





## THE CITY OF FIRCREST

### *PROCLAMATION OF THE CITY COUNCIL*

**WHEREAS**, women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation, State, and City in countless recorded and unrecorded ways; and

**WHEREAS**, women have played and continue to play vital economic, cultural, and social roles in every sphere of life – as leaders, educators, healthcare professionals, first responders, business owners, public servants, members of the Armed Forces, and community advocates – serving with courage, vision, and dedication; and

**WHEREAS**, women comprise a significant portion of the workforce both inside and outside the home and have played a unique role throughout history by providing most of the volunteer labor force; and

**WHEREAS**, women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation, laying the foundation for stronger and more compassionate communities; and

**WHEREAS**, women have served as leaders in the forefront of every major progressive social change movement, championing equity, justice, and opportunity for all, often overcoming significant barriers to advance civil rights, voting rights, and workplace equality; and

**WHEREAS**, despite these contributions, the role of women in history has been consistently overlooked and undervalued in the literature, teaching, and study of history; and

**WHEREAS**, the 2026 theme, *Leading the Change: Women Shaping a Sustainable Future*, celebrates the diverse contributions of women who are leading sustainability efforts across environmental, economic, educational, and social justice movements; and

**WHEREAS**, the month of March is designated as Women’s History Month to honor the accomplishments of women past and present, and to inspire future generations to continue the pursuit of equality, opportunity, and progress; and

**WHEREAS**, the City of Fircrest proudly acknowledges and honors the resilience, innovation, and leadership of the women who have shaped and continue to strengthen our community.

**NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS of the City of Fircrest, do hereby proclaim** the month of March 2026 as **Women’s History Month** in the City of Fircrest, Washington, and encourage all residents to celebrate the achievements of women, reflect upon their invaluable contributions, and support efforts to ensure equality and opportunity for all.

Passed this 24<sup>th</sup> day of February 2026

---

Nikki Bufford, Mayor

**FIRCREST CITY COUNCIL AGENDA SUMMARY**

**SUBJECT:** Confirmation of Civil Service Commissioner Reappointment  
**ITEM:** 5A  
**DATE:** February 24, 2026  
**FROM:** Dawn Masko, City Manager

---

**RECOMMENDED MOTION:** I move to confirm the City Manager’s appointment of John Bechtholt to the City of Fircrest Civil Service Commission, effective April 5, 2026, through April 4, 2032.

---

**PROPOSAL:** Council is being asked to confirm the City Manager’s reappointment of John Bechtholt to the Civil Service Commission. His current term expires on April 4, 2026.

Mr. Bechtholt has served on the Civil Service Commission since 2019 and currently serves as Chair Pro Tempore.

**FISCAL IMPACT:** None.

**ADVANTAGES:** Reappointing Mr. Bechtholt will provide continuity and retain valuable expertise on the Civil Service Commission.

**DISADVANTAGES:** None identified.

**ALTERNATIVES:** None proposed.

**BACKGROUND:** The Civil Service Commission consists of three members who must be registered voters residing within the city for at least three years immediately preceding their appointment. Civil Service Commission terms are for six years unless an appointment is made to fill an unexpired term. All appointments are made by the City Manager and confirmed by the City Council.

The Civil Service Commission establishes and oversees rules for fair and effective personnel administration for Police Department employees, including examinations, appointments, promotions, and disciplinary actions. It conducts competitive testing, investigates compliance with civil service rules, holds hearings and decides appeals, and certifies eligible candidate lists to fill vacancies.

**FIRCREST CITY COUNCIL AGENDA SUMMARY**

**SUBJECT:** Motion to Appoint 2026 AWC Annual Business Meeting Voting Delegates  
**ITEM:** 5B  
**DATE:** February 24, 2026  
**FROM:** Dawn Masko, City Manager

---

**RECOMMENDED MOTION:** I move to appoint the following three representatives as voting delegates representing the City of Fircrest at the AWC Annual Business Meeting in Spokane, Washington, on Thursday, June 25, 2026:

- (Insert Name)
  - (Insert Name)
  - (Insert Name)
- 

**PROPOSAL:** The Association of Washington Cities (AWC) Annual Business Meeting will be held on June 25, 2026, in Spokane at the AWC Annual Conference. AWC encourages the City to participate in the meeting by appointing up to three voting delegates. Voting delegates may be elected officials or appointed staff and may participate in person or online.

The motion tonight is for the City Council to appoint up to three representatives whom the City Clerk will provide to AWC as the City’s voting delegates for the Annual Business Meeting.

**FIRCREST CITY COUNCIL AGENDA SUMMARY**

**SUBJECT:** Motion to Approve City Council Travel to AWC Conference  
**ITEM:** 5C  
**DATE:** February 24, 2026  
**FROM:** Dawn Masko, City Manager

---

**RECOMMENDED MOTION:** I move to approve the travel of the following City Councilmembers to attend the 2026 AWC Annual Conference in Spokane, Washington:

- (Insert Name)
  - (Insert Name)
  - (Insert Name)
- 

**PROPOSAL:** The 2026 Association of Washington Cities (AWC) Annual Conference will be held in Spokane, Washington, from June 23<sup>rd</sup> through June 26<sup>th</sup>. Pursuant to City Council Rule 34, Council approval is required for any travel exceeding \$150.

Conference registration opens February 25, 2026. At this time, the exact costs for registration, conference lodging, and airfare are not yet available. The amounts listed on the Training Attendance Request forms are estimates based on the 2025 registration fees and lodging rates, and current airfare prices.

The City may apply for one first-time attendee scholarship per year for a Councilmember who has not previously attended an AWC conference. If awarded, the scholarship covers the full registration fee, reimburses up to two nights of lodging, and provides either mileage reimbursement or an airfare stipend.

The motion before the Council authorizes the City to register the approved Councilmembers once registration becomes available and to secure hotel accommodations accordingly.

# TRAINING ATTENDANCE REQUEST

## PRE-APPROVAL REQUIRED

NAME: _____		DATE: _____	
POSITION: _____		DEPARTMENT: _____	
TITLE OF TRAINING: _____		COLLEGE CREDITS _____	
		C.E.U. CREDITS _____	
		OTHER CREDITS _____	
SPONSOR: _____		LOCATION: _____	
DATE OF TRAINING: _____	REGISTRATION COST \$ _____	TRAVEL \$ _____	
	OTHER \$ _____	TOTAL CITY COSTS \$ _____	
	HOURS ON-DUTY: _____	HOURS OFF-DUTY: _____	
	COSTS PAID BY EMPLOYEE \$ _____ for _____		
<p>Describe the scope and/or content of the training program and how will this training be utilized in your present position. Attach a program description/agenda, if available.</p>			
Supervisor Approval/Denial: _____ Date: _____ Comments, if necessary: _____			
<b>Manager</b> Approval/Denial: _____ Date: _____			
<b>POST TRAINING REPORT</b> (Use separate sheet if necessary)			

How would you evaluate the effectiveness of this training program?

Are there others in the City who should attend a similar program? If so, who?

Other comments/recommendations:

### INSTRUCTIONS

1. Employee completes top half of form prior to training.
2. All copies forwarded to supervisor for appropriate approval(s).
3. All copies are returned to employee.
4. Employee completes Post Training Report after completing training.
5. Employee retains goldenrod copy. Pink copy forwarded to Department Head. Yellow copy routed to Finance Office and white to Personnel for employee's personnel file.

