





## ***PROCLAMATION OF THE CITY COUNCIL***

**WHEREAS**, on July 4, 1776, the Declaration of Independence was adopted, marking the birth of the United States of America and affirming the enduring principle that all people are endowed with certain unalienable rights to Life, Liberty, and the Pursuit of Happiness; and

**WHEREAS**, the year 2026 marks the 250<sup>th</sup> anniversary of this defining moment in our nation's history, providing an opportunity to reflect upon the ideals of liberty, self-government, and civic responsibility that shaped our nation and continue to guide our democracy today; and

**WHEREAS**, the United States Semiquincentennial is being commemorated at the national, state, and local levels, encouraging communities to honor the sacrifices, achievements, and contributions of the generations who have shaped the American story over the 250 years; and

**WHEREAS**, local governments play a vital role in upholding democratic values, encouraging civic participation, and preserving community history and traditions for current and future generations; and

**WHEREAS**, we acknowledge that the founding ideals of our nation were not initially extended to all people, and we recognize the courage and perseverance of those who have worked throughout our history to bring our nation closer to the promise of freedom, equality, and justice for all; and

**WHEREAS**, Independence Day is a time to honor the enduring principles of the Declaration of Independence, reaffirm the continued duty of all Americans to preserve the freedoms and values that define our nation, and pay tribute to the members of the United States Armed Forces, past and present, whose courage and sacrifice have helped defend those liberties throughout our nation's history; and

**WHEREAS**, each year on July 4<sup>th</sup>, we celebrate the birth of our nation, the signing of the Declaration of Independence, and the United States as a lasting symbol of hope, opportunity, and democracy, and in 2026, we commemorate 250 years of American independence; and

**WHEREAS**, the City of Fircrest – known as the Jewel of Pierce County – is proud to join in this national celebration as a community committed to unity, opportunity, and civic pride.

**NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS OF THE CITY OF FIRCREST, do hereby proclaim** July 4<sup>th</sup>, 2026, as **Independence Day**, in the City of Fircrest, Washington, and encourage all residents to celebrate the birth of our nation, and recognize the importance of our independence and freedom.

Passed this 23<sup>rd</sup> day of June 2026

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Nikki Bufford, Mayor



## ***PROCLAMATION OF THE CITY COUNCIL***

**WHEREAS**, the City of Fircrest is served by Pierce Transit, which provides essential public transportation services by way of bus, SHUTTLE paratransit, and Rideshare services, and regional access to Sound Transit services; and

**WHEREAS**, in 2025, Pierce Transit provided 7 million passenger trips by bus, 316,646 SHUTTLE trips, 388,390 Rideshare trips, and 87,192 Runner trips in Pierce County, of which 1.1 million of those bus trips were free rides to youth 18 years and younger; and

**WHEREAS**, in 2025, Sound Transit provided 1 million T-Line passenger trips, 1.9 million Sounder S Line trips, and 2.8 million Pierce Transit-operated Express bus trips in Pierce County; and

**WHEREAS**, Pierce Transit provides connections to residents of our communities with important destinations such as work, school, medical appointments, everyday errands, and social and community events; and

**WHEREAS**, Pierce Transit provides an important lifeline to individuals who qualify for paratransit service under the Americans with Disabilities Act, delivering 172,155 hours of specialized service to customers in 2025; and

**WHEREAS**, Pierce Transit has been driving sustainability for nearly half a century, from pioneering compressed natural gas buses in the 1980s to launching a zero-emission strategy today; and

**WHEREAS**, public transportation investments generate 31% more jobs per dollar than new construction of roads and bridges, and investment in transit can yield 49,700 jobs per \$1 billion invested, and offer a 5-to-1 economic return; and

**WHEREAS**, greater transit use is associated with higher levels of physical activity, which is associated with lower health risks and better health outcomes; and

**WHEREAS**, transit provides essential transportation and employment opportunities for communities of color and low-income individuals.

**NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS OF THE CITY OF FIRCREST, do hereby proclaim** the month of June 2026 as **Ride Transit Month** in the City of Fircrest, Washington, and encourage residents, community organizations, and decision makers to ride, promote, and celebrate public transportation as a key aspect of mobility in our community.

Passed this 23<sup>rd</sup> day of June 2026

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Nikki Bufford, Mayor



## **THE CITY OF FIRCREST**

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115 RAMSDELL STREET • FIRCREST, WA 98466 • 253-564-8901 • [www.cityoffircrest.net](http://www.cityoffircrest.net)

June 23, 2026

Don Chartock, Director  
Public Transportation Division  
Washington State Department of Transportation  
310 Maple Park Ave. SE  
Olympia, WA 98501-7387

**Subject: Letter of Support for Pierce Transit's Regional Mobility Grant Application to Increase Bus Service Frequency on Route 2 and Expand its Bus Fleet Capacity**

Dear Director Chartock,

On behalf of the Fircrest City Council, I am pleased to express our strong support for Pierce Transit's Regional Mobility Grant application to increase bus service frequency on Route 2 and expand its bus fleet to reduce traffic congestion and improve service connectivity for Pierce County residents.

Route 2 is one of Pierce Transit's highest-ridership and best-performing routes, operating along Bridgeport Way and connecting four Pierce County jurisdictions: Tacoma, Lakewood, Fircrest, and University Place. Route 2 is a critical transit corridor that provides residents with vital access to affordable single and multi-family housing, employment centers, educational institutions, healthcare services, essential community resources, and regional Sound Transit connections through Commerce Street Station in downtown Tacoma.

Increasing the frequency of bus service to 15 minutes on weekdays and 20 minutes on weekends along Route 2 will significantly improve system reliability, reduce waiting times for bus connections, and create more convenient transit options for riders who depend on public transportation every day.

Expanded bus fleet capacity for Pierce Transit is especially important as Pierce County continues to experience population growth and increased travel demand. Investments along Route 2 support Washington State's climate and equity goals by encouraging more people to take public transit along an already busy corridor and reducing single-occupancy vehicle trips.

