>Total Assessed Valuation for Excess (Voter Approved) Levy</i>	<i>\$1,502,164,222</i>
Excess (Park Bonds) Levy Rate of \$0.37027 per thousand shall yield	\$556,200
+ Administrative Refunds	4,651.95
Total Excess (Parks Bond) Levy	<u>\$560,851.95</u>
Total Levy Rate of approximately \$1.90635 per thousand shall yield	\$2,896,443.54
+ Administrative Refunds	18,942.10
Total Approximate Levy Amount	<u>\$2,915,385.64</u>

ADVANTAGES: This proposal will provide the necessary funds for 2026 City operations.

DISADVANTAGES: None identified.

ALTERNATIVES: None identified.

BACKGROUND: The Council fixes ad valorem taxes annually by ordinance prior to submitting the levy amounts to Pierce County to be certified.

Per [RCW 84.52.020](#), the City of Fircrest must adopt its property tax certification by November 30, 2025, and file it with Pierce County for property taxes to be collected in 2026. The City is limited to a one percent (1%) increase in property tax revenue over the 2025 base property tax, plus an increase from new construction, prior year administrative refunds, and any increases in state-assessed property.

The attached ordinance sets the regular, EMS, and excess (voter-approved) levies for 2026.

ATTACHMENTS: [Ordinance](#)
[Levy Certification](#)
[Property Tax Slides](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, FIXING THE AMOUNT OF THE ANNUAL
AD VALOREM TAX LEVY NECESSARY FOR THE FISCAL YEAR 2026;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Fircrest has met and considered its budget for the calendar year 2026; and

WHEREAS, the population of this district is less than 10,000; and

WHEREAS, the City Council conducted the public hearing on the 2026 revenue sources on October 28, 2025; and

WHEREAS, the City of Fircrest's actual regular levy amount from the previous year was \$1,743,555.60; and

WHEREAS, the City of Fircrest's actual EMS levy amount for the previous year was \$576,688.38; and

WHEREAS, the Pierce County Assessor-Treasurer has notified the City of Fircrest that the preliminary assessed valuation of the property lying within the boundaries of said City for the assessment year 2025 is \$1,523,510,597, and the taxable value for the excess (voter-approved) levy is \$1,502,164,222; and

WHEREAS, the City Council, after reviewing and duly considering all relevant evidence, has determined it is in the City's best interest and necessary to meet its expenses and obligations to increase the regular property tax levy and EMS property tax levy as described below for 2026; and

WHEREAS, on April 23, 2019, Fircrest Proposition No. 1 (Pool, Community Center, and Parks Bonds) for the issuance of unlimited general obligation bonds was approved by the voters; and

WHEREAS, the City is required to set and establish the property tax levy rate for excess levies for general obligation bond issues approved by the voters, including subsequent refunded bond issues, subject to limitations imposed by law; and

WHEREAS, the below is a true and complete listing of property tax levies for the City of Fircrest for tax year 2026 and they are within the maximums established by law:

Total Assessed Valuation for Regular and EMS Levy	\$1,523,510,597
Regular Levy @ \$1.15430 per thousand shall yield	\$ 1,758,584.71
EMS Levy @ \$0.38179 per thousand shall yield	\$ 581,658.83

Total Assessed Valuation for Park Bond Levy	\$1,502,164,222
Park Bond Levy @ \$0.37027 per thousand shall yield	\$556,200.00
Total all property tax levies @ \$1.90635 per thousand shall yield	\$ 2,896,443.54
+ Administrative Refunds	18,942.10
Total Property Tax Levy Amount	\$2,915,385.64

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

Section 1. Regular Property Tax Levy. An increase in the Regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.

The dollar amount of the increase over the actual regular levy amount from the previous year (\$1,743,555.60) shall be \$13,349.40, which is a percentage increase of 0.766% from the previous year. This is exclusive of additional revenue resulting from new construction and improvements to property (\$1,679.71), any increase in the value of state-assessed property (\$0), any annexations that have occurred and refunds made (\$10,719.19).

Section 2. EMS Property Tax Levy. An increase in the EMS property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.

The dollar amount of the increase over the actual EMS levy amount from the previous year (\$576,688.38) shall be \$4,414.88, which is a percentage increase of 0.766% from the previous year. This is exclusive of additional revenue resulting from new construction and improvements to property (\$555.57), any increase in the value of state-assessed property (\$0), any annexations that have occurred and refunds made (\$3,570.96).

Section 3. Said taxes herein provided for are levied for the purpose of raising revenue sufficient to pay the current expense and street expenditures and for carrying on the work of the different departments of the municipal government of the City of Fircrest for the fiscal year beginning January 1, 2026 and ending December 31, 2026 and the same are hereby levied upon all real and personal property within the City of Fircrest subject to taxation and as shown by the assessment in the County of Pierce as finally fixed by law.

Section 4. Voter-Approved Excess Tax Levy for Unlimited General Obligation Bonds. In addition, a further tax is hereby levied to raise revenue to provide for the interest and redemption of the 2019 voter-approved unlimited general obligation bonds for the fiscal year of 2026 in the amount of \$556,200. This tax is applicable to all taxable property within the City of Fircrest. This is exclusive of refunds made (\$4,651.95).

Section 5. Notification. The Finance Director is directed to certify the dollar amount to be raised on real and personal property and to transmit the certification of same to the Pierce County Council and the Pierce County Assessor-Treasurer's Office.