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 12:15:31 Date: 02/20/2026

As Of: 02/24/2026

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
37167	02/10/2026	02/24/2026	4298 AWC Employee Benefit Trust	1,057.10	03/2026 Retired Medical
	521 22 20 01		LEOFF I Medical Premiums 001 000 521 General Fund	1,057.10	03/2026 Retired Medical
37156	02/09/2026	02/24/2026	10562 Amazon Capital Services	66.05	Tinted Window Deflector/Rain Guard for Vehicle
	548 65 48 08		O & M - Police 501 000 548 Equipment Rent:	66.05	Tinted Window Deflector/Rain Guard for Vehicle
37166	02/10/2026	02/24/2026	10562 Amazon Capital Services	19.86	Desktop Calculator
	521 22 35 00		Small Tools & Equip - Police 001 000 521 General Fund	19.86	Desktop Calculator
37182	02/13/2026	02/24/2026	10562 Amazon Capital Services	76.40	Solar Charger for Police Speed Trailer
	521 22 35 00		Small Tools & Equip - Police 001 000 521 General Fund	76.40	Solar Charger for Police Speed Trailer
37193	02/17/2026	02/24/2026	10562 Amazon Capital Services	28.06	LED Desk Lamp
	518 10 31 00		Office & Oper Sup - Non De 001 000 518 General Fund	28.06	LED Desk Lamp
37212	02/20/2026	02/24/2026	10562 Amazon Capital Services	17.60	Cards & Envelopes (Qty 100)
	521 22 31 00		Office & Oper Sup - Police 001 000 521 General Fund	17.60	Cards & Envelopes (Qty 100)
Total Amazon Capital Services				207.97	
37174	02/11/2026	02/24/2026	3933 Asphalt Patch Systems, Inc.	7,694.40	Major Street Patching - Harvard, Alameda, Monterey, Berkeley, Claremont, Fordham Ct
	595 32 63 01		Street Improvements 101 000 594 City Street Fund	7,694.40	Major Street Patching - Harvard, Alameda, Monterey, Berkeley, Claremont, Fordham Ct
37110	02/04/2026	02/24/2026	7498 Bachman, Joni	57.24	06-01880.6 - 1412 EVERGREEN PL
	343 10 00 00		Storm Drain Revenues 415 000 340 Storm Drain	-27.36	
	343 40 00 00		Sale Of Water 425 000 340 Water Fund (dep	-31.75	
	343 50 00 00		Sewer Revenues 430 000 340 Sewer Fund (dep	1.87	
37146	02/09/2026	02/24/2026	9950 Bakke, Michael	78.00	Library Reimbursement - 1 Year (Erin)
	572 21 49 00		Library Services 001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Erin)
37196	02/17/2026	02/24/2026	5805 CenturyLink (Lumen LD)	9.36	Long Distance Access & Usage 02/2026
	518 10 42 00		Communication - Non Dept 001 000 518 General Fund	9.36	Long Distance Access & Usage 02/2026
37198	02/17/2026	02/24/2026	3994 CenturyLink	480.70	Telecommunications - 02/2026
	518 10 42 00		Communication - Non Dept 001 000 518 General Fund	143.24	City Hall Alarm & Fax (2) - 02/2026

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 12:15:31 Date: 02/20/2026

As Of: 02/24/2026

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
521 22 42 00	Communication - Police		001 000 521 General Fund	289.72	Police BA/Modem & Fax - 02/2026
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	11.94	PW Alarm - 02/2026
534 10 42 00	Communication - Water Adr		425 000 534 Water Fund (deç	11.94	PW Alarm - 02/2026
535 10 42 01	Communication - Sewer Adr		430 000 535 Sewer Fund (deç	11.93	PW Alarm - 02/2026
542 30 42 00	Communication - Street Reg		101 000 542 City Street Fund	11.93	PW Alarm - 02/2026
37154	02/09/2026	02/24/2026	4315 Cities Insurance Assoc of WA	3,885.03	Insurance (02/02/26 - 12/01/2026) - Add Insurance for (2) 2025 Ford Interceptor Explorer's
548 65 46 08	Insurance - Police		501 000 548 Equipment Rent:	3,885.03	Insurance (02/02/26 - 12/01/2026) - Add Insurance for (2) 2025 Ford Interceptor Explorer's
37160	02/09/2026	02/24/2026	11163 Clay, Rachel	404.07	Court Forms
512 51 31 00	Office & Oper Sup - Court		001 000 512 General Fund	404.07	Court Forms
37172	02/11/2026	02/24/2026	7918 Contreras, Alejandra	255.00	Spanish Interpreting (3 hrs) 26CR233, 26IN232, 26CR234, 25CR105790, 25IN105791, 25IN103889, 25IN110915, 25IN105754
512 51 41 03	Prof Svcs - Interpreter - FMC		001 000 512 General Fund	255.00	Spanish Interpreting (3 hrs) 26CR233, 26IN232, 26CR234, 25CR105790, 25IN105791, 25IN103889, 25IN110915, 25IN105754
37145	02/09/2026	02/24/2026	3589 Databar Inc	2,478.70	Town Topics - Statement Production - February 2026, Postage, Town Topics, Community Sponsorship
518 10 49 01	Town Topics/Citizen Commu		001 000 518 General Fund	53.61	February 2026 Town Topics Insert
531 50 42 01	Postage - Storm		415 000 531 Storm Drain	354.77	February 2026 UB Postage
531 50 49 06	Mailing Service - Storm		415 000 531 Storm Drain	435.73	February 2026 UB Mailing Service
534 10 42 01	Postage - Water Admin		425 000 534 Water Fund (deç	354.76	February 2026 UB Postage
534 10 49 06	Mailing Service - Water Adr		425 000 534 Water Fund (deç	435.73	February 2026 UB Mailing Service
535 10 42 02	Postage - Sewer Admin		430 000 535 Sewer Fund (deç	354.76	February 2026 UB Postage
535 10 49 05	Mailing Service - Sewer Adr		430 000 535 Sewer Fund (deç	435.73	February 2026 UB Mailing Service
542 80 31 04	Oper Supplies - Beautificatic		101 000 542 City Street Fund	53.61	February 2026 Community Sponsorship Flyer
37165	02/10/2026	02/24/2026	3589 Databar Inc	595.99	Town Topics Newsletter & Community Sponsorship Mailing Service & Postage - February 2026
518 10 49 01	Town Topics/Citizen Commu		001 000 518 General Fund	595.99	Town Topics Newsletter & Community Sponsorship Mailing Service & Postage - February 2026