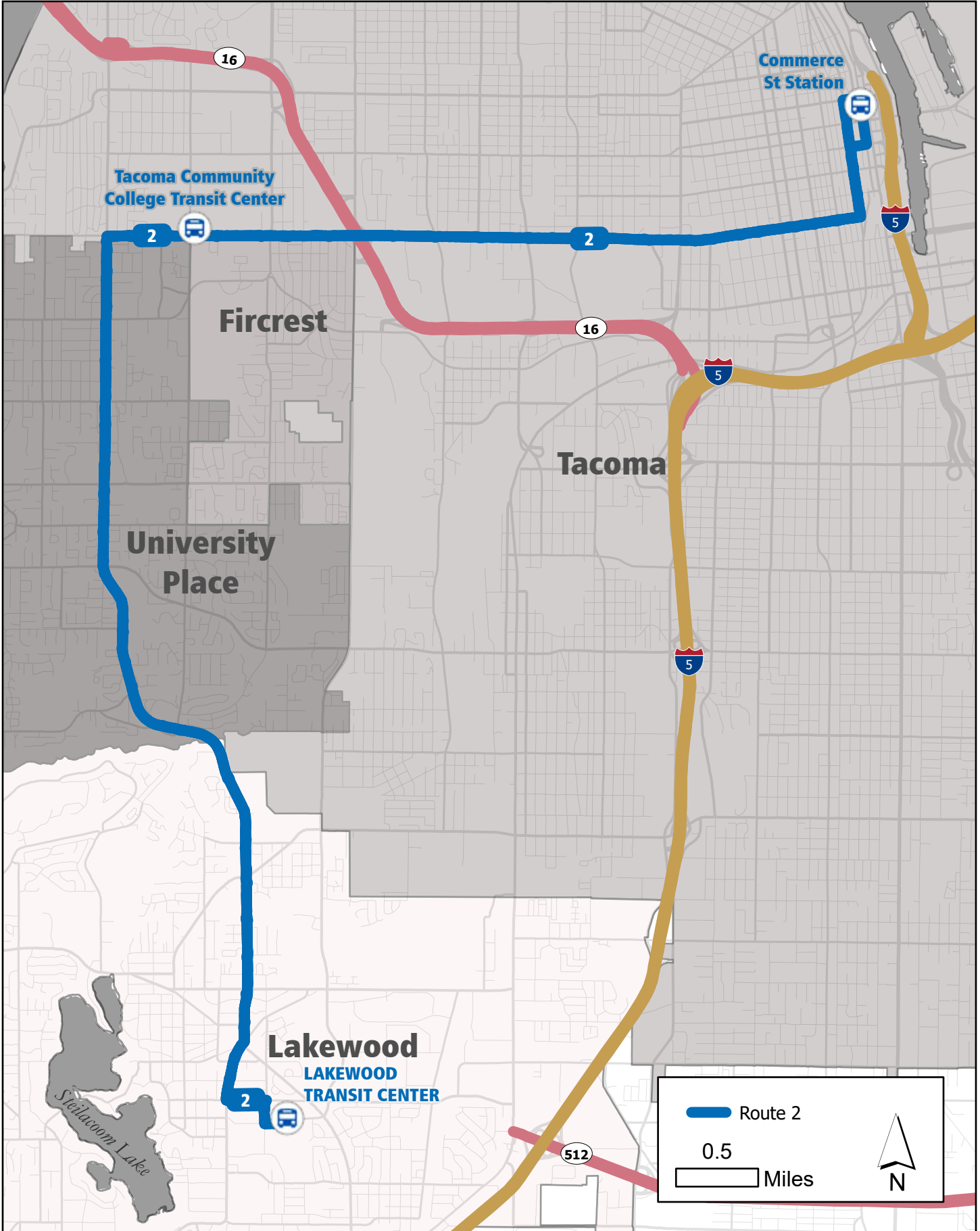
This project will provide meaningful benefits for historically underserved communities, low-income households, seniors, students, and people with disabilities who rely on safe, affordable, and dependable transit access. More frequent and reliable service also supports economic vitality by improving workforce access and connecting employers with a broader regional labor pool.

Pierce Transit has continued to demonstrate a strong commitment to delivering high-quality transit service throughout the Puget Sound Region. I believe this project represents an effective and impactful use of state funding and will generate long-term benefits for connecting communities within and beyond Pierce County.

I encourage WSDOT to give favorable consideration to Pierce Transit's grant application. Thank you for your continued investment in funding surface transportation solutions that strengthen mobility, sustainability, and economic opportunity across Washington State.

Sincerely,

***Nikki Bufford, Mayor  
City of Fircrest***



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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
38140	06/15/2026	06/23/2026	4298 AWC Employee Benefit Trust	1,057.10	07/2026 Retired Medical
	521 22 20 01		LEOFF I Medical Premiums 001 000 521 General Fund	1,057.10	07/2026 Retired Medical
38067	06/09/2026	06/23/2026	3647 Agrishop, Inc	384.61	Repair Parts and Labor for Edger - Belt Guard, Carburetor Replacement, Spark Plugs, Starter Handle, Air Filter & Oil Change
	576 80 31 02		Oper Supplies - Parks 001 000 576 General Fund	384.61	Repair Parts and Labor for Edger - Belt Guard, Carburetor Replacement, Spark Plugs, Starter Handle, Air Filter & Oil Change
38101	06/10/2026	06/23/2026	11029 Aguon, Kathryn	44.16	Bunco Party Prizes & Goody Bags - Wellness
	517 90 31 01		Oper Supplies - Wellness Prc 001 000 517 General Fund	44.16	Bunco Party Prizes & Goody Bags - Wellness
38063	06/09/2026	06/23/2026	10562 Amazon Capital Services	11.00	Shower Head Holder for Pool Bathrooms
	576 20 31 04		Repair Supplies - Pool 001 000 576 General Fund	11.00	Shower Head Holder for Pool Bathrooms
38064	06/09/2026	06/23/2026	10562 Amazon Capital Services	85.87	Ink for PW Plotter HP Printer
	518 30 31 03		Oper Supplies - PWF 001 000 518 General Fund	85.87	Ink for PW Plotter HP Printer
38065	06/09/2026	06/23/2026	10562 Amazon Capital Services	64.22	Supplies for Painting Curbs - Spray Paint, Aluminum Foil Duct Tape
	542 30 31 02		Oper Supplies - Street Reg 101 000 542 City Street Fund	64.22	Supplies for Painting Curbs - Spray Paint, Aluminum Foil Duct Tape
38108	06/10/2026	06/23/2026	10562 Amazon Capital Services	34.52	Stencil for No Parking Curbs
	542 30 31 02		Oper Supplies - Street Reg 101 000 542 City Street Fund	34.52	Stencil for No Parking Curbs
38109	06/10/2026	06/23/2026	10562 Amazon Capital Services	53.94	Paint for Curbs
	542 30 31 02		Oper Supplies - Street Reg 101 000 542 City Street Fund	53.94	Paint for Curbs
			Total Amazon Capital Services	249.55	
38062	06/09/2026	06/23/2026	10279 Ault Electric Services, LLC	581.27	Install Lighting Control For Field Lights @ Whittier Park
	576 80 48 00		Rep & Maint - Parks 001 000 576 General Fund	581.27	Install Lighting Control For Field Lights @ Whittier Park
38102	06/10/2026	06/23/2026	7374 Celis, Victor	40.96	Cookies & Water for Sgt Villamor's Retirement Reception