Section 6. 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 7. 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 8. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 12th day of November 2025.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

Joanna Eide, City Attorney

Publication Date:
Effective Date:

(Ordinance No. _____)



Pierce County

Marty Campbell, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

September 10, 2025

OFFICIAL NOTIFICATION TO: CITY OF FIRCREST

RE: 2025 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	1,523,510,597
Highest lawful regular levy amount since 1985	1,756,905.00
Additional revenue from current year's NC&I	1,679.71
Additional revenue from annexations (RCW 84.55)	0.00
Additional revenue from administrative refunds (RCW 84.69)	10,719.19
<i>Additional revenue from administrative refunds not allowed if limited by statutory rate limit</i>	
Court Order Refunds	0.00
Additional revenue from increase in state-assessed property	0.00
Total Allowable Levy (as controlled by the limit calculation)	1,769,303.90
This year's certified levy amount (including refunds)	0.00

FOR EXCESS LEVY

Taxable Value	-
Timber Assessed Value	-
Total Taxable Excess Value	-
Additional revenue from administrative refunds (RCW 84.69) Bonds	4,651.95
New Construction and Improvement Value	1,433,100

*If you need assistance or have any questions regarding this information, please contact Kim Alflen
253.798.7114 kim.alflen@piercecountywa.gov*



Pierce County

Marty Campbell, Assessor-Treasurer

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PRELIMINARY LAWFUL LEVY LIMIT 2025 FOR 2026

FIRCREST

< 10,000

REGULAR TAX LEVY LIMIT:

2024

- A. ~~highest regular tax which could have been lawfully levied beginning with the 1985 levy~~ (refund levy not included) times limit factor
(as defined in RCW 84.55.005).

1,739,509.90

1.01

1,756,905.00

- B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).

1,433,100

1.172082378513

1,679.71

- C. Tax increment finance area increment AV increase (RCW 84.55.010(1)(e)) Current Year's A.V. less base year's A.V., the result to be multiplied by last year's regular levy rate (or the rate that should have been levied)

0.00

1.172082378513

- D. State assessed property value in original district, if annexed, less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).

4,649,758

4,649,758

0.00

1.172082378513

LAST YEAR'S ADDITIONAL REVENUE FOR ESTIMATION

0.00

- E. **REGULAR PROPERTY TAX LIMIT (A + B + C)**

1,758,584.71

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

- F. To find rate to be used in G, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.

1,758,584.71

1,523,510,597

1.154297655507

- G. Annexed area's current assessed value including new construction and improvements times rate found in F above.

0.00

1.154297655507

0.00

- H. **NEW LEVY LIMIT FOR ANNEXATION (E + G)**

1,758,584.71

LEVY FOR REFUNDS:

- I. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (E or G + refund if any)

1,758,584.71

10,719.19

1,769,303.90

- J. **TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT**

1,769,303.90

- K. Amount of levy under statutory rate limitation.

1,523,510,597

3.375000000000

5,141,848.26

- L. **PRELIMINARY LAWFUL LEVY FOR THIS YEAR**

1,769,303.90



Pierce County

Marty Campbell, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

September 10, 2025

OFFICIAL NOTIFICATION TO: FIRCREST EMS

RE: 2025 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	1,523,510,597
Highest lawful regular levy amount since 1985	581,103.26
Additional revenue from current year's NC&I	555.57
Additional revenue from annexations (RCW 84.55)	0.00
Additional revenue from administrative refunds (RCW 84.69)	3,570.96
<i>Additional revenue from administrative refunds not allowed if limited by statutory rate limit</i>	
Court Order Refunds	0.00
Additional revenue from increase in state-assessed property	0.00
Total Allowable Levy (as controlled by the limit calculation)	585,229.79
This year's certified levy amount (including refunds)	0.00

FOR EXCESS LEVY

Taxable Value	-
Timber Assessed Value	-
Total Taxable Excess Value	-
 New Construction and Improvement Value	 1,433,100

*If you need assistance or have any questions regarding this information, please contact Kim Alflen
253.798.7114 kim.alflen@piercecountywa.gov*



Pierce County

Marty Campbell, Assessor-Treasurer

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PRELIMINARY LAWFUL LEVY LIMIT 2025 FOR 2026

FIRCREST EMS

< 10,000

6th/6 yr

2024

REGULAR TAX LEVY LIMIT:

A. ~~highest regular tax which could have been lawfully levied beginning with the 1985 levy~~ [refund levy not included] times limit factor
(as defined in RCW 84.55.005).

575,349.76

1.01

581,103.26

B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).

1,433,100

0.387671197919

555.57

C. Tax increment finance area increment AV increase (RCW 84.55.010(1)(e))
Current Year's A.V. less base year's A.V. , the result to be multiplied by last year's regular levy rate (or the rate that should have been levied)

0.00

0.387671197919

D. State assessed property value in original district, if annexed, less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).

4,649,758

4,649,758

0.00

0.387671197919

LAST YEAR'S ADDITIONAL REVENUE FOR ESTIMATION

0.00

E REGULAR PROPERTY TAX LIMIT (A + B + C)

581,658.83

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

F To find rate to be used in G, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.

581,658.83

1,523,510,597

0.381788502383

G Annexed area's current assessed value including new construction and improvements times rate found in F above.

0.00

0.381788502383

0.00

H NEW LEVY LIMIT FOR ANNEXATION (E + G)

581,658.83

LEVY FOR REFUNDS:

I RCW 84.55.070 provides that the levy limit will not apply to the levy for **taxes refunded** or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (E or G + refund if any)

581,658.83

3,570.96

585,229.79

J TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT

585,229.79

K Amount of levy under statutory rate limitation.

1,523,510,597

0.500000000000

761,755.30

L PRELIMINARY LAWFUL LEVY FOR THIS YEAR

585,229.79

2026 prelim.xlsx, highest lawful

Form 64 0100

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I _____ (Name),
_____, (Title), for _____ (District name),
do hereby certify to the _____ (Name of county) County legislative authority
that the _____ (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in _____ (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on _____ (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount , which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies.
Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

2026 Property Tax

City of Fircrest



Assessed Valuation

Levy Year	Assessed Valuation	Regular Levy Rate	Regular Property Tax Levy
2019	906,305,987	1.75506	1,590,618
2020	984,627,839	1.62503	1,600,048
2021	1,083,449,810	1.48373	1,607,549
2022	1,256,783,009	1.29616	1,628,993
2023	1,467,075,590	1.15814	1,699,077
2024	1,466,669,294	1.17082	1,717,206
2025	1,487,570,867	1.17208	1,743,556
2026*	1,523,510,597	1.15430	1,758,585