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 12:15:31 Date: 02/20/2026

As Of: 02/24/2026

Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Total Databar Inc	3,074.69	
37163	02/10/2026	02/24/2026	10913 David Evans and Associates, Inc.	1,665.83	P#74 Regents West Grind & Overlay - Professional Services 11/01/25-01/31/26
	595 10 63 11	Regents Grind & Overlay #7	101 000 594 City Street Fund	1,665.83	P#74 Regents West Grind & Overlay - Professional Services 11/01/25-01/31/26
37164	02/10/2026	02/24/2026	3594 Dept Of Ecology	3,083.00	Municipal Stormwater Permit Fee - 2nd Half FY25 7/1/2025 - 6/30/2026
	531 50 49 01	NPDES Permit	415 000 531 Storm Drain	3,083.00	Municipal Stormwater Permit Fee - 2nd Half FY25 7/1/2025 - 6/30/2026
37186	02/13/2026	02/24/2026	3596 Dept Of Health	4,086.87	2026 Operating Permit & Certification Fees
	534 10 49 01	State Operating Permit	425 000 534 Water Fund (dep	4,086.87	2026 Operating Permit & Certification Fees
37213	02/20/2026	02/24/2026	4310 Dept Of Revenue-EXCISE TAX	615.47	January 2026 Excise Taxes
	518 20 43 01	Excise Tax - Time/Temp Ren	001 000 518 General Fund	7.70	January 2026 Excise Taxes
	531 50 44 00	Excise Tax - Storm	415 000 531 Storm Drain	23.90	January 2026 Excise Taxes
	534 10 44 00	Excise Tax - Water	425 000 534 Water Fund (dep	90.07	January 2026 Excise Taxes
	535 10 44 00	Excise Tax - Sewer	430 000 535 Sewer Fund (dep	75.22	January 2026 Excise Taxes
	571 20 43 00	Excise Tax - Participation Fee	001 000 571 General Fund	403.03	January 2026 Excise Taxes
	576 20 43 00	Excise Tax - Pool Revenue	001 000 576 General Fund	15.37	January 2026 Excise Taxes
	589 30 00 00	Retail Sales Tax	655 000 580 Agency Fund/Bd	0.18	January 2026 Excise Taxes
37169	02/11/2026	02/24/2026	4712 ESRI Inc	264.24	ArcGIS Online Credits 1/27/26-1/26/28
	531 50 41 00	Prof Svcs - Storm	415 000 531 Storm Drain	66.06	ArcGIS Online Credits 1/27/26-1/26/28
	534 10 41 00	Prof Svcs - Water Admin	425 000 534 Water Fund (dep	66.06	ArcGIS Online Credits 1/27/26-1/26/28
	535 10 41 00	Prof Svcs - Sewer Admin	430 000 535 Sewer Fund (dep	66.06	ArcGIS Online Credits 1/27/26-1/26/28
	542 30 41 00	Prof Svcs - Street Reg	101 000 542 City Street Fund	66.06	ArcGIS Online Credits 1/27/26-1/26/28
37201	02/17/2026	02/24/2026	11307 Erickson-Brown, Rebecca	250.00	Refund for Ballet Class for Child
	347 60 00 09	Instructor Based Revenue	001 000 340 General Fund	-250.00	Refund for Ballet Class for Child
37144	02/09/2026	02/24/2026	4318 Fircrest City of - Interfund (Treasur	2,689.15	February 2026 Interfund
	518 30 47 00	Public Utility Services - City I	001 000 518 General Fund	342.45	February 2026 Interfund
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	160.46	February 2026 Interfund
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	2.01	February 2026 Interfund
	534 10 47 00	Utility Services/Building - W:	425 000 534 Water Fund (dep	160.46	February 2026 Interfund

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 12:15:31 Date: 02/20/2026

As Of: 02/24/2026

Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (de	255.32	February 2026 Interfund
534 80 47 03	Public Utility Services - Mete		425 000 534 Water Fund (de	2.00	February 2026 Interfund
535 10 47 00	Utility Services/Building - Se		430 000 535 Sewer Fund (de	160.46	February 2026 Interfund
535 80 47 04	Public Utility Services - Mete		430 000 535 Sewer Fund (de	2.01	February 2026 Interfund
542 30 47 02	Electricity & Gas/Bldg - Stree		101 000 542 City Street Fund	160.45	February 2026 Interfund
542 30 47 02	Electricity & Gas/Bldg - Stree		101 000 542 City Street Fund	2.01	February 2026 Interfund
542 80 47 00	Public Utility Services - St Be		101 000 542 City Street Fund	0.52	February 2026 Interfund
548 65 47 00	Utility Services/Building - Sh		501 000 548 Equipment Rent	34.50	February 2026 Interfund
571 10 47 00	Public Utility Services - Rec		001 000 571 General Fund	314.70	February 2026 Interfund
576 20 47 00	Public Utility Services - Pool		001 000 576 General Fund	271.03	February 2026 Interfund
576 80 47 00	Public Utility Services - Parks		001 000 576 General Fund	820.77	February 2026 Interfund
37170	02/11/2026	02/24/2026	8046 Goncharova, Natalya	130.00	Russian Interpreting (2 hrs) 25CR4107
	512 51 41 03	Prof Svcs - Interpreter - FMC	001 000 512 General Fund	130.00	Russian Interpreting (2 hrs) 25CR4107
37157	02/09/2026	02/24/2026	11304 Goodneow, Dylan	35.00	Passport Application Fee Refund (Original Process Date was 02/06/26)
	341 99 00 00	Passport Fees	001 000 340 General Fund	-35.00	Passport Application Fee Refund (Original Process Date was 02/06/26)
37181	02/12/2026	02/24/2026	6774 Greenleaf Landscaping 1 Inc	7,917.93	Monthly Landscape Service - December 2025
	518 30 41 01	Contract Maintenance	001 000 518 General Fund	3,563.07	Monthly Landscape Service - December 2025
	542 80 48 00	Street Tree Maintenance (co	101 000 542 City Street Fund	1,425.23	Monthly Landscape Service - December 2025
	542 80 49 03	Beautification Services (cont	101 000 542 City Street Fund	2,929.63	Monthly Landscape Service - December 2025
36999	01/23/2026	02/24/2026	11052 Hagberg, Nathan	48.72	04-01416.1 - 106 HOLLY CT
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-21.85	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-24.75	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-2.12	
37143	02/09/2026	02/24/2026	10532 Heber, Jared	24.72	01-02600.1 - 216 FARALLONE AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-5.34	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-6.47	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-12.91	
37190	02/17/2026	02/24/2026	1247 James, Rebecca	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
37149	02/09/2026	02/24/2026	9817 Kenyon Disend	412.50	Attorney Services - January 2026
	515 41 41 02	Special Legal Counsel	001 000 515 General Fund	412.50	Attorney Services - January 2026

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 12:15:31 Date: 02/20/2026

As Of: 02/24/2026

Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
37150	02/09/2026	02/24/2026	9817 Kenyon Disend	11,575.00	Attorney Services - January 2026
	515 41 41 01		City Attorney 001 000 515 General Fund	9,425.00	Attorney Services - January 2026
	515 41 41 02		Special Legal Counsel 001 000 515 General Fund	1,792.50	Attorney Services - January 2026
	518 11 41 03		Legal Services - Personnel 001 000 518 General Fund	275.00	Attorney Services - January 2026
	534 10 41 02		Legal Services 425 000 534 Water Fund (dep	82.50	Attorney Services - January 2026
Total Kenyon Disend				11,987.50	
37072	01/30/2026	02/24/2026	1595 Kleiner, Jaquelyn	30.29	02-03000.2 - 1113 GARDEN CIRCLE
	343 40 00 00		Sale Of Water 425 000 340 Water Fund (dep	-18.54	
	343 50 00 00		Sewer Revenues 430 000 340 Sewer Fund (dep	-11.75	
37148	02/09/2026	02/24/2026	11294 Kullman, Martha M.	160.00	Spanish Interpreting (2 hrs) - 26CR658-3, 26IN6584, 26CR88, 26IN87, 2CR7112, 26IN711, 26CR7105
	512 51 41 03		Prof Srvs - Interpreter - FMC 001 000 512 General Fund	160.00	Spanish Interpreting (2 hrs) - 26CR658-3, 26IN6584, 26CR88, 26IN87, 2CR7112, 26IN711, 26CR7105
37179	02/12/2026	02/24/2026	3776 Lemay Mobile Shredding	81.41	Shredding 01/2026 - Police
	521 22 49 00		Miscellaneous - Police 001 000 521 General Fund	81.41	Shredding 01/2026 - Police
37175	02/11/2026	02/24/2026	3816 Marv's Backhoe Service	3,303.00	Sewer Main Repair (Install Wye Fitting and Cleanout) - 4407 61st Ave W
	535 50 48 00		Rep & Maint - Sewer Maint 430 000 535 Sewer Fund (dep	3,303.00	Sewer Main Repair (Install Wye Fitting and Cleanout) - 4407 61st Ave W
37188	02/13/2026	02/24/2026	180 Meyer, Yolanda	78.00	Library Reimbursement - 1 Year
	572 21 49 00		Library Services 001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
37180	02/12/2026	02/24/2026	3958 PC Budget & Finance - Jail	4,366.46	Jail Services - January 2026
	523 60 40 01		Jail 001 000 523 General Fund	4,366.46	Jail Services - January 2026
37151	02/09/2026	02/24/2026	3957 PC Budget & Finance	486.25	4th Qtr 2025 Liquor Tax
	566 66 49 00		Substance Abuse Fee 001 000 566 General Fund	486.25	4th Qtr 2025 Liquor Tax
37211	02/19/2026	02/24/2026	3961 PCRCD, LLC dba LRI-HV	628.02	Dump Fees - Street Sweeping - December 2025
	531 50 47 01		Dumping Fees - Storm 415 000 531 Storm Drain	628.02	Dump Fees - Street Sweeping - December 2025