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511 60 49 00	Miscellaneous - Legisl		001 000 511 General Fund	40.96	Cookies & Water for Sgt Villamor's Retirement Reception
38164	06/17/2026	06/23/2026	5805 CenturyLink (Lumen LD)	9.12	Long Distance Access & Usage 06/2026
518 10 42 00	Communication - Non Dept		001 000 518 General Fund	9.12	Long Distance Access & Usage 06/2026
38155	06/15/2026	06/23/2026	3994 CenturyLink	482.60	Telecommunications - 06/2026
518 10 42 00	Communication - Non Dept		001 000 518 General Fund	144.66	City Hall Alarm & Fax (2) - 06/2026
521 22 42 00	Communication - Police		001 000 521 General Fund	289.72	Police BA/Modem & Fax - 06/2026
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	12.06	PW Alarm - 06/2026
534 10 42 00	Communication - Water Adr		425 000 534 Water Fund (dep	12.06	PW Alarm - 06/2026
535 10 42 01	Communication - Sewer Adr		430 000 535 Sewer Fund (dep	12.05	PW Alarm - 06/2026
542 30 42 00	Communication - Street Reg		101 000 542 City Street Fund	12.05	PW Alarm - 06/2026
38086	06/09/2026	06/23/2026	7541 Chontofalsky, Thomas	78.00	Library Reimbursement - 1 Year (Valerie)
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Valerie)
38088	06/09/2026	06/23/2026	4324 City Treasurer-Tacoma	71,713.47	Fire/EMS - 07/2026
522 20 40 00	Tacoma Contract - Fire		001 000 522 General Fund	22,674.67	Fire - 07/2026
522 20 41 00	Tacoma Contract - EMS		001 000 522 General Fund	49,038.80	EMS - 07/2026
38149	06/15/2026	06/23/2026	10296 CodePros, LLC	30,874.17	Building Official/Inspection Services - March-May 2026
524 20 41 01	Bldg Inspec/Plan Review		001 000 524 General Fund	30,874.17	Building Official/Inspection Services - March-May 2026
38121	06/10/2026	06/23/2026	6268 Cole-Parmer Instrument Company	169.30	Chlorine Dispensers for Water Testing
534 80 31 03	Oper Supplies - Chlorine		425 000 534 Water Fund (dep	84.65	Chlorine Dispensers for Water Testing
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	84.65	Chlorine Dispensers for Water Testing
38152	06/15/2026	06/23/2026	3573 Copiers Northwest Inc	21.32	Copier Usage 05/01/26-05/31/26
521 22 45 00	Oper Rentals - Copier - Polic		001 000 521 General Fund	21.32	Copier Usage 05/01/26-05/31/26
38147	06/15/2026	06/23/2026	7201 Craig S. Goegebuer	440.40	Sound for 2026 Car Show
573 90 49 01	Community Events		001 000 573 General Fund	440.40	Sound for 2026 Car Show
38148	06/15/2026	06/23/2026	7201 Craig S. Goegebuer	495.45	Sound for 2026 Strawberry Festival
573 90 49 01	Community Events		001 000 573 General Fund	495.45	Sound for 2026 Strawberry Festival

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			Total Craig S. Goegebuer	935.85	
38080	06/09/2026	06/23/2026	3589 Databar Inc	2,561.87	Town Topics - Statement Production, Postage, Town Topics Insert, Annual Water Quality Insert - June 2026
518 10 49 01			Town Topics/Citizen Commu	108.00	June 2026 Town Topics Insert
531 50 42 01			Postage - Storm	359.87	June 2026 UB Postage
531 50 49 06			Mailing Service - Storm	458.09	June 2026 UB Mailing Service
534 10 42 01			Postage - Water Admin	359.86	June 2026 UB Postage
534 10 49 06			Mailing Service - Water Adr	458.09	June 2026 UB Mailing Service
535 10 42 02			Postage - Sewer Admin	359.87	June 2026 UB Postage
535 10 49 05			Mailing Service - Sewer Adr	458.09	June 2026 UB Mailing Service
542 80 31 04			Oper Supplies - Beautificatic	0.00	June 2026 Community Sponsorship Flyer
38081	06/09/2026	06/23/2026	3589 Databar Inc	748.97	Town Topics Newsletter & Water Quality Mailing Service & Postage - June 2026
518 10 49 01			Town Topics/Citizen Commu	748.97	Town Topics Newsletter & Water Quality Mailing Service & Postage - June 2026
38082	06/09/2026	06/23/2026	3589 Databar Inc	2,383.97	Town Topics Day Camps Additional Pages - June 2026
518 10 49 01			Town Topics/Citizen Commu	2,383.97	Town Topics Day Camps Additional Pages - June 2026
38107	06/10/2026	06/23/2026	3589 Databar Inc	713.00	Drizzler Rain Gauge (Qty 200) & Setup Charge
531 50 31 03			NPDES Public Outreach	713.00	Drizzler Rain Gauge (Qty 200) & Setup Charge
			Total Databar Inc	6,407.81	
38052	06/08/2026	06/23/2026	10769 De Paoli, Pietro	290.91	04-02530.2 - 704 FIR PARK LANE
343 10 00 00			Storm Drain Revenues	-62.83	
343 40 00 00			Sale Of Water	-76.19	
343 50 00 00			Sewer Revenues	-151.89	
38138	06/15/2026	06/23/2026	2037 Delisle, Mary	78.00	Library Reimbursement - 1 Year
572 21 49 00			Library Services	78.00	Library Reimbursement - 1 Year
38117	06/10/2026	06/23/2026	4310 Dept Of Revenue-EXCISE TAX	4,357.53	May 2026 Excise Taxes
518 20 43 01			Excise Tax - Time/Temp Ren	3.85	May 2026 Excise Taxes

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531 50 44 00	Excise Tax - Storm		415 000 531 Storm Drain	22.83	May 2026 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (de	98.93	May 2026 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (de	49.29	May 2026 Excise Taxes
535 10 44 00	Excise Tax - Sewer		430 000 535 Sewer Fund (de	58.56	May 2026 Excise Taxes
535 10 44 00	Excise Tax - Sewer		430 000 535 Sewer Fund (de	41.74	May 2026 Excise Taxes
571 20 43 00	Excise Tax - Participation Fee		001 000 571 General Fund	484.98	May 2026 Excise Taxes
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	90.87	May 2026 Excise Taxes
576 20 43 00	Excise Tax - Pool Revenue		001 000 576 General Fund	3,501.16	May 2026 Excise Taxes
589 30 00 00	Retail Sales Tax		655 000 580 Agency Fund/Bd	5.32	May 2026 Excise Taxes
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38118	06/10/2026	06/23/2026	6511 Ecklund, Jason	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
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38163	06/17/2026	06/23/2026	11440 Equinox Research and Consulting	8,625.86	Cultural Resources Post Impact Survey for RCO Grant #20-1232 Athletic Field Improvements
	594 76 63 03	Other Improvements - PBCF	301 000 594 Park Bond Capit	8,625.86	Cultural Resources Post Impact Survey for RCO Grant #20-1232 Athletic Field Improvements
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38095	06/10/2026	06/23/2026	2373 Estate of Norma Jean Wright	47.58	05-00860.0 - 1216 CONTRA COSTA AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-10.28	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-12.46	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-24.84	
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38083	06/09/2026	06/23/2026	4858 Ewing Irrigation Products Inc	99.42	Pool Chemical Feed Line Repair
	576 20 31 04	Repair Supplies - Pool	001 000 576 General Fund	99.42	Pool Chemical Feed Line Repair
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38084	06/09/2026	06/23/2026	4858 Ewing Irrigation Products Inc	75.68	Paint & Chalk for Fields at Fircrest Park
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	75.68	Paint & Chalk for Fields at Fircrest Park
<hr/>					
			Total Ewing Irrigation Products Inc	175.10	
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38089	06/09/2026	06/23/2026	4318 Fircrest City of - Interfund (Treasur	7,562.80	June 2026 Interfund
	518 30 47 00	Public Utility Services - City I	001 000 518 General Fund	549.33	June 2026 Interfund
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	243.43	June 2026 Interfund
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	10.60	June 2026 Interfund
	534 10 47 00	Utility Services/Building - W:	425 000 534 Water Fund (de	243.44	June 2026 Interfund
	534 80 47 01	Utility Services/Pumping	425 000 534 Water Fund (de	251.64	June 2026 Interfund
	534 80 47 03	Public Utility Services - Mete	425 000 534 Water Fund (de	10.60	June 2026 Interfund
	535 10 47 00	Utility Services/Building - Se	430 000 535 Sewer Fund (de	243.44	June 2026 Interfund