**2026 numbers are preliminary - the city will be sent the certified values in December 2026*

New Construction

Levy Year	New Construction Assessed Valuation	Property Tax Increase
2019	2,003,256	3,913
2020	3,510,670	6,161
2021	6,160,800	10,011
2022	14,410,000	21,381
2023	2,760,775	3,578
2024	984,100	1,140
2025	6,157,660	7,210
2026*	1,433,100	1,680

EMS Levy

Levy Year	Assessed Valuation	EMS Levy Rate	EMS Property Tax Levy
2019	906,305,987	0.36436	330,224
2020	984,627,839	0.34043	335,195
2021	1,083,449,810	0.49994	541,657
2022	1,256,783,009	0.44148	554,840
2023	1,467,075,590	0.38303	561,929
2024	1,477,386,280	0.38445	567,987
2025	1,489,362,186	0.38720	576,688
2026*	1,523,510,597	0.38179	581,659

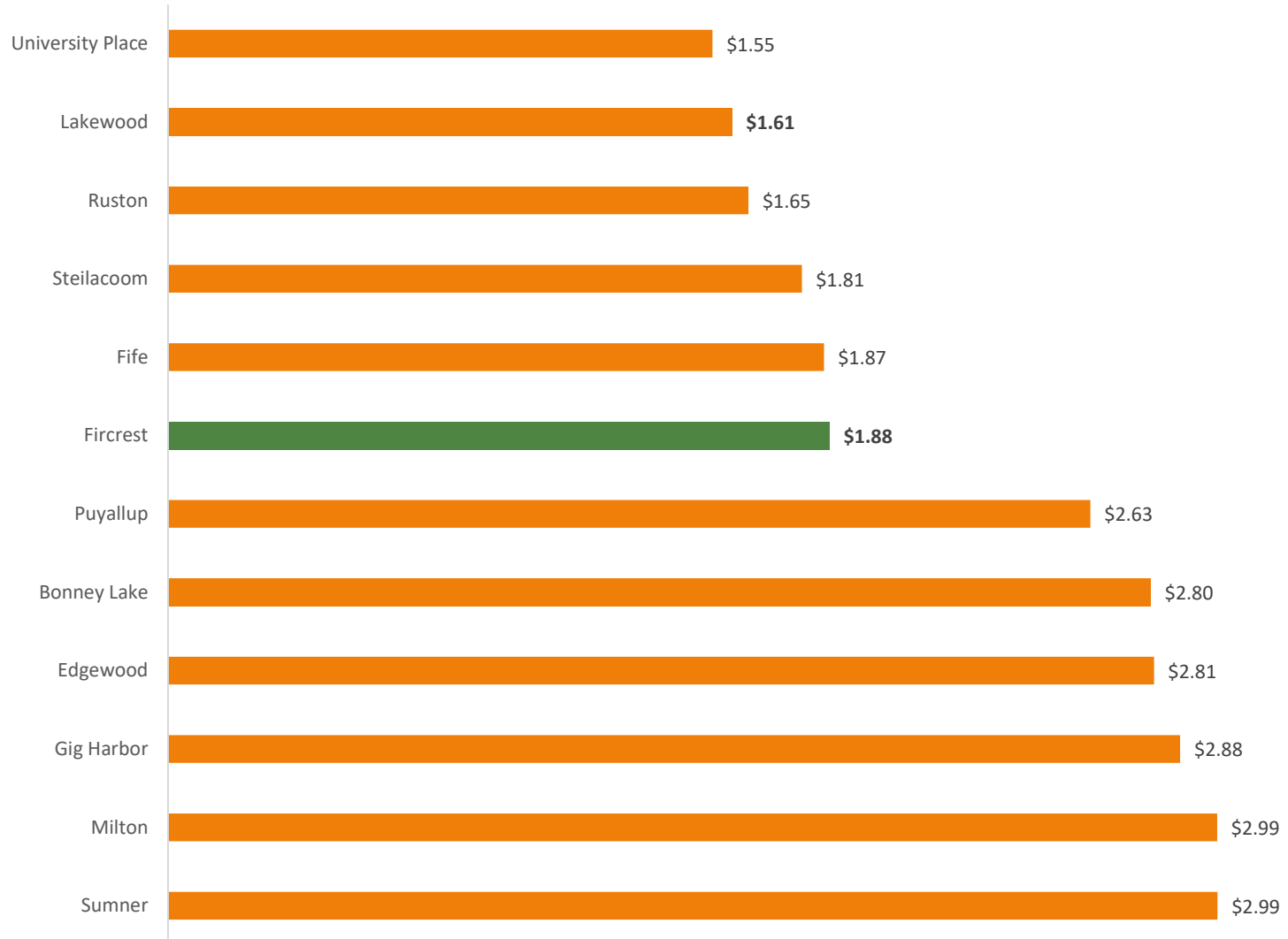
Property Tax Calculation

2025 Regular Levy	\$1,739,510
+1% Statutory Limit Increase (Council option)	
$\$1,739,510 \times 1\%$ (Inflationary increase)	17,395
+ New Construction Assessed Valuation x	
2025 Property Tax Rate ($\$1,433,100 \times \1.1720)	1,680
+ Administrative Refunds	10,719
= Total Levy Amount	1,769,304
Total Levy ÷ Total Assessed Valuation x 1,000	
$(1,758,585 \div 1,523,510,597) \times 1000 =$	\$1.15430

**These calculations are based on Pierce County's preliminary values. Final values will be released in early December and may result in updated numbers. These numbers may include rounding adjustments.*