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 12:15:31 Date: 02/20/2026

As Of: 02/24/2026

Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
37161	02/10/2026	02/24/2026	8993 Pacific Office Automation, Inc.	549.59	Copier Lease 01/01/26-02/01/26
512 51 45 00	Oper Rentals - Copier - Cour		001 000 512 General Fund	9.58	Court 01/01/26-02/01/26
518 10 45 00	Oper Rentals - Copier - Non		001 000 518 General Fund	18.66	City Hall 01/01/26-02/01/26
531 50 45 00	Oper Rentals - Copier - Storm		415 000 531 Storm Drain	2.93	Storm 01/01/26-02/01/26
534 10 45 02	Oper Rentals - Copier - Water		425 000 534 Water Fund (dep	2.93	Water 01/01/26-02/01/26
535 10 45 00	Oper Rentals - Copier - Sewer		430 000 535 Sewer Fund (dep	2.92	Sewer 01/01/26-02/01/26
542 30 45 00	Oper Rentals - Copier - Street		101 000 542 City Street Fund	2.92	Street 01/01/26-02/01/26
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	9.42	Rec 01/01/26-02/01/26
576 80 45 00	Oper Rentals - Copier - Park		001 000 576 General Fund	1.05	Parks 01/01/26-02/01/26
591 12 70 00	Lease Payments - Court		001 000 591 General Fund	94.84	Court 01/01/26-02/01/26
591 18 70 10	Lease Payments - Non-Dept		001 000 591 General Fund	184.78	City Hall 01/01/26-02/01/26
591 31 70 00	Lease Payments - Storm		415 000 591 Storm Drain	28.99	Storm 01/01/26-02/01/26
591 34 70 00	Lease Payments - Water Adr		425 000 591 Water Fund (dep	28.99	Water 01/01/26-02/01/26
591 35 70 00	Lease Payments - Sewer		430 000 591 Sewer Fund (dep	28.99	Sewer 01/01/26-02/01/26
591 71 70 00	Lease Payments - Recreation		001 000 591 General Fund	93.23	Rec 01/01/26-02/01/26
591 76 70 80	Lease Payments - Parks		001 000 591 General Fund	10.36	Parks 01/01/26-02/01/26
591 95 70 00	Lease Payments - Street		101 000 591 City Street Fund	29.00	Street 01/01/26-02/01/26
<hr/>					
37200	02/17/2026	02/24/2026	8993 Pacific Office Automation, Inc.	1,268.10	Copier Usage 01/01/26-01/31/26
512 51 45 00	Oper Rentals - Copier - Cour		001 000 512 General Fund	21.43	Court 01/01/26-01/31/26
518 10 45 00	Oper Rentals - Copier - Non		001 000 518 General Fund	267.01	City Hall 01/01/26-01/31/26
531 50 45 00	Oper Rentals - Copier - Storm		415 000 531 Storm Drain	12.04	Storm 01/01/26-01/31/26
534 10 45 02	Oper Rentals - Copier - Water		425 000 534 Water Fund (dep	12.04	Water 01/01/26-01/31/26
535 10 45 00	Oper Rentals - Copier - Sewer		430 000 535 Sewer Fund (dep	12.05	Sewer 01/01/26-01/31/26
542 30 45 00	Oper Rentals - Copier - Street		101 000 542 City Street Fund	12.04	Street 01/01/26-01/31/26
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	838.34	Rec 01/01/26-01/31/26
576 80 45 00	Oper Rentals - Copier - Park		001 000 576 General Fund	93.15	Parks 01/01/26-01/31/26
<hr/>					
			Total Pacific Office Automation, Inc.	1,817.69	
<hr/>					
37194	02/17/2026	02/24/2026	11306 Peterson, Jeff	75.00	Security Deposit Refund, Peterson, 01/18/26
582 10 00 00	Deposit Refunds		001 000 580 General Fund	75.00	Security Deposit Refund, Peterson, 01/18/26
<hr/>					
37197	02/17/2026	02/24/2026	3955 Petrocard Systems Inc	496.83	Gas/Fuel - 02/2026
548 65 31 11	Gas - Parks/Rec		501 000 548 Equipment Rent:	43.72	Parks 02/2026
548 65 31 12	Gas - Street		501 000 548 Equipment Rent:	53.42	Street - 02/2026
548 65 31 13	Gas - Storm		501 000 548 Equipment Rent:	98.61	Storm - 02/2026
548 65 31 14	Gas - Water/Sewer		501 000 548 Equipment Rent:	301.08	Water/Sewer - 02/2026