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535 80 47 04	Public Utility Services - Mete		430 000 535 Sewer Fund (dep	10.60	June 2026 Interfund
542 30 47 02	Electricity & Gas/Bldg - Stree		101 000 542 City Street Fund	243.43	June 2026 Interfund
542 30 47 02	Electricity & Gas/Bldg - Stree		101 000 542 City Street Fund	10.60	June 2026 Interfund
542 80 47 00	Public Utility Services - St Be		101 000 542 City Street Fund	216.00	June 2026 Interfund
548 65 47 00	Utility Services/Building - Sh		501 000 548 Equipment Rent	34.50	June 2026 Interfund
571 10 47 00	Public Utility Services - Rec		001 000 571 General Fund	337.17	June 2026 Interfund
576 20 47 00	Public Utility Services - Pool		001 000 576 General Fund	589.22	June 2026 Interfund
576 80 47 00	Public Utility Services - Parks		001 000 576 General Fund	4,568.80	June 2026 Interfund
38146	06/15/2026	06/23/2026	6950 Getting Personal Imprinting LLC	137.57	2026 - Fun Days Bake-off Plaques (Qty 7)
	573 90 49 01	Community Events	001 000 573 General Fund	137.57	Fun Days Bake-off Plaques (Qty 7)
38053	06/08/2026	06/23/2026	10200 Haddow 1999 Trust	0.03	02-01040.0 - 319 CONTRA COSTA AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-0.01	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (dep	-0.02	
38091	06/09/2026	06/23/2026	11432 Henki, Drew	337.50	Judge Pro Tempore for Ruston Court - June 2026
	512 52 41 02	Prof Svcs - Pro Tem Judges -	001 000 512 General Fund	337.50	Judge Pro Tempore for Ruston Court - June 2026
38060	06/09/2026	06/23/2026	3692 Home Depot Credit Services	22.04	Sod for Grass at Fircrest Park
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	22.04	Sod for Grass at Fircrest Park
38119	06/10/2026	06/23/2026	3692 Home Depot Credit Services	88.25	Weedeater Trimmer Line for ROW Maintenance
	542 30 31 02	Oper Supplies - Street Reg	101 000 542 City Street Fund	88.25	Weedeater Trimmer Line for ROW Maintenance
38135	06/12/2026	06/23/2026	3692 Home Depot Credit Services	554.56	PW Crew Water
	518 30 31 00	Oper Supplies - Facilities	001 000 518 General Fund	92.42	PW Crew Water
	531 50 31 02	Oper Supplies - Storm	415 000 531 Storm Drain	92.43	PW Crew Water
	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (dep	92.43	PW Crew Water
	535 50 31 01	Oper Supplies - Sewer Main	430 000 535 Sewer Fund (dep	92.43	PW Crew Water
	542 30 31 02	Oper Supplies - Street Reg	101 000 542 City Street Fund	92.43	PW Crew Water
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	92.42	PW Crew Water
			Total Home Depot Credit Services	664.85	
38094	06/09/2026	06/23/2026	9316 JMK Language Services	147.25	Spanish Interpreting (2 Hrs Plus Mileage) 26CR51612, 26CR54578, 26IN51613, 26IN54579
	512 51 41 03	Prof Svcs - Interpreter - FMC	001 000 512 General Fund	147.25	Spanish Interpreting (2 Hrs Plus Mileage) 26CR51612, 26CR54578, 26IN51613, 26IN54579

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38145	06/15/2026	06/23/2026	11436 Johnson, Marcus	330.00	Youth Basketball League Referee 01/10/26-02/28/26
	571 10 41 02 Prof Svcs - Rec - Officiating		001 000 571 General Fund	330.00	Youth Basketball League Referee 01/10/26-02/28/26
38097	06/10/2026	06/23/2026	9817 Kenyon Disend	357.50	Attorney Services - May 2026
	518 11 41 03 Legal Services - Personnel		001 000 518 General Fund	357.50	Attorney Services - May 2026
38098	06/10/2026	06/23/2026	9817 Kenyon Disend	649.00	Attorney Services - May 2026
	515 41 41 02 Special Legal Counsel		001 000 515 General Fund	649.00	Attorney Services - May 2026
38099	06/10/2026	06/23/2026	9817 Kenyon Disend	137.50	Attorney Services - May 2026
	515 41 41 02 Special Legal Counsel		001 000 515 General Fund	137.50	Attorney Services - May 2026
38100	06/10/2026	06/23/2026	9817 Kenyon Disend	770.00	Attorney Services - May 2026
	515 41 41 02 Special Legal Counsel		001 000 515 General Fund	770.00	Attorney Services - May 2026
38116	06/10/2026	06/23/2026	9817 Kenyon Disend	4,717.00	Attorney Services - May 2026
	515 41 41 01 City Attorney		001 000 515 General Fund	4,469.50	Attorney Services - May 2026
	515 41 41 02 Special Legal Counsel		001 000 515 General Fund	192.50	Attorney Services - May 2026
	518 11 41 03 Legal Services - Personnel		001 000 518 General Fund	27.50	Attorney Services - May 2026
	534 10 41 02 Legal Services		425 000 534 Water Fund (dep	27.50	Attorney Services - May 2026
Total Kenyon Disend				6,631.00	
38123	06/11/2026	06/23/2026	11433 Language Line Services, Inc.	15.68	Spanish Interpreting (4 Min Over-the-Phone) INT#481212
	521 22 41 06 Interpreter Services		001 000 521 General Fund	15.68	Spanish Interpreting (4 Min Over-the-Phone) INT#481212
38139	06/15/2026	06/23/2026	11435 Masterful Plumbing	609.50	Duplicate Plumbing Permit Payment for 1014 Crestwood Lane, Invoice #8685
	322 10 00 02 Plumbing Permit		001 000 320 General Fund	-530.00	Duplicate Plumbing Permit Payment for 1014 Crestwood Lane, Invoice #8685
	345 89 00 00 Planning Administrative Fee:		001 000 340 General Fund	-79.50	Duplicate Plumbing Permit Payment for 1014 Crestwood Lane, Invoice #8685
38085	06/09/2026	06/23/2026	10354 McCarthy, Nora	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year

