

**CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL**

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

**PRESIDING OFFICER'S REPORT**

**A. Motion: Cancellation of December 15, 2025, Study Session**

City Manager Masko briefed the Council on the cancellation of the December 15, 2025, Study Session and noted that no items were ready to be brought forward. **Councilmember Bufford MOVED to cancel the December 15, 2025, Study Session; seconded by Councilmember Andrews.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (5-0).**

**CITY MANAGER COMMENTS**

City Manager Masko reported that the City was awarded approximately \$699,000 in Transportation Improvement Board grant funding for the Regents West - Alameda Avenue to 67<sup>th</sup> Avenue project. She provided an update on the City's congressional community project funding request and stated that no additional funding has been advanced at this time.

City Manager Masko reported that a notice of withdrawal was submitted to the City's insurer, CIAW, as required, to explore alternative insurance options, and highlighted that the notice does not obligate the City to withdraw. She also reported that she and the Police Chief met with the Police Guild to discuss matters related to a successor labor agreement, and that the status quo of the current contract will be maintained pursuant to state law.

Lastly, City Manager Masko announced upcoming City building closures for Thanksgiving and the December holidays and highlighted that the closures are consistent with past practice.

All City buildings will be closed from 11:30 a.m. to 1:30 p.m. on December 12, 2025, for the annual City Wellness Lunch.

All City buildings will close at 12:00 p.m. on December 24, 2025, for Christmas Eve.

All City buildings will close at 2:00 p.m. on December 31, 2025, for New Year's Eve.

**DEPARTMENT HEAD COMMENTS**

- Public Works Director Bemis provided an update on Public Works projects including the Pasadena sewer main pipe bursting project and the Regents Boulevard traffic signal project, which is scheduled to begin on December 1, 2025. The Public Works Department is preparing for the upcoming holiday events and the annual tree lighting.
- Finance Director Deskins provided an update on the State Auditor's Office audit and stated that the financial portion of the audit has been completed. The State Auditor may conduct separate entrance conferences for the financial and accountability portions of the audit to avoid delaying the exit conference and final reporting. There was a brief discussion on the State Auditor's conference processes.

**COUNCILMEMBER COMMENTS**

- Councilmember Viafore commented on the upcoming Joint City Council and Planning Commission scheduled for February 2026 and requested to have discussions on priorities in anticipation of the meeting.
- Councilmember Mauer-Smith; no comment.
- Councilmember Bufford wished everyone a Happy Thanksgiving and stated that she was looking forward to the Holiday Market and Tree Lighting event.
- Councilmember Andrews wished everyone a Happy Thanksgiving.
- Mayor Reynolds expressed concern regarding the recent levels of absenteeism among Councilmembers. She encouraged continued participation and commitment to Council duties. There was a brief discussion on Council Rules regarding requests to be excused from meetings.

**PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

Mayor Reynolds invited public comment. There were none.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Parks, Recreation, and Sustainability**

Councilmember Andrews provided an update on the upcoming Holiday Market and Tree Lighting event scheduled for December 7, 2025. He reported that park maintenance activities are occurring at Masko Park, including the removal of invasive species and deadwood.

**B. Police/Public Safety and Court**

Councilmember Mauer-Smith reported that the City extended a job offer to a candidate for the Police Records Technician position. She also reported on the department's calls for service, the department's participation in the Kiwanis Terrific Kids Assembly, and the new patrol vehicles for 2026.

**C. Public Works and Facilities**

There was no report.

**D. Pierce County Regional Council**

Mayor Reynolds reported that the Pierce County Regional Council held elections at their November meeting.

**E. Other Liaison Reports**

Pierce Transit Board – Mayor Reynolds reported that Pierce Transit held their budget meeting.

**CONSENT CALENDAR**

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

- A. Approval of Check No. 223748 through 223801 in the amount of \$172,745.22  
Approval of payroll electronic funds transfer in the amount of \$173,961.47
- B. Registering no objections to the Slice Garden Liquor License Renewal
- C. Approval of November 03, 2025, Special Meeting minutes  
Approval of November 10, 2025, Special Meeting minutes

Councilmember Bufford **MOVED** to approve the Consent Calendar; seconded by Councilmember Viafore.

The Motion Carried (5-0).

**PUBLIC HEARING**

**A. To receive comments on House Bill 1293 Design Review Regulations and ADU Code Amendments**

At 7:17 P.M., Mayor Reynolds opened the public hearing. Kim Gunderson, of Mahoney Planning, briefed the Council on the House Bill 1293 Design Review Regulations and ADU Code Amendments, stating that the public hearing was to receive comments on House Bill 1293 Design Review Regulations and ADU Code Amendments. Mayor Reynolds invited Councilmember comments. There were none. Mayor Reynolds invited public testimony. There were none. At 7:32 P.M., Mayor Reynolds closed the public hearing.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**A. Ordinance No. 1748: HB 1998 Co-Living Amendments**

Lindsey Sehmel, ETHOS PNW, briefed the Council on the proposed ordinance and stated that the public hearing for HB 1998 Co-Living Amendments was held at the November 12, 2025, meeting. **Councilmember Bufford MOVED to adopt Ordinance No. 1748, amending Fircrest Municipal Code Chapter 22 to implement and ensure consistency with co-living housing statutory requirements in RCW 36.70A.535; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comments. Councilmember Viafore expressed concerns regarding the practical implementation of co-living provisions within the City's limits. Mayor Reynolds invited public comment; none were provided.

The Motion Carried (5-0).