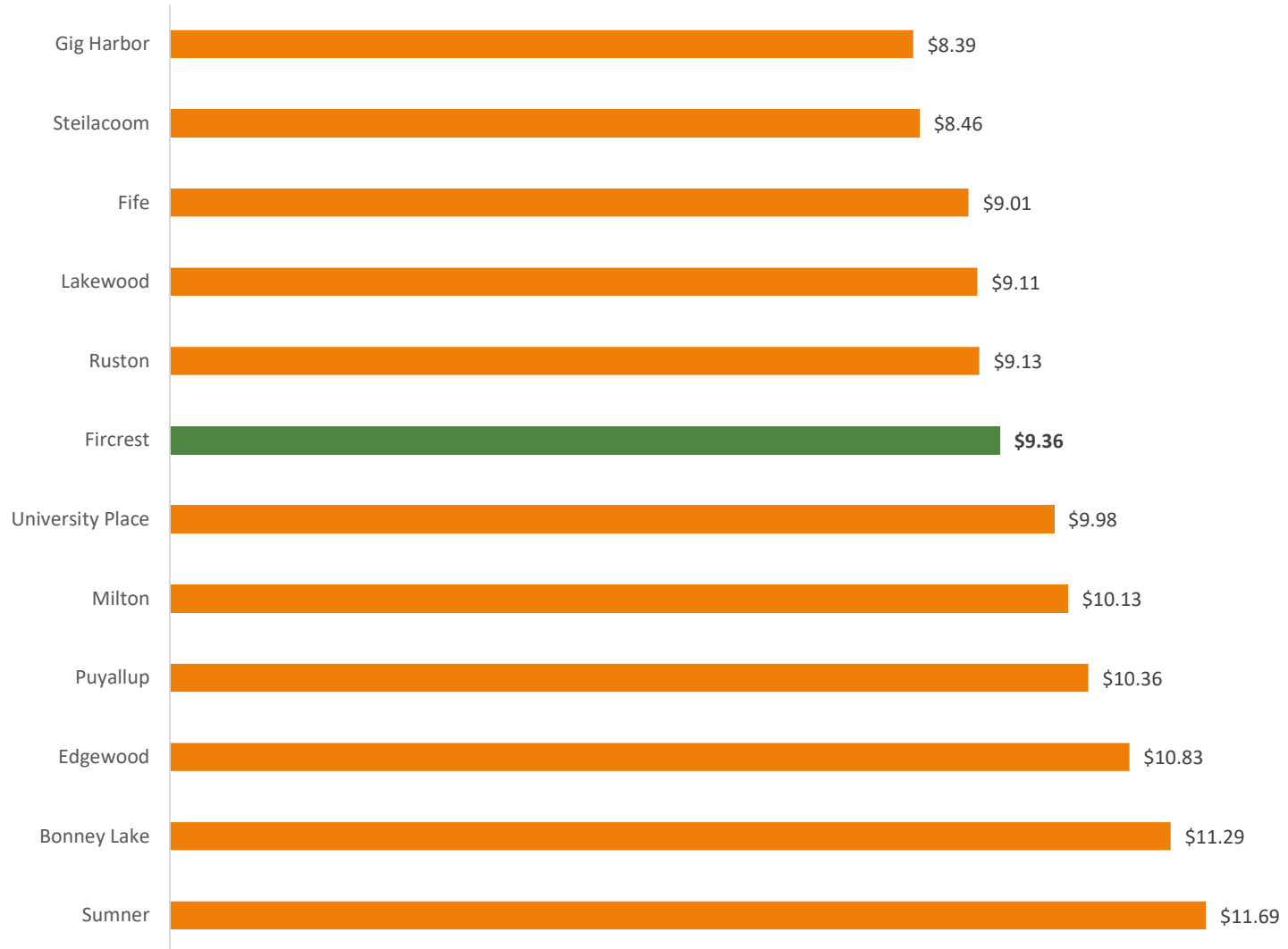
City Property Tax Comparisons

2025 Property Tax Levy Rate Comparison (Regular, Fire & EMS City Levies)



City Property Tax Comparisons

2025 Property Tax Levy Rate Comparison (Total City Tax Rates)



Where Did Your 2025 Property Tax Dollar Go?

Pierce
County
7.9 cents

City of
Fircrest
16.0 cents

Tacoma School
District
42.2 cents

EMS Levy
4.1 cents

Port of
Tacoma
1.4 cents



Fircrest Parks
Bond
0.0 cents

Flood
Control
1.0 cent

State of Washington
25.5 cents

Regional Transit
Authority
1.7 cents



2025 Property Tax Levy (per \$1,000 Assessed Valuation)

2025 Property Tax Levy	
Tacoma School District	\$3.95251
State of WA	2.39236
City of Fircrest	1.49709
Pierce County	0.74375
EMS Levy	0.38767
RTA	0.16382
Port of Tacoma	0.13266
Flood Control	0.09399
Parks Bond	0.00000
	\$9.36385

Where Did Your 2025 Property Tax Dollar Go?

Pierce
County
8.2 cents

City of
Fircrest
16.4 cents

University Place
School District
40.6 cents

EMS Levy
4.3 cents

Port of
Tacoma
1.5 cents



Fircrest Parks
Bond
0.0 cents

Flood
Control
1.0 cents

Regional Transit
Authority
1.8 cents

State of Washington
26.3 cents



2025 Property Tax Levy (per \$1,000 Assessed Valuation)

2025 Property Tax Levy	
Tacoma School District	\$3.69736
State of WA	2.39236
City of Fircrest	1.49709
Pierce County	0.74375
EMS Levy	0.38767
RTA	0.16382
Port of Tacoma	0.13266
Flood Control	0.09399
Parks Bond	0.00000
	\$9.10870



Property Tax Levy

Tax Year	Median Assessed Valuation	Regular Levy Rate	Tax Amount
2026 Proposed	\$570,166	1.15430	\$658.14
2025	\$556,397	1.17208	\$652.14
2024	\$568,639	1.17082	\$665.77
2023	\$569,154	1.15814	\$659.16
2022	\$482,596	1.29616	\$625.52

City portion of property taxes, based on average single-family residential assessed values provided by Pierce County. Levy rates are rounded.



2026 Proposed Property Tax Levies

Levy Type	Proposed Levy Amount	Anticipated Levy Rate
Regular	\$1,769,304	\$1.15430
EMS	585,230	0.38179
Park Bond	560,852	0.37027
City Total	\$2,915,385	\$1.90636

Proposed levy amounts include additional revenue from administrative refunds & increase in state-assessed property from the prior year. Levy rates are rounded.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: 2026 Salary Ordinance for Non-Represented Employees

ITEM: 13D

DATE: November 12, 2025

FROM: Allison Deskins, Finance Director

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, amending Fircrest Municipal Code 2.44.050 relating to salaries of non-union City employees and amending Fircrest Municipal Code 2.44.090 relating to hourly rates of pay for casual and seasonal employees.