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38122	06/10/2026	06/23/2026	11067	McLendon Hardware	47.95	Parts for Water Service Turnarounds
	594 34 63 01	Other Improvements - Wate	426 000 594	Water Improver	47.95	Parts for Water Service Turnarounds
38103	06/10/2026	06/23/2026	11004	O'Galleher, Danielle	34.20	Refreshments for Sgt. Viallmor's Retirement Reception
	511 60 49 00	Miscellaneous - Legisl	001 000 511	General Fund	34.20	Refreshments for Sgt. Viallmor's Retirement Reception
38061	06/09/2026	06/23/2026	3923	Orca Pacific Inc	2,205.40	Hypochlorite Solution Sodium Hypochlorite 8 (250 Gal), Muriatic-Hydrochloric Acid (60 Gal), Sodium Bicarbonate (200 lb Bag), Calcium Chloride-Calcium Increaser (50 lb Bag)
	576 20 31 01	Oper Supplies - Pool Chemic	001 000 576	General Fund	2,205.40	Hypochlorite Solution Sodium Hypochlorite 8 (250 Gal), Muriatic-Hydrochloric Acid (60 Gal), Sodium Bicarbonate (200 lb Bag), Calcium Chloride-Calcium Increaser (50 lb Bag)
38093	06/09/2026	06/23/2026	3923	Orca Pacific Inc	5,283.70	Repairs, Maintenance & Labor on Pool - UV System 2 Year Biennial of Seals - Tot Pool, Main Pool
	576 20 48 00	Rep & Maint - Pool	001 000 576	General Fund	5,283.70	Repairs, Maintenance & Labor on Pool - UV System 2 Year Biennial of Seals - Tot Pool, Main Pool
Total Orca Pacific Inc					7,489.10	
38153	06/15/2026	06/23/2026	3958	PC Budget & Finance - Jail	2,029.56	Jail Services - May 2026
	523 60 40 01	Jail	001 000 523	General Fund	2,029.56	Jail Services - May 2026
38066	06/09/2026	06/23/2026	8993	Pacific Office Automation, Inc.	411.30	Copier Usage 05/01/26-05/31/26
	512 51 45 00	Oper Rentals - Copier - Cour	001 000 512	General Fund	26.59	Court 05/01/26-05/31/26
	518 10 45 00	Oper Rentals - Copier - Non	001 000 518	General Fund	325.42	City Hall 05/01/26-05/31/26
	531 50 45 00	Oper Rentals - Copier - Stori	415 000 531	Storm Drain	13.33	Storm 05/01/26-05/31/26
	534 10 45 02	Oper Rentals - Copier - Wate	425 000 534	Water Fund (de	13.33	Water 05/01/26-05/31/26
	535 10 45 00	Oper Rentals - Copier - Sewe	430 000 535	Sewer Fund (de	13.33	Sewer 05/01/26-05/31/26
	542 30 45 00	Oper Rentals - Copier - Stree	101 000 542	City Street Fund	13.33	Street 05/01/26-05/31/26
	571 10 45 01	Oper Rentals - Copier - Rec	001 000 571	General Fund	5.37	Rec 05/01/26-05/31/26
	576 80 45 00	Oper Rentals - Copier - Park	001 000 576	General Fund	0.60	Parks 05/01/26-05/31/26
38124	06/11/2026	06/23/2026	8993	Pacific Office Automation, Inc.	549.59	Copier Lease 05/01/26-06/01/26

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512 51 45 00	Oper Rentals - Copier - Cour		001 000 512 General Fund	9.58	Court 05/01/26-06/01/26
518 10 45 00	Oper Rentals - Copier - Non		001 000 518 General Fund	18.66	City Hall 05/01/26-06/01/26
531 50 45 00	Oper Rentals - Copier - Stori		415 000 531 Storm Drain	2.93	Storm 05/01/26-06/01/26
534 10 45 02	Oper Rentals - Copier - Wat		425 000 534 Water Fund (de	2.93	Water 05/01/26-06/01/26
535 10 45 00	Oper Rentals - Copier - Sew		430 000 535 Sewer Fund (de	2.92	Sewer 05/01/26-06/01/26
542 30 45 00	Oper Rentals - Copier - Stree		101 000 542 City Street Fund	2.92	Street 05/01/26-06/01/26
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	9.42	Rec 05/01/26-06/01/26
576 80 45 00	Oper Rentals - Copier - Park		001 000 576 General Fund	1.05	Parks 05/01/26-06/01/26
591 12 70 00	Lease Payments - Court		001 000 591 General Fund	94.84	Court 05/01/26-06/01/26
591 18 70 10	Lease Payments - Non-Dept		001 000 591 General Fund	184.78	City Hall 05/01/26-06/01/26
591 31 70 00	Lease Payments - Storm		415 000 591 Storm Drain	28.99	Storm 05/01/26-06/01/26
591 34 70 00	Lease Payments - Water Adr		425 000 591 Water Fund (de	28.99	Water 05/01/26-06/01/26
591 35 70 00	Lease Payments - Sewer		430 000 591 Sewer Fund (de	28.99	Sewer 05/01/26-06/01/26
591 71 70 00	Lease Payments - Recreatior		001 000 591 General Fund	93.23	Rec 05/01/26-06/01/26
591 76 70 80	Lease Payments - Parks		001 000 591 General Fund	10.36	Parks 05/01/26-06/01/26
591 95 70 00	Lease Payments - Street		101 000 591 City Street Fund	29.00	Street 05/01/26-06/01/26
Total Pacific Office Automation, Inc.				960.89	
38070 06/09/2026	06/23/2026	4108	Pape Machinery Inc.	66.00	ERR#633 - New Wheel for John Deere 1570 Mower Deck
548 65 48 11	O & M - Parks/Rec		501 000 548 Equipment Rent:	66.00	ERR#633 - New Wheel for John Deere 1570 Mower Deck
Total Pape Machinery Inc.				80.12	
38071 06/09/2026	06/23/2026	4108	Pape Machinery Inc.	6.47	ERR#633 - Bolt for John Deere 1570 Wheel
548 65 48 11	O & M - Parks/Rec		501 000 548 Equipment Rent:	6.47	ERR#633 - Bolt for John Deere 1570 Wheel
Total Pape Machinery Inc.				80.12	
38154 06/15/2026	06/23/2026	4108	Pape Machinery Inc.	7.65	Key for John Deere #455
548 65 48 11	O & M - Parks/Rec		501 000 548 Equipment Rent:	7.65	Key for John Deere #455
Total Pape Machinery Inc.				80.12	
38055 06/09/2026	06/23/2026	6461	Peck, Ronda	202.60	07-00092.5 - 1510 COTTONWOOD AVE
343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	-43.76	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-53.06	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-105.78	
Total Peck, Ronda				202.60	
38165 06/17/2026	06/23/2026	3955	Petrocard Systems Inc	846.52	Gas/Fuel - 06/2026
548 65 31 11	Gas - Parks/Rec		501 000 548 Equipment Rent:	65.36	Parks/Rec - 06/2026