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 12:15:31 Date: 02/20/2026

As Of: 02/24/2026

Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
37152	02/09/2026	02/24/2026	3986 Puget Sound Energy, BOT-01H	318.09	Natural Gas - City Hall - January 2026
	518 30 47 00	Public Utility Services - City I	001 000 518 General Fund	318.09	Natural Gas - City Hall - January 2026
37177	02/11/2026	02/24/2026	3986 Puget Sound Energy, BOT-01H	525.41	Natural Gas - PW - January 2026
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	131.35	Natural Gas - PW - January 2026
	534 10 47 00	Utility Services/Building - W:	425 000 534 Water Fund (dep	131.35	Natural Gas - PW - January 2026
	535 10 47 00	Utility Services/Building - Se	430 000 535 Sewer Fund (dep	131.35	Natural Gas - PW - January 2026
	542 30 47 02	Electricity & Gas/Bldg - Stret	101 000 542 City Street Fund	131.36	Natural Gas - PW - January 2026
Total Puget Sound Energy, BOT-01H				843.50	
37199	02/17/2026	02/24/2026	10813 Quadient Leasing USA, Inc.	677.38	Postage Meter Rental - 03/13/26-06/12/26
	518 10 42 01	Postage - Non Dept	001 000 518 General Fund	62.14	Postage Meter Tax - 03/13/26-06/12/26
	591 18 70 10	Lease Payments - Non-Dept	001 000 591 General Fund	615.24	Postage Meter Rental - 03/13/26-06/12/26
37168	02/11/2026	02/24/2026	9307 Roberts, Colleen	78.00	Library Reimbursement - 1 Year (Colleen)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Colleen)
37187	02/13/2026	02/24/2026	4018 Rosen Supply Company Inc	10.79	Parts for Plumbing Repair
	518 30 31 02	Oper Supplies - PSB Bldg	001 000 518 General Fund	10.79	Parts for Plumbing Repair
37178	02/11/2026	02/24/2026	4026 S & B Inc	381.22	SCADA System Repairs - Network Security Updates
	535 10 41 00	Prof Svcs - Sewer Admin	430 000 535 Sewer Fund (dep	381.22	SCADA System Repairs - Network Security Updates
37155	02/09/2026	02/24/2026	8403 Schmidtke, Judy A	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
37176	02/11/2026	02/24/2026	11164 Sehmel, AICP, Lindsey	3,950.00	Contracted Services from 01/06/26-02/05/26
	558 60 41 00	Prof Svcs - Planning	001 000 558 General Fund	3,950.00	Contracted Services from 01/06/26-02/05/26
37153	02/09/2026	02/24/2026	3171 Shigeno, June	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
37192	02/17/2026	02/24/2026	4060 Sir Speedy	354.20	2026 Annual Car Show Poster Artwork & Setup
	573 90 49 01	Community Events	001 000 573 General Fund	354.20	2026 Annual Car Show Poster Artwork & Setup
37191	02/17/2026	02/24/2026	4084 Staples Business Advantage	57.95	Office Supplies - Rec

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 12:15:31 Date: 02/20/2026

As Of: 02/24/2026

Page: 8

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	571 10 31 00	Office & Oper Sup - Rec	001 000 571 General Fund	57.95	Office Supplies - Rec
37203	02/17/2026	02/24/2026	4088 State Auditor's Office	3,116.10	2024 Audit #63946 - January 2026 (22.1 Hrs)
	518 10 41 01	Annual Audit - Non Dept	001 000 518 General Fund	3,116.10	2024 Audit #63946 - January 2026 (22.1 Hrs)
37162	02/10/2026	02/24/2026	4120 Tacoma Daily Index	140.79	January 2026 Publications
	511 60 41 01	Advertising - Legisl	001 000 511 General Fund	65.91	Public Hearing, Notice of Joint Meeting
	558 60 41 01	Advertising - Planning	001 000 558 General Fund	74.88	Notice of Application
37183	02/13/2026	02/24/2026	4322 Tacoma, City of - POWER	13,326.73	Power - Various Locations - 01/2026
	518 30 47 00	Public Utility Services - City I	001 000 518 General Fund	816.28	City Hall Power - 01/2026
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	106.94	PW Power - 01/2026
	534 10 47 00	Utility Services/Building - W:	425 000 534 Water Fund (de	106.94	PW Power - 01/2026
	534 80 47 01	Utility Services/Pumping	425 000 534 Water Fund (de	4,688.69	PW, Well #4, #6, #7, #9, Golf Course - 01/2026
	535 10 47 00	Utility Services/Building - Se	430 000 535 Sewer Fund (de	106.93	PW Power - 01/2026
	535 80 47 01	Utility Services/Pumping	430 000 535 Sewer Fund (de	1,452.02	Pumps/LS Power - 01/2026
	542 30 47 02	Electricity & Gas/Bldg - Stree	101 000 542 City Street Fund	106.94	PW Power - 01/2026
	542 30 47 03	Electricity/Traffic Lights	101 000 542 City Street Fund	66.12	Traffic Control - 01/2026
	542 63 47 00	Electricity/Street Lights	101 000 542 City Street Fund	1,457.86	Street Lights - 01/2026
	548 65 47 00	Utility Services/Building - Sh	501 000 548 Equipment Rent:	267.95	F&E Garage Power - 01/2026
	571 10 47 00	Public Utility Services - Rec	001 000 571 General Fund	1,636.92	Rec Center Power - 01/2026
	576 20 47 00	Public Utility Services - Pool	001 000 576 General Fund	1,381.45	Pool Power - 01/2026
	576 80 47 00	Public Utility Services - Parks	001 000 576 General Fund	1,131.69	Parks Power - 01/2026
37195	02/17/2026	02/24/2026	4139 Tapco Visa Card	4,977.77	Tapco Charges thru 02/13/26
	594 48 64 08	ERR Capital - Police	501 000 548 Equipment Rent:	4,977.77	Vehicle Registration - #85155D - 2025 Ford Police Interceptor
37184	02/13/2026	02/24/2026	5934 US Bank, City Hall Account	500.23	P-Card Charges thru 02/10/26
	511 60 31 00	Office & Oper Sup - Legisl	001 000 511 General Fund	22.06	Frame for Proclamation
	517 90 31 01	Oper Supplies - Wellness Pr	001 000 517 General Fund	61.84	Poker Walk & Chili Cook Off Supplies
	518 11 49 01	Dues/Member/Subscriptions:	001 000 518 General Fund	299.00	SHRM Membership - A Burkhart
	558 60 41 01	Advertising - Planning	001 000 558 General Fund	117.33	Notice of Application
37185	02/13/2026	02/24/2026	8483 US Bank, Public Works Dept Account	414.66	P-Card Charge thru 02/03/26
	531 50 49 05	Dues/Member/Subscriptions:	415 000 531 Storm Drain	79.41	Annual Jotform Subscription
	534 10 49 03	Dues/Member/Subscriptions:	425 000 534 Water Fund (de	79.42	Annual Jotform Subscription
	535 10 49 02	Dues/Member/Subscriptions:	430 000 535 Sewer Fund (de	79.42	Annual Jotform Subscription
	535 80 35 00	Small Tools & Equip - Sewer	430 000 535 Sewer Fund (de	72.76	62852D Spray Nozzle for Vactor Truck

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 12:15:31 Date: 02/20/2026

As Of: 02/24/2026

Page: 9

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
542 30 49 03	Dues/Member/Subscriptions:		101 000 542 City Street Fund	79.41	Annual Jotform Subscription
548 65 48 12	O & M - Street		501 000 548 Equipment Rent:	24.24	Taillight for Vehicle
37189	02/17/2026	02/24/2026	8484 US Bank, Recreation Dept Account	811.38	P-Card Charges thru 02/09/26
571 10 31 00	Office & Oper Sup - Rec		001 000 571 General Fund	108.79	Cashier Envelopes (Qty 500), Envelopes (Qty 100)
571 10 31 02	Senior Program Supplies		001 000 571 General Fund	143.12	Senior Morning Supplies
573 90 49 01	Community Events		001 000 573 General Fund	559.47	Easter Egg Hunt Prizes, Daddy Daughter Dance Supplies
37147	02/09/2026	02/24/2026	10860 Utter, David	75.00	Marshallese Interpreting (1 hr) 25CR60589 & 25IN60590
512 51 41 03	Prof Svcs - Interpreter - FMC		001 000 512 General Fund	75.00	Marshallese Interpreting (1 hr) 25CR60589 & 25IN60590
37171	02/11/2026	02/24/2026	10860 Utter, David	50.00	Marshallese Interpreting (1 hr) 24CR43752
512 51 41 03	Prof Svcs - Interpreter - FMC		001 000 512 General Fund	50.00	Marshallese Interpreting (1 hr) 24CR43752
Total Utter, David				125.00	
37173	02/11/2026	02/24/2026	10040 WECl	1,186.33	Alameda L/S Pump #2 Repair - Parts, Labor and Travel
535 50 48 00	Rep & Maint - Sewer Maint		430 000 535 Sewer Fund (dep	1,186.33	Alameda L/S Pump #2 Repair - Parts, Labor and Travel
37202	02/17/2026	02/24/2026	4256 Winning Seasons	5,372.88	Youth Basketball Jerseys (Qty 488)
571 10 31 06	Program Supplies - Youth		001 000 571 General Fund	5,372.88	Youth Basketball Jerseys (Qty 488)
37158	02/09/2026	02/24/2026	11056 Woods, Anna	262.50	Pro Temp Judge - 02/05/26 (3.5 hrs) - RMC
512 52 41 02	Prof Svcs - Pro Tem Judges -		001 000 512 General Fund	262.50	Pro Temp Judge - 02/05/26 (3.5 hrs) - RMC
37159	02/09/2026	02/24/2026	11056 Woods, Anna	412.50	Pro Temp Judge - 02/04/26 (5.5 hrs) - FMC
512 51 41 02	Prof Svcs - Pro Tem Judges -		001 000 512 General Fund	412.50	Pro Temp Judge - 02/04/26 (5.5 hrs) - FMC
Total Woods, Anna				675.00	
Report Total:				98,758.85	
Fund					
				49,363.23	
001 General Fund				15,895.32	
101 City Street Fund					