PROPOSAL: The City Council is being asked to adopt the proposed salary ordinance relating to the salaries of non-union and hourly employees, which will take effect on January 1, 2026.

FISCAL IMPACT: The attached ordinance proposes a 2.7% Cost of Living Adjustment (COLA) for non-represented employees based on the Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W) for the year ending June 2025. The COLA increase is included in the 2026 Preliminary Budget.

ADVANTAGES: This proposal ensures the City remains competitive with comparable cities by providing a 2.7% COLA.

DISADVANTAGES: None have been identified, except for the cost of the COLA, which has been included in the 2026 Preliminary Budget.

ALTERNATIVES: Do not provide a cost-of-living adjustment at this time.

HISTORY: The City has historically provided 100% of the June-to-June Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W). Prior year COLAs have been:

- 2025 – 3.6%
- 2024 – 4.5%
- 2023 – 9.5%
- 2022 – 6.3%
- 2021 – 1.0%
- 2020 – 1.7%
- 2019 – 3.6%

ATTACHMENTS: [Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AMENDING FIRCREST MUNICIPAL
CODE ("FMC") 2.44.050 RELATING TO SALARIES OF NON-UNION
CITY EMPLOYEES AND AMENDING FMC 2.44.090 RELATING TO
THE HOURLY RATE OF PAY FOR CASUAL AND SEASONAL
EMPLOYEES; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City seeks to adopt a cost-of-living increase of 2.7% based on the Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W) for the year ending June 2025; and

WHEREAS, the City Council has determined it is in the best interests of the City to do so.

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

Section 1. FMC 2.44.050, Amended. Section 1 of Ordinance No. 1737 and FMC Section 2.44.050 are hereby amended to read as follows:

Non-Union Salaries. From and after January 1, 2026, the full-time equivalent monthly salary range of the following regular full-time, regular part-time, and temporary City positions is fixed at the following sums. No employee shall be paid an average monthly base salary that exceeds the maximum provided hereunder.

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Office Assistant I	\$3,865	\$4,935
Passport Specialist	\$3,865	\$4,935
Court Clerk I	\$4,647	\$5,931
Office Assistant II	\$4,647	\$5,931
Police Records Technician	\$4,770	\$6,089
Recreation Specialist	\$4,770	\$6,089
Administrative Assistant	\$5,020	\$6,408
Deputy City Clerk	\$5,020	\$6,408
Events Coordinator	\$5,020	\$6,408
Court Clerk II	\$5,205	\$6,646
Assistant Planner	\$5,229	\$6,673
Permit Coordinator	\$5,229	\$6,673
Recreation Program Coordinator	\$5,238	\$6,687
Accountant I	\$5,295	\$6,758
Police Records Coordinator	\$5,342	\$6,817
Accountant II	\$6,216	\$7,933
Recreation Supervisor	\$6,280	\$8,015
Deputy City Clerk/Human Resources Specialist	\$6,316	\$8,060
IT Systems Coordinator	\$6,330	\$8,079
Court Administrator – without contracted court	\$7,018	\$8,956
City Clerk	\$7,133	\$9,103
Court Administrator – with contracted court	\$8,107	\$10,348
Parks & Recreation Director	\$9,511	\$12,137
Community Development Director	\$10,481	\$13,374
Finance Director	\$10,481	\$13,374
Public Works Director	\$10,481	\$13,374
Police Chief	\$11,615	\$14,823

For payroll purposes and to compute hourly rates for regular employees, the monthly salary of said positions shall be multiplied by twelve (12) and then divided by two thousand and eighty

(2,080) hours and rounded to the nearest one hundredth to determine the corresponding hourly rate of pay for entry into the bi-weekly payroll system.

Section 2. FMC 2.44.090, Amended. Section 2 of Ordinance No. 1731 and FMC 2.44.090 are hereby amended to read as follows:

Casual and Seasonal Employees. From and after January 1, 2026, the hourly rate of pay for casual or seasonal employees, unless otherwise provided, shall range between the State of Washington's minimum wage of seventeen dollars and thirteen cents (\$17.13) and thirty-five dollars (\$35.00) per hour, depending on the requirements of the position and the qualifications of the individual, as determined by the City Manager.

No employee shall be paid an hourly rate that exceeds the maximum provided hereunder.

<u>Position</u>	<u>Years of Employment</u>			
	<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>4th Year</u>
Maintenance Worker	\$17.75	\$18.00	\$18.25	\$18.50
Pool Cashier	\$17.75	\$18.00	\$18.25	\$18.50
Lifeguard	\$18.35	\$18.60	\$18.85	\$19.10
Swim Instructor	\$18.35	\$18.60	\$18.85	\$19.10
Recreation Leader	\$18.35	\$18.60	\$18.85	\$19.10
Swim Coach	\$19.25	\$19.50	\$19.75	\$20.00
Head Lifeguard	\$19.80	\$20.05	\$20.30	\$20.55
Senior Bus Driver	\$22.25	\$22.50	\$22.75	\$23.00
Pool Manager	\$25.85	\$26.10	\$26.35	\$26.60
Court Bailiff	\$35.00	\$35.00	\$35.00	\$35.00

Section 2. 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 3. 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 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 12th day of November 2025.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

Joanna Eide, City Attorney

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Ordinance Amending the Municipal Court Judge and Chief Examiner Monthly Rates of Pay and the Municipal Court Judge Pro Tempore Hourly Rate of Pay

ITEM: 13E

DATE: November 12, 2025

FROM: Allison Deskins, Finance Director

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, amending Fircrest Municipal Code 2.44.070 updating the Municipal Court Judge and Civil Service Chief Examiner monthly rates of pay, providing for severability, and establishing an effective date.

PROPOSAL: The City Council is being asked to adopt an ordinance to increase the monthly compensation for the Municipal Court Judge from \$4,039 to \$4,148 and from \$5,772 to \$5,928 per month if contracting for additional court services. The ordinance also increases the Civil Service Chief Examiner's monthly rate of pay from \$276 to \$283. These pay increases take effect on January 1, 2026.