**B. Ordinance No. 1749: Compost Procurement**

Public Works Director Bemis briefed the Council on the proposed ordinance and highlighted that the ordinance fulfills the requirements of RCW 43.19A.150 and the Washington State Department of Ecology to adopt a compost procurement ordinance. **Councilmember Bufford MOVED to adopt Ordinance No. 1749, creating a new Chapter 3.14 of the Fircrest Municipal Code regarding the procurement and use of locally sourced compost materials for City or City-funded landscape, construction, or erosion control projects; seconded by Councilmember Viafore.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

The Motion Carried (5-0).

**C. Ordinance No. 1750: Water Rate Adjustment**

Finance Director Deskins briefed the Council on the proposed ordinance and highlighted that the proposed ordinance increases residential and commercial water rates by 3.0%. **Councilmember Bufford MOVED to adopt Ordinance No. 1750, amending Fircrest Municipal Code Title 21.04.030 – Residential Rates and Fircrest Municipal Code Title 21.04.040 – Commercial**

**Rates; seconded by Councilmember Viafore.** Mayor Reynolds invited Councilmember comments. Councilmember Andrews expressed concern about the financial burden on residents from increasing local rates and taxes. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (4-1), with Councilmember Andrews dissenting.**

**D. Informational Only - Ordinance: 2025 Budget Amendment #2 – 1st Reading**

Finance Director Deskins briefed the Council on the second budget amendment for the 2025 fiscal year and highlighted that the amendment includes updates to General Fund revenue estimates, adjustments to expenditures across multiple departments, and revisions to utility funds to reflect grant revenues and actual project costs. Mayor Reynolds invited Councilmember comment; none were provided.

**E. Ordinance No. 1751: 2026 Budget Adoption**

Finance Director Deskins briefed the Council on the proposed ordinance and highlighted that the total 2026 budget, including estimated revenues, expenditures, and fund balances, is \$34,342,175. **Councilmember Viafore MOVED to adopt Ordinance No. 1751, adopting the annual budget of the City of Fircrest for the Fiscal Year of 2026; seconded by Councilmember Bufford.** Mayor Reynolds invited Councilmember comments. Councilmember Viafore thanked staff for their efforts on developing the 2026 budget. He expressed concern regarding the long-term revenue sustainability. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (5-0).**

**F. Ordinance No. 1752: FMC 16.40.250 Parking Violation Penalties Amendment**

Police Chief Celis briefed the Council on the proposed ordinance and noted that it amends Fircrest Municipal Code 16.40.250, increasing the penalty for parking violations from \$30.00 to \$50.00. **Councilmember Bufford MOVED to adopt Ordinance No. 1752, amending Fircrest Municipal Code 16.40.250 relating to parking violation penalties; seconded by Councilmember Viafore.** Mayor Reynolds invited Councilmember comments. There was a brief discussion on the location and types of parking violations within the City. Chief Celis reported that most violations occur in the north end of the City, with the most common violations involving expired vehicle registrations, followed by abandoned or inoperable vehicles. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (5-0).**

**G. Resolution No. 2001: Apex Engineering Amendment**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that the contract amendment provides continued on-call engineering services. **Councilmember Bufford MOVED to adopt Resolution No. 2001, authorizing the City Manager to execute Amendment #10 to the Professional Services Agreement with Apex Engineering LLC for on-call engineering services; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comments. Councilmember Viafore expressed concern regarding the number of contract amendments and emphasized the importance of due diligence. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (5-0).**

**H. Resolution No. 2002: Psomas Amendment**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that the contract amendment provides continued on-call engineering services. **Councilmember Bufford MOVED to adopt Resolution No. 2002, authorizing the City Manager to execute Amendment #11 to the Professional Services Agreement with Psomas for on-call engineering services; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comments. There was a brief discussion about the differences between the City's on-call engineering consultants. Public Works Director Bemis explained that APEX is primarily used for utility-related projects and PSOMAS is used mainly for street and roadway projects. Further discussions included the importance of due diligence regarding contract amendments. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (5-0).**

**I. 3rd Quarter Financial Report**

Finance Director Deskins briefed the Council on the third-quarter review of 2025. Director Deskins indicated that General Fund revenues for the third quarter of 2025 were close to anticipated. She also stated that total General Fund revenue was approximately 84% of Q3 2025 levels. She briefed the Council on General Fund expenditures, stating that the City should be at 75% or less in expenditures of the total General Fund budget by the end of the third quarter. Director Deskins provided a comparison of total Q3 2025 revenue to total Q3 2024 revenue, indicating Q3 2025 revenue had a 7.9% increase. Total Q3 2025 expenditures increased by 1.3% from Q3 2024 expenditures.

**CALL FOR FINAL COMMENTS**

Councilmember Viafore inquired about the status of the Police Department's fuel supplier. Police Chief Celis reported that it is still under review. Councilmember Viafore asked about progress on water franchise matters and utility agreements. City Manager Masko stated that the utility audit, utility taxes, and franchise agreement audit are still on the City's work plan.

Councilmember Bufford requested that the HB 1293 presentation be posted on the City's website. She also encouraged the Council to consider reviewing and revisiting the Council Rules to address attendance-related concerns.

**EXECUTIVE SESSION**

There was no executive session scheduled.

**ADJOURNMENT**

**Councilmember Viafore MOVED to adjourn the meeting at 8:08 P.M., seconded by Councilmember Bufford.**

**The Motion Carried (5-0).**



Shannon Reynolds, Mayor



Arlette Burkhardt, City Clerk