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 12:15:31 Date: 02/20/2026

As Of: 02/24/2026

Page: 10

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			415 Storm Drain	5,182.10	
			425 Water Fund (department)	10,677.58	
			430 Sewer Fund (department)	7,888.07	
			501 Equipment Rental Fund	9,752.37	
			655 Agency Fund/Bdg Permit	0.18	

This report has been reviewed by:

REMARKS:

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Date

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

Mayor Nikki Bufford called the special meeting to order at 6:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore and Hunter T. George were present. Planning Commissioners Kathy L. McVay, Eric Lane, Andreas Schonger, and Ben Ferguson were present. Councilmember Shannon Reynolds joined the meeting virtually.

Councilmembers Brett L. Wittner, Karen Mauer-Smith, and Joe Barrentine were absent and excused. Planning Commissioner Shirley Schultz was absent and excused.

**INTRODUCTIONS**

City Councilmembers and Planning Commissioners introduced themselves.

**2026 COMPREHENSIVE PLAN AMENDMENT/STEP HOUSING**

Kim Gunderson from Mahoney Planning provided an overview of the 2026 Comprehensive Plan Amendment regarding STEP housing (Shelters, Transitional Housing, Emergency Housing, and Permanent Supportive Housing). Mrs. Gunderson stated that the 2024 Comprehensive Plan periodic update identified a housing deficiency. She reported that the project has two components: amending the zoning code to allow and regulate STEP housing types and updating the land capacity analysis. Staff have been working with the Planning Commission and anticipate bringing forward draft code amendments in March. Proposed changes also include zoning amendments affecting residential and lodging districts, operational standards, potential parking adjustments near transit corridors, updated definitions, and the removal of the definition of “family” from the code. There was a brief discussion regarding the Administrative Use Permit – Type 2C process, density planning in the Mildred Street/19<sup>th</sup> Street corner under form-based code, and pending state legislation.

**WHITTIER ELEMENTARY SCHOOL REPLACEMENT PROJECT**

Lindsey Sehmel, ETHOS PNW, provided a brief update on the Whittier Elementary School Replacement Project and reported that the applicant submitted one Conditional Use Permit (CUP) and two major variances, with the CUP scheduled for a quasi-judicial hearing examiner hearing in early March. Ms. Sehmel reported on the project’s constraints, including constructing a new school on the existing site while the current school remains operational, the need for variances, and stated that the proposal aligns with the City’s street and design standards. Discussions included concerns about vehicle stacking and neighborhood impacts, site constraints, potential “choke” points, pedestrian access, parent drop-off planning, parking counts, and EV-ready requirements. Further discussions included landscaping maintenance expectations, the project notification list, whether the hearing examiner would be in person or virtual, and the use of the adjacent park fields.

**DESIGN REVIEW**

Planning Commissioner Ferguson stated that the Planning Commission would like Council direction and feedback regarding the adoption of design standards following the implementation of missing middle housing requirements. The intent would be to ensure new development reflects Fircrest’s character through consistency. Councilmember Reynolds expressed concern regarding current budget constraints and competing priorities. Discussions included identifying lower-cost approaches, leveraging existing resources, and reaching out to South Sound Affordable Housing (SSHA<sup>3</sup>P) for technical assistance.

**TRAFFIC CALMING MEASURES**

Planning Commissioner Lane reported that traffic and pedestrian safety are areas of concern and encouraged consideration of traffic calming strategies. Discussions included Council policy considerations and the need for a comprehensive pedestrian safety plan. Mayor Bufford reported on her proposal to develop a Council committee focused on pedestrian safety to work with staff and Department Directors on a comprehensive plan, including public input.

Further discussions included supporting road infrastructure with education and enforcement, resident acceptance of certain measures, the community’s walkable/bikeable character, and community outreach.

**ADJOURNMENT**

**Councilmember George MOVED to adjourn the meeting at 7:38 P.M., seconded by Commissioner Ferguson.**

**The Motion Carried (4-0).**

\_\_\_\_\_  
Nikki Bufford, Mayor

\_\_\_\_\_  
Arlette Burkhart, City Clerk

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

Mayor 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, and Joe Barrentine were present.

Councilmember Shannon Reynolds attended the meeting virtually.

Councilmember Karen Mauer-Smith was absent and excused.

**PRESIDING OFFICER’S REPORT**

**A. Proclamation: Robotics Day**

Mayor Bufford read the proclamation titled Robotics Day into the record. **Councilmember Viafore MOVED to authorize the Mayor’s signature on the proclamation proclaiming February 21, 2026, as Robotics Day in the City of Fircrest; seconded by Councilmember Wittner.** Mayor Bufford invited Councilmember comment. Councilmember Wittner welcomed the robotics group and thanked them for their return. Mayor Bufford invited public comment. Representatives from the SodaBots Robotics Team expressed their appreciation to the City of Fircrest for its continued support and invited the Council and community to attend the Robotics Expo on February 21, 2026, at the Roy H. Murphy Community Center. Councilmember George congratulated the students and expressed enthusiasm for the upcoming event.

**The Motion Carried (6-0).**

**CITY MANAGER COMMENTS**

City Manager Masko reported that she recently served as a guest speaker at the Rotary Club meeting, providing an update on current City activities and strengthening collaboration. She stated that representatives of the Whittier Elementary School Replacement Project will provide an update at the February 17, 2026, Council Study Session, and that staff is coordinating with the Hearing Examiner to schedule a hearing, anticipated for late March. She reported that City offices and the Community Center will be closed on February 16, 2026, in observance of Presidents' Day, and announced that she will be out of the office on Thursday and Friday. Parks and Recreation Director Jeff Grover will serve as Acting City Manager during her absence.

There was a brief discussion confirming that the Hearing Examiner proceeding is anticipated to be held in person in the Council Chambers.