FISCAL IMPACT: The proposed pay adjustments reflect a 2.7% cost-of-living adjustment ("COLA") based on the Consumer Price Index – Urban Wage Earners & Clerical Workers (CPI-W) for the year ending June 2025. This increase is consistent with the COLA recommended for other non-represented employees.

The total monthly increase for the Municipal Court Judge is \$156, inclusive of Ruston Court contract compensation. The Chief Examiner's increase is \$7 per month. The hourly rate for the Municipal Court Judge Pro Tempore remains unchanged.

ADVANTAGES: This ordinance ensures equitable cost-of-living adjustments across all non-represented employee classifications, promoting fair and consistent compensation practices.

DISADVANTAGES: No disadvantages have been identified, except for the modest increase in personnel costs, which have been included in the 2026 Preliminary Budget.

ALTERNATIVES: The Council could choose not to approve the COLA adjustment at this time.

BACKGROUND: Historical pay increases for these positions are as follows:

2015 – 2.5%	2020 – 1.7% (plus \$100/month for Judge)
2016 – 2.0%	2021 – 1.0%
2017 – 2.0%	2022 – 6.3%
2018 – 3.0%	2023 – 9.5%
2018 – 3.6% (added \$1,500/month for the Municipal Court Judge for Ruston Court services)	2024 – 4.5%
	2025 – 3.6%

A 2.7% increase is now recommended for the Municipal Court Judge and Civil Service Chief Examiner, effective January 1, 2026.

ATTACHMENTS: [Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AMENDING FIRCREST
MUNICIPAL CODE ("FMC") 2.44.070 RELATING TO THE
MUNICIPAL COURT JUDGE'S MONTHLY RATE OF PAY
AND THE CIVIL SERVICE CHIEF EXAMINER'S MONTHLY
RATE OF PAY; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City seeks to adopt a cost-of-living increase of 2.7% based on the Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W) for the year ending June 2025 for the Municipal Court Judge position; and

WHEREAS, the City seeks to adopt a cost-of-living increase of 2.7% based on the Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W) for the year ending June 2025 for the Municipal Court Judge with contract court position; and

WHEREAS, the City seeks to adopt a cost-of-living increase of 2.7% based on the Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W) for the year ending June 2025 for the Civil Service Chief Examiner position; and

WHEREAS, the City Council has determined it is in the best interests of the City to do so.

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

Section 1. FMC 2.44.070, Amended. Section 1 of Ordinance No. 1729 and FMC 2.44.070 are hereby amended to read as follows:

2.44.070 Monthly Pay. From and after January 1, 2026, the monthly rate of pay for the following positions is fixed at not to exceed the following sums:

Municipal Court Judge	\$4,148 per month
Municipal Court Judge with contract court	\$5,928 per month
Civil Service Chief Examiner	\$ 283 per month

Section 2. 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 3. 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.

1 **Section 4. Summary, Publication, and Effective Date.** This Ordinance or a summary
2 thereof consisting of the title, shall be published in the official newspaper of the City, and
3 shall take effect and be in full force five (5) days after its adoption and publication as
4 required by law.

5 **PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,**
6 **WASHINGTON,** at a regular meeting thereof this 12th day of November 2025.

7
8 **APPROVED:**

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10 _____
11 Shannon Reynolds, Mayor

12 **ATTEST:**

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14 _____
15 Arlette Burkhart, City Clerk

16 **APPROVED AS TO FORM:**

17
18 _____
19 Joanna Eide, City Attorney

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: NW GIS Consulting, LLC On-Call GIS Services Contract Amendment

ITEM: 13F

DATE: November 12, 2025

FROM: Tyler Bemis, Public Works Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute Amendment #10 to the Professional Services Agreement with NW GIS Consulting for on-call GIS services.

PROPOSAL: The City Council is being asked to authorize the City Manager to execute Amendment #10 to the Professional Services Agreement with NW GIS Consulting, LLC., for continued on-call Geographic Information System (“GIS”) services.

FISCAL IMPACT: This agreement does not have a fixed contract amount. Public Works has established a budget number that will not be exceeded. There is no rate increase for 2026.

ADVANTAGES: The City requires the expertise of a qualified professional to provide on-call GIS services. NW GIS Consulting brings extensive experience and has been instrumental in maintaining and updating the City’s GIS program.

DISADVANTAGES: None identified.

ALTERNATIVES: The City could consider contracting with another firm with comparable qualifications; however, an alternative provider would lack the in-depth historical knowledge of the City’s GIS data structure, workflows, and strategic objectives that NW GIS Consulting has developed over time.

BACKGROUND: The City initially entered into a Professional Services Agreement with NW GIS Consulting in 2015 to update and maintain GIS data and provide on-call technical support. Since that time, NW GIS Consulting has provided essential subject matter expertise, advancing the City’s GIS capabilities. Both parties wish to continue this successful partnership under the existing on-call GIS contract.

ATTACHMENTS: [Resolution](#)
[Professional Services Agreement Amendment #10](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE A NINTH AMENDMENT TO THE
PROFESSIONAL SERVICE AGREEMENT WITH NW GIS
CONSULTING, LLC FOR ON-CALL GIS SERVICES.**

WHEREAS, the City of Fircrest has contracted with NW GIS Consulting, LLC. since 2015 to provide on-call Geographic Information System ("GIS") services; and

WHEREAS, the current term of the Professional Services Agreement will expire on December 31, 2025; and

WHEREAS, Section 3 of the Agreement provides for the option to extend the term of the Agreement for one year; and

WHEREAS, the City of Fircrest desires to continue utilizing NW GIS Consulting, LLC. for GIS support 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 a Tenth Amendment to the Professional Service Agreement with NW GIS Consulting, LLC, extending the term of the Agreement through December 31, 2026.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 12th day of November 2025.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

Joanna Eide, City Attorney

**AMENDMENT #10
TO THE CITY OF FIRCREST
PROFESSIONAL SERVICES AGREEMENT
WITH NW GIS CONSULTING, LLC FOR ON-CALL GIS SERVICES**

This Tenth Amendment is hereby made and entered into this 12th day of November 2025 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City,” and NW GIS Consulting, LLC, hereinafter referred to as “Consultant”, to be effective January 1, 2026.