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548 65 31 12	Gas - Street		501 000 548 Equipment Rent:	117.10	Street - 06/2026
548 65 31 13	Gas - Storm		501 000 548 Equipment Rent:	117.03	Storm - 06/2026
548 65 31 14	Gas - Water/Sewer		501 000 548 Equipment Rent:	547.03	Water/Sewer - 06/2026
38106 06/10/2026	06/23/2026	3986	Puget Sound Energy, BOT-01H	86.23	Natural Gas - City Hall - May 2026
518 30 47 00	Public Utility Services - City I		001 000 518 General Fund	86.23	Natural Gas - City Hall - May 2026
38132 06/12/2026	06/23/2026	3986	Puget Sound Energy, BOT-01H	178.53	Natural Gas - PW - May 2026
531 50 47 02	Public Utility Services - Bldg		415 000 531 Storm Drain	44.63	Natural Gas - PW - May 2026
534 10 47 00	Utility Services/Building - W:		425 000 534 Water Fund (de	44.63	Natural Gas - PW - May 2026
535 10 47 00	Utility Services/Building - Se		430 000 535 Sewer Fund (de	44.63	Natural Gas - PW - May 2026
542 30 47 02	Electricity & Gas/Bldg - Stret		101 000 542 City Street Fund	44.64	Natural Gas - PW - May 2026
Total Puget Sound Energy, BOT-01H				264.76	
38144 06/15/2026	06/23/2026	9360	RecDesk LLC	6,174.00	RecDesk Software Annual Subscription - 6/1/26 - 5/31/27
571 10 41 01	Prof Svcs - Rec		001 000 571 General Fund	3,087.00	RecDesk Software Annual Subscription - 6/1/26 - 5/31/27
576 20 41 00	Prof Svcs - Pool		001 000 576 General Fund	3,087.00	RecDesk Software Annual Subscription - 6/1/26 - 5/31/27
38151 06/15/2026	06/23/2026	7820	Roberts, John H	27.02	Reimbursement for Parking & Lunch - Superior Court - 06/02/26
521 22 43 00	Travel - Police		001 000 521 General Fund	27.02	Reimbursement for Parking & Lunch - Superior Court - 06/02/26
38105 06/10/2026	06/23/2026	10029	Rodriguez, Javier	78.00	Library Reimbursement - 1 Year (Javier)
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
38110 06/10/2026	06/23/2026	4035	Sarco Supply	503.13	Janitorial Supplies - Rec Bldg
571 10 31 04	Janitorial Supplies - Rec Bldg		001 000 571 General Fund	503.13	Janitorial Supplies - Rec Bldg
38111 06/10/2026	06/23/2026	4035	Sarco Supply	549.74	Janitorial Supplies - Parks Structures
576 80 31 01	Janitorial Supplies - Parks St		001 000 576 General Fund	549.74	Janitorial Supplies - Parks Structures
38112 06/10/2026	06/23/2026	4035	Sarco Supply	571.03	Janitorial Supplies - Pool
576 20 31 02	Janitorial Supplies - Pool		001 000 576 General Fund	571.03	Janitorial Supplies - Pool

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38113	06/10/2026	06/23/2026	4035 Sarco Supply	207.45	Janitorial Supplies - City Hall
	518 30 31 04	Oper Supplies - CH	001 000 518 General Fund	207.45	Janitorial Supplies - City Hall
38114	06/10/2026	06/23/2026	4035 Sarco Supply	333.36	Janitorial Supplies - PW Facilities
	518 30 31 03	Oper Supplies - PWF	001 000 518 General Fund	333.36	Janitorial Supplies - PW Facilities
38115	06/10/2026	06/23/2026	4035 Sarco Supply	293.27	Janitorial Supplies - PSB
	518 30 31 02	Oper Supplies - PSB Bldg	001 000 518 General Fund	293.27	Janitorial Supplies - PSB
Total Sarco Supply				2,457.98	
38056	06/09/2026	06/23/2026	6088 Sentinel Pest Control Inc	270.90	Pest Control - PW - 05/2026
	531 50 48 00	Rep & Maint - Storm	415 000 531 Storm Drain	67.72	Pest Control - PW - 05/2026
	534 50 48 01	Rep & Maint - Water Maint	425 000 534 Water Fund (de	67.73	Pest Control - PW - 05/2026
	535 50 48 00	Rep & Maint - Sewer Maint	430 000 535 Sewer Fund (de	67.73	Pest Control - PW - 05/2026
	542 30 48 01	Rep & Maint - Street Maint	101 000 542 City Street Fund	67.72	Pest Control - PW - 05/2026
38057	06/09/2026	06/23/2026	6088 Sentinel Pest Control Inc	141.83	Pest Control - City Hall - 05/2026
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	141.83	Pest Control - City Hall - 05/2026
38058	06/09/2026	06/23/2026	6088 Sentinel Pest Control Inc	270.90	Pest Control - PW - 06/2026
	531 50 48 00	Rep & Maint - Storm	415 000 531 Storm Drain	67.72	Pest Control - PW - 06/2026
	534 50 48 01	Rep & Maint - Water Maint	425 000 534 Water Fund (de	67.73	Pest Control - PW - 06/2026
	535 50 48 00	Rep & Maint - Sewer Maint	430 000 535 Sewer Fund (de	67.73	Pest Control - PW - 06/2026
	542 30 48 01	Rep & Maint - Street Maint	101 000 542 City Street Fund	67.72	Pest Control - PW - 06/2026
38059	06/09/2026	06/23/2026	6088 Sentinel Pest Control Inc	141.83	Pest Control - City Hall - 06/2026
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	141.83	Pest Control - City Hall - 06/2026
Total Sentinel Pest Control Inc				825.46	
38092	06/09/2026	06/23/2026	7873 Soran, Christopher	75.00	Security Deposit Refund, Soran, 05/23/26
	582 10 00 00	Deposit Refunds	001 000 580 General Fund	75.00	Security Deposit Refund, Soran, 05/23/26
38087	06/09/2026	06/23/2026	11313 Sound Defenders, PLLC	6,500.00	Indigent Defense Services - June 2026
	515 41 41 00	Assigned Counsel	001 000 515 General Fund	6,500.00	Indigent Defense Services - June 2026
38068	06/09/2026	06/23/2026	4084 Staples Business Advantage	20.36	2027 Monthly Deskpad Calendar