**DEPARTMENT HEAD COMMENTS**

- Police Chief Celis provided a departmental update to include calls for service, ARIDE certification, and patrol tactics training. He also provided an update on the newly purchased patrol vehicles and stated that the department is coordinating with the Oak Harbor Police Department regarding the potential purchase of two 2016 vehicles.
- Public Works Director Bemis reported that staff is finalizing plans and specifications for the Regents Boulevard Grind and Overlay Project, which includes removing the existing traffic island and relocating the entrance sign to accommodate bike lanes. He is coordinating with the Fircrest Golf Club on minor fence adjustments and anticipates the project will go out to bid within four to six weeks. Lastly, Director Bemis reported on improvements at the Russo Pavilion and that the Public Works’ Bobcat has been listed for sale. There was a brief discussion on the

removal of the existing island to improve traffic flow, and that updated design options will be brought back to the Council prior to bid advertisement.

- Finance Director Deskins reported that the department is nearing completion of the year-end financial close-out and stated that she met with Columbia Bank representatives to discuss the City’s banking needs and partnership opportunities.

**COUNCILMEMBER COMMENTS**

- Councilmember Viafore; no comment.
- Councilmember Reynolds reported that she will provide an update on the Pierce Transit Board under Liaison Reports.
- Councilmember Wittner; no comment.
- Councilmember George commented on the upcoming Seahawks Parade and encouraged attendees to utilize public transportation.
- Councilmember Barrentine thanked Public Works staff for their prompt response regarding a water leak at a residence. He also requested that staff explore the feasibility of posting Council meeting recordings on YouTube to increase public accessibility. Lastly, he provided information about Maritime 253.
- Mayor Bufford reported that she is working with the City Manager to establish a Council Study Committee on Pedestrian Safety. She stated that the item will be brought forward for Council consideration at the next regular meeting. Mayor Bufford provided information about a Black History Month celebration scheduled for February 28, 2026, at the Roy H. Murphy Community Center. There was a brief discussion of the intent of the Pedestrian Safety Committee and of avoiding duplication of efforts.

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

Mayor Bufford invited public comment. The following individual provided comment.

- Vince Navarre, Fircrest resident, expressed concerns regarding a recent public social media post made by the Mayor.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Administration**

There was no report.

**B. Built Environmental, Planning, and Building**

Councilmember Wittner reported that Planning and Building operations continue to proceed well, despite current staffing limitations.

**C. Finance and Information Technology**

Councilmember Barrentine reported that the Auditor’s exit conference is scheduled for February 12, 2026, and reminded Councilmembers that if a quorum plans to attend, advance notice must be provided to allow for proper public notice.

**D. Other Liaison Reports**

Councilmember Reynolds reported that the Pierce Transit Board met and discussed the agency’s strategic plan for the upcoming year, parade route planning, and operational resources. She also reported on the initiation of an executive search process.

Councilmember George reported on the South Sound Housing Affordability Partners and stated that he forwarded the weekly legislative update to Council and staff. He encouraged the Council to review the legislative update for additional information.

There was a brief discussion on the Pierce Transit Board appointment discussion, and that there was no intention of bringing the item forward again.

**CONSENT CALENDAR**

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

- A. Approval of Check No. 224073 through No. 224145 in the amount of \$569,922.31  
Approval of Check No. 14573 through No. 14574 in the amount of \$9,676.23  
Approval of Check No. 14575 through No. 14582 in the amount of \$83,934.83  
Approval of payroll electronic funds transfer in the amount of \$175,760.46
- B. Registering no objections to the Ark Institute of Learning Special Liquor License Application
- C. Approval of January 27, 2026, Regular Meeting minutes

**Councilmember Wittner MOVED to approve the Consent Calendar as read; seconded by Councilmember Barrentine.**

**The Motion Carried (6-0).**

**PUBLIC HEARING**

There was no public hearing scheduled.

**UNFINISHED BUSINESS**

**A. Ordinance No. 1755: Solid Waste Rate Adjustment**

City Manager Masko briefed the Council on the proposed ordinance setting new solid waste rates due to adjustments to the disposal fee, the annual CPI adjustment, and the recycling commodity surcharge. **Councilmember Wittner MOVED to adopt Ordinance No. 1755, amending Section 1 of Ordinance No. 1736 and Fircrest Municipal Code 6.08.130 relating to the schedule of rates and charges for solid waste collection; seconded by Councilmember Barrentine.** Mayor Bufford invited Councilmember comments; there were none. Mayor Bufford invited public comment; there were none.

**The Motion Carried (6-0).**

**NEW BUSINESS**

**A. Resolution No. 2014: Alameda Avenue West Sidewalk Project Construction Management**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that services will include project management, construction observation, inspection, and contract administration throughout the construction phase of the project. **Councilmember George MOVED to adopt Resolution No. 2014, authorizing the City Manager to execute a Professional Services Agreement with Psomas for construction management services for the Alameda Avenue West**

**Sidewalk Project; seconded by Councilmember Wittner.** Mayor Bufford invited Councilmember comment. There was a brief discussion on the project schedule, and that work is expected to begin in mid-February. Mayor Bufford invited public comment; there were none.

**The Motion Carried (6-0).**

**CALL FOR FINAL COMMENTS**

There were none.

**EXECUTIVE SESSION**

**A. To discuss Labor Negotiations, pursuant to RCW 42.30.140(4)(b)**

At 7:40 P.M., Mayor Bufford reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed fifteen (15) minutes, to discuss labor negotiations, pursuant to RCW 42.30.140(4)(b). Mayor Bufford noted that City Manager Masko was invited to the Executive Session.

At 8:00 P.M., Mayor Bufford reported that the Council would extend their executive session for an additional ten (10) minutes.

The Council reconvened at 8:10 P.M. Councilmember Reynolds left the meeting at 8:10 P.M.

**ADJOURNMENT**

**Councilmember Barrentine MOVED to adjourn the meeting at 8:11 P.M., seconded by Councilmember Wittner.**

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

---

Nikki Bufford, Mayor

---

Arlette Burkhart, City Clerk

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**NEW BUSINESS:** Pedestrian Safety Committee Formation  
**ITEM:** 13A  
**DATE:** February 24, 2026  
**FROM:** Dawn Masko, City Manager

---

**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, establishing the Pedestrian Safety Committee.

---

**PROPOSAL:** Developing a comprehensive pedestrian safety plan has been a City Council goal for several years, reflecting the community’s growing concern for traffic safety, accessibility, and overall quality of life. Across the country, cities of all sizes have adopted formal pedestrian safety strategies to reduce serious injuries and fatalities, improve walkability, and ensure streets are safe for users of all ages and abilities.

Many municipalities have modeled their efforts on Vision Zero, an internationally recognized traffic safety framework that originated in Sweden and has since been adopted by hundreds of U.S. cities, including smaller communities similar in size to our own. Vision Zero is based on the principle that traffic-related deaths and serious injuries are preventable and emphasizes designing transportation systems that anticipate human error and minimize the severity of crashes. Common elements of Vision Zero and similar city pedestrian safety plans include:

- Engineering improvements such as enhanced crosswalks, curb extensions, improved lighting, and traffic calming measures.
- Targeted enforcement and education efforts focused on the most common and dangerous behaviors.
- Interdepartmental coordination between public works, police, planning, and administration.
- Ongoing public engagement and transparent reporting of progress and outcomes.

While the City has implemented individual safety efforts – such as engineering improvements in recent street and sidewalk projects, enhanced traffic enforcement, and updates to the Fircrest Municipal Code to allow for photo-enforcement – there is currently no comprehensive pedestrian safety plan. As the City prepares to implement a photo-enforcement program in 2026, this presents a timely opportunity to develop a coordinated pedestrian safety plan that reflects best practices, community values, and the City’s commitment to safe, accessible streets.