WITNESSETH:

1. Purpose

The purpose of this Tenth Amendment is to amend the May 26, 2015, agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the May 26, 2015, agreement shall remain in full force and effect. The amendment is as follows:

2. Section 3 is hereby amended to read as follows:

Term: The term of this agreement shall be from January 1, 2026 until December 31, 2026, and may be extended or modified by the mutual consent of the parties.

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 above mentioned.

CITY OF FIRCREST

NW GIS Consulting, LLC

By _____
Dawn Masko, City Manager

By _____

Approved as to Form:

By _____
Joanna Eide, City Attorney

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Resolution Amending Contract with Gunderson Law Office PLLC for Prosecutor Services

ITEM: 13G

DATE: November 12, 2025

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. ____, authorizing the City Manager to execute Amendment #1 to the Prosecutor Services Agreement with Gunderson Law Office PLLC for prosecutorial services.

PROPOSAL: The City Council is being asked to authorize the City Manager to execute an amendment to the Prosecutor Services Agreement with Gunderson Law Office PLLC to update the fees for prosecutorial services effective January 1, 2026.

FISCAL IMPACT: The Amendment includes a \$500 per month rate increase. The current rate of \$12,000 per month has remained unchanged since the agreement was executed in 2022. The proposed increase is incorporated into the Proposed 2026 Annual Budget.

ADVANTAGE: Gunderson Law has consistently provided high-quality prosecutorial services to the City. Amending the Agreement ensures continuity of service and supports the City's ongoing legal needs.

DISADVANTAGES: None identified.

ALTERNATIVES: Do not approve the amendment and attempt to negotiate a lower rate increase or issue a new Request for Qualifications (RFQ) for prosecutorial services, which is not recommended by staff.

BACKGROUND: In 2022, the City issued an RFQ for prosecutor services. Two firms responded, both were interviewed, and Gunderson Law Office PLLC was selected. Mr. William (Will) Gunderson has served as the City's lead prosecutor since the agreement was signed in December 2022. During this time, both the court docket and cost-of-living expenses have increased, yet the monthly contract amount has remained at \$12,000. Gunderson Law has now requested a modest increase for 2026 to address rising expenses and the additional time required for court proceedings.

ATTACHMENTS: [Resolution](#)
[Prosecutor Service Agreement Amendment #1](#)

**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
AGREEMENT WITH GUNDERSON LAW OFFICE PLLC TO
PROVIDE CITY PROSECUTOR SERVICES.**

WHEREAS, the City of Fircrest has contracted with Gunderson Law Office PLLC to provide City Prosecutor services; and

WHEREAS, Gunderson Law Office has provided these services since December 2022; and

WHEREAS, the current Prosecutor Services Agreement does not include a provision for rate adjustments, and the base rate has remained unchanged since the contract's inception; and

WHEREAS, the City recognizes the importance of maintaining continuity and stability in its prosecutorial 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 Agreement with Gunderson Law Office PLLC, updating the monthly base rate for City Prosecutor services effective January 1, 2026.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 12th day of November 2025.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

Joanna Eide, City Attorney

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**AMENDMENT #1
TO THE CITY OF FIRCREST
PROSECUTOR SERVICES AGREEMENT
WITH THE LEGAL FIRM OF GUNDERSON LAW OFFICE PLLC
FOR CITY PROSECUTOR SERVICES.**

This Amendment is hereby made and entered into this 12th day of November 2025 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City”, and Gunderson Law Office PLLC, hereinafter referred to as “Consultant”, to be effective January 1, 2026.

WHEREAS:

- A. The City and Consultant entered into a Prosecutor Services Agreement dated December 21, 2022, for the provision of City Prosecutor services by Gunderson Law Office PLLC.
- B. The Parties desire to amend the Agreement to update the monthly base rate for City Prosecutor services, effective January 1, 2026.
- C. All other remaining terms and conditions of the original Agreement shall remain in full force and effect.

NOW, THEREFORE, the Parties agree as follows:

1. Section 7 – Payment

Section 7 of the Agreement is hereby amended to increase the monthly base rate of pay for services rendered from \$12,000 to \$12,500.

IN WITNESS WHEREOF, the Parties have executed this Amendment in three counterparts, each of which shall be deemed as originals, as of the date first written above.

**CITY OF FIRCREST
OFFICE PLLC**

By: _____
Dawn Masko, City Manager

GUNDERSON LAW

By: _____
William Gunderson

APPROVED AS TO FORM:

By: _____
Joanna Eide, City Attorney

ATTEST:

By: _____
Arlette Burkhardt, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Mahoney Planning Professional Services Agreement Amendment #2

ITEM: 13H

DATE: November 12, 2025

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute Amendment #2 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 Amendment #2 to the professional services agreement with Mahoney Planning for on-call planning consulting services.

FISCAL IMPACT: The total cost of services is being increased by \$60,000 to a not-to-exceed amount of \$130,000. Because of staff vacancies, the budget has sufficient savings to cover the cost of this contract in 2025 and 2026.

ADVANTAGE: This amendment will enable Mahoney Planning to continue providing planning services, including training support to the Permit Coordinator, updates to municipal policy, and technical support once a permanent Planner is hired. Using a planning consultant provides a wide range of planning support services that meet the City's needs.

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 range of on-call permitting, land use, and development services, as well as 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 #2](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AMENDMENT #2 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 City of Fircrest has identified funds for these services in the annual budget; and

WHEREAS, the term of said Agreement will expire on December 31, 2025; 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 #2 to the professional services agreement with Mahoney Planning for planning consulting services.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 12th day of November 2025.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

Joanna Eide, City Attorney

**AMENDMENT #2
TO THE CITY OF FIRCREST
PROFESSIONAL SERVICES AGREEMENT
WITH MAHONEY PLANNING**

This Second Amendment is hereby made and entered into this 12th day of November 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 Second Amendment is to amend the July 10, 2025, agreement. This amendment is limited to the amendments set forth herein. All remaining terms and conditions of the original agreement, dated July 10, 2025, shall remain in full force and effect. The amendments are as follows:

2. The Term of the Agreement shall be extended through December 31, 2026.

3. Section 4 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 One Hundred and Thirty Thousand Dollars and 0/100 (\$130,000) 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

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Resolution Amending CodePros Contract for Building Official and Inspection Services

ITEM: 13I

DATE: November 12, 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 CodePros, LLC for Building Official and inspection services.