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	512 51 31 00 Office & Oper Sup - Court		001 000 512 General Fund	20.36	2027 Monthly Deskpads Calendar
38069	06/09/2026	06/23/2026	4084 Staples Business Advantage	34.96	Document Holder, Counter Pens (1 Box)
	512 51 31 00 Office & Oper Sup - Court		001 000 512 General Fund	34.96	Document Holder, Counter Pens (1 Box)
38136	06/15/2026	06/23/2026	4084 Staples Business Advantage	35.00	Glossy Photo Paper
	576 80 31 00 Office & Oper Sup - Parks		001 000 576 General Fund	35.00	Glossy Photo Paper
38137	06/15/2026	06/23/2026	4084 Staples Business Advantage	298.19	Office Supplies - Rec, Central & Finance; Office Chair - J Dunbar
	514 23 31 00 Office & Oper Sup - Finance		001 000 514 General Fund	10.42	Office Supplies - Finance
	514 23 35 00 Small Tools & Equip - Financ		001 000 514 General Fund	227.64	Office Chair - J Dunbar
	518 10 34 01 Office & Oper Sup - Central		001 000 518 General Fund	54.18	Office Supplies - Central
	571 10 31 00 Office & Oper Sup - Rec		001 000 571 General Fund	5.95	Office Supplies - Rec
			Total Staples Business Advantage	388.51	
38072	06/09/2026	06/23/2026	4110 Superior Linen Service	66.68	Linen Service 05/21/26 - Public Works
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	66.68	Linen Service 05/21/26 - Public Works
38073	06/09/2026	06/23/2026	4110 Superior Linen Service	66.68	Linen Service 05/07/26 - Public Works
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	66.68	Linen Service 05/07/26 - Public Works
38074	06/09/2026	06/23/2026	4110 Superior Linen Service	78.70	Linen Service 05/21/26 - City Hall
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	78.70	Linen Service 05/21/26 - City Hall
38075	06/09/2026	06/23/2026	4110 Superior Linen Service	78.70	Linen Service 05/07/26 - City Hall
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	78.70	Linen Service 05/07/26 - City Hall
38076	06/09/2026	06/23/2026	4110 Superior Linen Service	119.69	Linen Service 05/28/26 - Rec Center
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	119.69	Linen Service 05/28/26 - Rec Center
38077	06/09/2026	06/23/2026	4110 Superior Linen Service	119.69	Linen Service 05/14/26 - Rec Center
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	119.69	Linen Service 05/14/26 - Rec Center
38078	06/09/2026	06/23/2026	4110 Superior Linen Service	52.42	Linen Service 05/28/26 - Pool Party Room
	576 20 49 02 Miscellaneous - Pool		001 000 576 General Fund	52.42	Linen Service 05/28/26 - Pool Party Room

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38079	06/09/2026	06/23/2026	4110 Superior Linen Service	52.42	Linen Service 05/14/26 - Pool Party Room
	576 20 49 02	Miscellaneous - Pool	001 000 576 General Fund	52.42	Linen Service 05/14/26 - Pool Party Room
Total Superior Linen Service				634.98	
38090	06/09/2026	06/23/2026	4120 Tacoma Daily Index	171.60	May 2026 Publications
	511 60 41 01	Advertising - Legislat	001 000 511 General Fund	115.05	Special Meeting, Meeting Notice, Prd 1756 - May 2026
	558 60 41 01	Advertising - Planning	001 000 558 General Fund	56.55	Notice of SEPA
38142	06/15/2026	06/23/2026	4322 Tacoma, City of - POWER	11,600.65	Power - Various Locations - 05/2026
	518 30 47 00	Public Utility Services - City I	001 000 518 General Fund	752.37	City Hall Power - 05/2026
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	75.93	PW Power - 05/2026
	534 10 47 00	Utility Services/Building - W:	425 000 534 Water Fund (dep	75.93	PW Power - 05/2026
	534 80 47 01	Utility Services/Pumping	425 000 534 Water Fund (dep	4,099.22	PW, Well #4, #9, Golf Course Tank, Weathervane Booster - 05/2026
	535 10 47 00	Utility Services/Building - Se	430 000 535 Sewer Fund (dep	75.92	PW Power - 05/2026
	535 80 47 01	Utility Services/Pumping	430 000 535 Sewer Fund (dep	1,222.89	Pumps/LS Power - 05/2026
	542 30 47 02	Electricity & Gas/Bldg - Stree	101 000 542 City Street Fund	75.93	PW Power - 05/2026
	542 30 47 03	Electricity/Traffic Lights	101 000 542 City Street Fund	64.47	Traffic Control - 05/2026
	542 63 47 00	Electricity/Street Lights	101 000 542 City Street Fund	1,597.29	Street Lights - 05/2026
	548 65 47 00	Utility Services/Building - Sh	501 000 548 Equipment Rent	53.31	F&E Garage Power - 05/2026
	571 10 47 00	Public Utility Services - Rec	001 000 571 General Fund	1,199.76	Rec Center Power - 05/2026
	576 20 47 00	Public Utility Services - Pool	001 000 576 General Fund	1,441.44	Pool Power - 05/2026
	576 80 47 00	Public Utility Services - Parks	001 000 576 General Fund	866.19	Parks Power - 05/2026
38104	06/10/2026	06/23/2026	2836 Taylor, Jack	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
38134	06/12/2026	06/23/2026	5934 US Bank, City Hall Account	590.31	P-Card Charges thru 06/09/26
	511 60 49 00	Miscellaneous - Legislat	001 000 511 General Fund	182.81	Fruit Tray & Balloons for Sgt. Villamor's Retirement Celebration, Frame for Sgt. Villamor & Commissioner Bechtholt, City Flag Dry Cleaning
	517 90 31 01	Oper Supplies - Wellness Pro	001 000 517 General Fund	205.13	Food for Bunco Luncheon, Supplies & Produce for Hydration Station
	518 10 42 01	Postage - Non Dept	001 000 518 General Fund	202.37	Postage for Flag to AWC, Postage for Passports
38133	06/12/2026	06/23/2026	8482 US Bank, Police Department Account	54.99	P-Card Charges thru 06/9/2026
	511 60 49 00	Miscellaneous - Legislat	001 000 511 General Fund	54.99	Cake for Sgt. Villamor's Retirement Celebration

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38141	06/15/2026	06/23/2026	8483 US Bank, Public Works Dept Account	860.00	P-Card Charges thru 05/29/26
	534 10 49 02	Reg & Tuition - Water Admi	425 000 534 Water Fund (de	860.00	Water Distribution Certification Exam Preparation - H Davey & S Marez
38150	06/15/2026	06/23/2026	8484 US Bank, Recreation Dept Account	2,218.98	P-Card Charges thru 06/11/26
	571 10 31 01	Oper Supplies - Rec	001 000 571 General Fund	136.96	Hand Counter Clicker, Magnetic Credit Card Reader
	571 10 31 02	Senior Program Supplies	001 000 571 General Fund	173.58	Senior Morning Supplies - Donuts, Coffee Creamer & Water
	571 10 31 03	Youth Supplies	001 000 571 General Fund	63.84	Youth Snacks - Kiwanis Donation
	571 10 31 06	Program Supplies - Youth	001 000 571 General Fund	9.92	Baseball Jersey's (Qty 2), Credit Refund for Return of Baseball Jersey
	571 10 41 00	Senior Trips	001 000 571 General Fund	172.27	Senior Trip - Ferry to & from Whidbey Island - 06/02/26
	573 90 49 01	Community Events	001 000 573 General Fund	1,336.50	Custom Tattoos & Stickers, Medal Ribbons for Community Events, Banners, Stray Hay Bales, Thank You's & Supplies for Volunteers
	576 20 31 03	Oper Supplies - Pool	001 000 576 General Fund	325.91	Lifeguard Rescue Tubes (Qty 3), Mousepad
38054	06/08/2026	06/23/2026	7486 Wight, Shantel	2.73	12-00960.1 - 4616 62ND AVE W
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-2.73	
38143	06/15/2026	06/23/2026	4256 Winning Seasons	1,189.08	Pee Wee T-Shirts - Players (Qty 108)
	571 10 31 06	Program Supplies - Youth	001 000 571 General Fund	1,189.08	Pee Wee T-Shirts - Players (Qty 108)
38120	06/10/2026	06/23/2026	11056 Woods, Anna	337.50	Pro Temp Judge - 06/10/26 (4.5 hrs) - FMC
	512 51 41 02	Prof Srvs - Pro Tem Judges -	001 000 512 General Fund	337.50	Pro Temp Judge - 06/10/26 (4.5 hrs) - FMC
38096	06/10/2026	06/23/2026	9913 Woodward, April	69.16	07-00065.1 - 301 WILD ROSE ST
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-31.49	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-29.56	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-8.11	