To advance this effort, the Mayor is proposing the establishment of a Special Ad Hoc Council Study Committee, to be known as the Pedestrian Safety Committee, in accordance with City Council Rule 23. The committee will consist of three Councilmembers appointed by the Mayor who will work collaboratively with Police, Public Works, and Administration to review existing conditions, analyze data and best practices from other cities, engage stakeholders as appropriate, and help guide the development of a comprehensive pedestrian safety plan focused on reducing crashes, preventing serious injuries and fatalities, and improving safety and mobility throughout the City.

**ATTACHMENTS:** [Resolution](#)

## **FIRCREST CITY COUNCIL AGENDA SUMMARY**

**SUBJECT:** Confirmation of Pedestrian Safety Committee Appointments  
**ITEM:** 13B  
**DATE:** February 24, 2026  
**FROM:** Mayor Nikki Bufford

---

**RECOMMENDED MOTION:** I move to confirm the Mayor's appointments to the Pedestrian Safety Ad Hoc Study Committee as follows:

- Councilmember – Committee Chair
  - Councilmember
  - Councilmember
  - Dawn Masko, City Manager
  - Victor Celis, Chief of Police
  - Tyler Bemis, Public Works Director
- 

**PROPOSAL:** The City Council has established the Pedestrian Safety Ad Hoc Study Committee to support City staff in developing a comprehensive pedestrian safety plan. The plan will focus on reducing crashes, preventing serious injuries and fatalities, and enhancing safety and mobility throughout the City.

Pursuant to Fircrest City Council Rules of Procedure Section 23.B.2, the Ad Hoc Study Committee will consist of three Councilmembers appointed by the Mayor. Section 23.B.3 provides that the Mayor shall appoint the Chair of the Committee. This motion confirms the Mayor's appointments to the Pedestrian Safety Ad Hoc Study Committee and formally appoints the Committee Chair.

The Committee will dissolve upon completion of the pedestrian safety plan or on December 31, 2026, whichever occurs first. If the plan has not been completed by that date, the City Council may take action to extend the Committee's term.

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**SUBJECT:** Fees and Charges Updates  
**ITEM:** 13C  
**DATE:** February 24, 2026  
**FROM:** Dawn Masko, City Manager

---

**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, authorizing updated fees and charges for Planning and Building.

---

**PROPOSAL:** After reviewing the adopted 2026 City fees and charges, staff discovered a mathematical discrepancy in the calculation of project valuation base rates for building and construction permits. Staff is now recommending an update to the previously adopted Planning and Building fee schedule to correct the issue.

**FISCAL IMPACT:** Budget impacts are unknown at this time, as any increases resulting from these fee and charge updates will not be determined until actual projects are submitted.

**ADVANTAGE:** The proposed fee updates will allow the City to keep pace with rising operational costs and ensure fees are more closely aligned with the cost of providing services.

**DISADVANTAGES:** Higher fees for consumers of our services.

**ALTERNATIVES:** The City Council could choose not to implement the proposed fee increases.

### **HISTORY:**

In 2025, the City's planning consultant, Kim Gunderson, conducted a review of the City's planning fees and charges and recommended updates for the 2026 Fee Schedule. The Fee Schedule was restructured from its previous format, and the prior system of separate fees and deposits was eliminated. All permits now list a single, combined fee, with fees collected upfront to streamline administration and reduce the workload on Finance and Planning staff associated with following up on payment for later-billed fees.

Other updates included incorporating typical noticing costs for permits requiring public notice, factoring in typical Hearing Examiner costs, and adding missing permit types, including Development Agreements, Plat Vacations and Alterations, Critical Areas permits, and Clearing/Grading permits. A blanket 15% Administrative Fee was also applied to all permits to account for staff time contributed by Administration, Finance, Planning, and other City staff.

During the implementation of the new permit fee structure, it was discovered that the current calculation method unintentionally causes permit fees to decrease as a project's value increases at certain thresholds. For example, a project valued at \$100,001, upon moving into the next fee bracket, results in a lower calculated fee than a project valued at \$99,000. The revised fee schedule corrects this unintended discrepancy and ensures a consistent, logical progression of fees as project values increase.

It is important to note that while these permit fees reflect increases, Fircrest does not currently charge development impact fees. This represents a substantial cost savings to developers. The recommended fees represent a step in the right direction towards a true cost-recovery model for the City, minimizing the need for taxpayers to subsidize permit costs and ensuring that fees are borne by the developer or resident to whom the permit applies.

**ATTACHMENTS:** [Resolution](#)  
[Exhibit A – 2026 Planning & Building Fee Schedule](#)

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30

**CITY OF FIRCREST  
RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AMENDING FEES FOR PLANNING  
AND BUILDING.**

**WHEREAS**, the City of Fircrest is authorized to impose fees and charges for programs and services provided by the City; and

**WHEREAS**, the City Council recognizes the need to periodically amend fees to recover the cost of services as appropriate; and

**WHEREAS**, the City now desires to amend the existing fees and charges for Planning and Building.

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

**Section 1.** The City’s Taxes, Rates & Fees Schedule is hereby amended as set forth in Exhibit A – Planning & Building.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 24<sup>th</sup> day of February 2026.

**APPROVED:**

\_\_\_\_\_  
Nikki Bufford, Mayor

**ATTEST:**

\_\_\_\_\_  
Arlette Burkhardt, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Joanna Eide, City Attorney

EXHIBIT A

CITY OF FIRCREST  
 PLANNING AND BUILDING  
 FEE AND RATE SCHEDULE  
 February 2026

TYPE OF LICENSE OR RATE		FEE OR RATE
<b>Project Valuation</b>		<b>Fee</b>
\$1.00 to \$2,000		\$100.00
\$2,001 to \$25,000	For the first \$2,000 For each additional \$1,000	\$100.00 plus \$17.00
\$25,001 to \$50,000	For the first \$25,000 For each additional \$1,000	\$535.00 plus \$15.00
\$50,001 to \$100,000	For the first \$50,000 For each additional \$1,000	<del>\$880.00</del> <u>910.00</u> plus \$11.00
\$100,001 to \$500,000	For the first \$100,000 For each additional \$1,000	<del>\$1,358.00</del> <u>1,460.00</u> plus \$9.00
\$500,001 to \$1,000,000	For the first \$500,000 For each additional \$1,000	<del>\$4,420.00</del> <u>5,060.00</u> plus \$8.00
Over \$1,000,000	For the first \$1,000,000 For each additional \$1,000	<del>\$7,667.00</del> <u>9,060.00</u> plus \$5.00

*For all buildings, structures, signs, gas, mechanical, and plumbing systems, or other alterations requiring a permit, a fee for each permit shall be paid prior to issuance. Building permit fees shall be set based on the project valuation, unless otherwise specified. Project valuations shall be submitted by the applicant and shall be the total value of all construction work for which the permit is issued, including but not limited to all finish work, painting, roofing, electrical, plumbing, mechanical, heating, air-conditioning, elevators, fire-extinguishing systems, and any other permanent equipment. Project valuations shall be no less than the valuation determination based on the Square Footage Valuation Table or the most current Building Valuation Data Table published by the International Code Council with a .09 regional modifier. If, in the opinion of the Building Official, the valuation on the application is underestimated, the applicant may provide detailed estimates to meet the Building Official's approval. Final building permit valuation shall be determined by the Building Official. A 15% Administrative Fee shall be applied to the cost of all fees.*