PROPOSAL: The City Council is being asked to authorize the City Manager to execute an amendment to the Professional Services Agreement with CodePros, LLC, extending the agreement term through December 31, 2026.

FISCAL IMPACT: CodePros' service fees are based on a percentage of the City's fees charged for permits and plan reviews, and on an hourly rate for inspections and related services. No changes are proposed to the current fee structure.

ADVANTAGES: Extending the agreement will ensure continuity of Building Official services through 2026. CodePros has provided Building Official and inspection services to the City since September 2022 and is well-versed in current building codes as well as the City's land use and permitting processes and projects.

DISADVANTAGES: No significant disadvantages have been identified. However, as with any contracted provider, there may be occasional scheduling delays if inspectors are occupied with other clients' projects.

ALTERNATIVES: Council could choose not to approve the amendment and instead issue a Request for Qualifications (RFQ) for Building Official and inspection services or explore hiring a City employee to perform these functions. However, hiring an in-house position is not currently considered financially feasible.

BACKGROUND: The City entered into a Professional Services Agreement with CodePros, LLC, in September 2022, following an RFQ process. CodePros was selected based on the proximity of their inspectors to Fircrest, their certification through the International Code Council, and a cost structure favorable to both the City and CodePros. The current agreement expires on December 31, 2025, and allows for two optional one-year extensions, with the contract expiring no later than December 31, 2027. This amendment exercises the first of the two one-year extensions, extending the agreement through December 31, 2026. The amendment also updates Exhibit A to provide explicit reference to services related to unsafe dwellings and structures.

ATTACHMENTS: [Resolution](#)
[CodePros, LLC Amendment #1](#)

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**AMENDMENT #1
PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN THE CITY OF FIRCREST
AND CODEPROS, LLC**

This First Amendment is hereby made and entered into this 12th day of November 2025 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City,” and CodePros, LLC, hereinafter referred to as “Consultant”.

WITNESSETH:

1. **Purpose.** The purpose of this First Amendment is to amend the Professional Services Agreement dated September 13, 2022, for Building Official and inspection services.

The amendments are as follows:

2. **Term of the Agreement.** The term of the Agreement shall be extended through December 31, 2026.
3. **Exhibit A – Full Building Department Service** is amended to include the following:
 - Consistent with the designation as the appointed Building Official/Code Official for the City, CodePros is authorized to:
 - Perform services related to making recommendations regarding unfit dwellings and buildings to the City Manager for potential action, in consultation and coordination with the City Attorney, Fire Department, and Fire Marshal, and other departments as necessary.
 - Respond to community disasters, hazards, and building construction conditions created by the lack of maintenance, disrepair, and/or unsafe occupancy.
 - Take actions to secure the public safety, notify the property owner, and require restoration to applicable codes when becoming aware of code violations.
4. **Full Force and Effect.** This amendment is limited to the amendments as set forth herein. All remaining terms and conditions of the September 13, 2022, Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed in three counterparts, each of which shall be deemed as originals, as of the day and year first above written.

CITY OF FIRCREST

By: _____
Dawn Masko, City Manager

APPROVED AS TO FORM:

By: _____
Joanna Eide, City Attorney

CODEPROS, LLC

By: _____
Michael Barth, Owner

ATTEST:

By: _____
Arlette Burkhart, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Meeting Time Change for 12/23/25 Regular City Council Meeting

ITEM: 13J

DATE: November 12, 2025

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____, changing the time of the December 23, 2025 Regular City Council Meeting from 7:00 PM to 4:00 PM.

PROPOSAL: The City Council is being asked to adopt a resolution changing the time of the December 23, 2025, Regular City Council Meeting from 7:00 PM to 4:00 PM. If approved, copies of the resolution will be posted at City Hall and other Council-approved public posting locations in accordance with Fircrest Municipal Code [2.12.020](#).

FISCAL IMPACT: None.

ADVANTAGE: Allows the City Council to conduct its regular meeting earlier in the day during the holiday week.

DISADVANTAGES: None identified.

ALTERNATIVES: The City Council could choose to maintain the regular 7:00 PM meeting time for the December 23, 2025, Regular City Council Meeting.

BACKGROUND: It has been the City's past practice to move the start time of the second regular City Council meeting in December to 4:00 PM to accommodate holiday schedules. These meetings typically include a limited agenda, consisting primarily of consent agenda items such as voucher approvals.

ATTACHMENTS: [Resolution](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, CHANGING THE TIME OF THE
DECEMBER 23, 2025, REGULAR CITY COUNCIL MEETING TO
BEGIN AT 4:00 PM.**

WHEREAS, Fircrest Municipal Code 2.12.010 Date and Time of Meetings states: “*The City Council shall hold regular meetings on the second and fourth Tuesdays of each month of each calendar year, beginning at 7:00 p.m. unless otherwise determined by the City Council. The Council may cancel one regular meeting during any month by adoption of a resolution to such effect at least 10 days in advance of the meeting to be canceled. In the event any regular meeting is so canceled, copies of the resolution shall be posted at the City Hall and other council-approved public posting places. In the event any such meeting date falls on a legal holiday, such meetings shall be held on the day following, unless rescheduled to another day or canceled as provided hereunder.*”; and

WHEREAS, the Fircrest City Council desires to conduct its Regular City Council Meeting scheduled for December 23, 2025, at 4:00 PM;

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

Section 1. The Regular City Council Meeting scheduled for December 23, 2025, will begin at 4:00 PM.

Section 2. Copies of this resolution will be posted at City Hall and other Council-approved public posting locations in accordance with Fircrest Municipal Code [2.12.010](#).

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 12th day of
November 2025.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, City Clerk

APPROVED AS TO FORM:

Joanna Eide, City Attorney