Report Total: 189,506.10

Fund	
001 General Fund	164,457.59
101 City Street Fund	2,778.46
301 Park Bond Capital Fund	8,625.86
415 Storm Drain	2,361.93
425 Water Fund (department)	7,120.25

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			426 Water Improvement Fund	47.95	
			430 Sewer Fund (department)	3,094.29	
			501 Equipment Rental Fund	1,014.45	
			655 Agency Fund/Bdg Permit	5.32	

This report has been reviewed by:

REMARKS:

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

\_\_\_\_\_  
Date

**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, Shannon Reynolds, Brett L. Wittner, Hunter T. George, Karen Mauer-Smith, and Joe Barrentine were present.

Councilmember Reynolds attended the meeting virtually.

City Manager Masko attended the meeting virtually.

**PRESIDING OFFICER’S REPORT**

**A. Reappointment of Kathy McVay to the Planning Commission**

Mayor Bufford presented the reappointment of Kathy McVay to Planning Commission Position No. 1 for an additional six-year term. Mayor Bufford recognized Commissioner McVay's longtime service to the community. **Councilmember Viafore MOVED to confirm the Mayor’s reappointment of Kathy McVay to the City of Fircrest Planning Commission, Position No. 1, for a six-year term effective June 16, 2026, through June 15, 2032; seconded by Councilmember Barrentine.** Mayor Bufford invited Councilmember comments. The Council thanked Commissioner McVay for her continued service. Mayor Bufford invited public comment; none was provided.

**The Motion Carried (7-0).**

**B. Proclamation: LGBTQIA+ Pride Month**

Mayor Bufford read the proclamation titled “LGBTQIA+ Pride Month” into the record. **Councilmember George MOVED to authorize the Mayor’s signature on the proclamation proclaiming the month of June 2026 as LGBTQIA+ Pride Month in the City of Fircrest; seconded by Councilmember Mauer-Smith.** Mayor Bufford invited Councilmember comments. Mayor Bufford expressed appreciation for the Council’s continued consideration of the proclamation. Mayor Bufford invited public comment.

- Marc Rieke, 1033 Sunrise Lane, supported the proclamation and display of the Pride Flag.
- Nancy Atwood, Fircrest resident, supported honoring the LGBTQIA+ community. She expressed concerns regarding the display of additional flags.

**The Motion Carried (7-0).**

**C. Motion: Display Pride Flag at City Hall and Community Center**

**Councilmember George MOVED that the City of Fircrest display the Progress Pride Flag on the flagpoles at both City Hall and the Roy H. Murphy Community Center for the month of June, subject to commonly understood flag protocols; seconded by Councilmember Barrentine.** Mayor Bufford invited Councilmember comments. Council discussions included proper flag etiquette, including during Flag Day and other observances, clarification on the Progress Pride Flag and the Pride flag, and the importance of welcoming spaces. Mayor Bufford invited public comment.

- Marc Rieke, 1033 Sunrise Lane, supported the display of the Progress Pride Flag.

**The Motion Carried (7-0).**

**CITY MANAGER COMMENTS**

City Manager Masko reported that the House Appropriations Committee included the City’s Alameda Avenue Phase 2A project in the federal fiscal year 2027 transportation bill. She thanked Public Works Director Bemis, City Clerk Burkhart, Senator Nobles, Representative Leavitt, Pierce County Councilmember Ayala, Pierce County Executive Mello, the City of University Place, and Congresswoman Strickland and her staff for their support. She also reported that the Whittier Elementary School groundbreaking is scheduled for May 27, 2026, at 9:00 A.M. Lastly, she reported that she would be out of the office and working remotely. Parks and Recreation Director Grover would serve as Acting City Manager during her absence.

**DEPARTMENT HEAD COMMENTS**

- Police Chief Celis provided a departmental update to include calls for service, a reminder of the off-leash dog law, staffing updates, and thanked the Finance Department for their work on the fuel card program. There was a brief discussion of the leash law, including education, enforcement, and penalties.
- Acting City Manager Grover provided a brief departmental update to include the pool’s opening weekend, continued staff training, and preparation for recreation programming.

**COUNCILMEMBER COMMENTS**

- Councilmember Barrentine; no comment.
- Councilmember Mauer-Smith; no comment.
- Councilmember George wished City Manager Masko well and congratulated staff on the Alameda Avenue project funding progress.
- Councilmember Wittner; no comment.
- Councilmember Viafore acknowledged and welcomed former Mayor and Councilmember McVay and former Councilmember Rieke. He also requested communication regarding the City Manager’s leave schedule and Acting City Manager coverage.
- Councilmember Reynolds; no comment.
- Mayor Bufford reported on the Whittier Elementary School groundbreaking event, the recent Coffee with Councilmembers event, and the litter pickup event. She commented that additional trash cans near the baseball field may be helpful.

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

Mayor Bufford invited public comment. There was none.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

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

Councilmember Viafore commented on the importance of a long-term maintenance plan for the Community Center and stated that volunteers are still needed for the Strawberry Feed.

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

Councilmember George reported that Police Chief Celis is working on AXON on proposals for body cameras, tasers, and in-car video cameras. He also reported that the traffic camera study is expected soon. Councilmember Viafore requested that the study be completed before school is out to capture school-related traffic near Whittier Elementary.

**C. Public Works and Facilities**

Councilmember Reynolds reported that flower plantings have been completed at City buildings and traffic islands.

**D. Pierce County Regional Council**

Councilmember Reynolds reported that the Pierce County Regional Council discussed its budget and dues. She reported that she recommended against reducing dues due to inflationary concerns.

**E. Other Liaison Reports**

Councilmember George provided a Sound Transit update and stated that the Board would be voting on a package that includes funding for the planning of the Tacoma Community College extension.

**CONSENT CALENDAR**

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

- A. Approval of Check No. 224538 through 224602 in the amount of \$213,492.32  
Approval of payroll electronic funds transfer in the amount of \$167,549.83
- B. Setting a Public Hearing on June 9, 2026, at 7:15 pm or shortly thereafter to receive comments on the City’s 6-Year Comprehensive Transportation Improvement Program
- C. Registering no objections to the Kiwanis Club of Clover Park Special Occasion Liquor License Application
- D. Approval of the May 05, 2026, Special Meeting minutes  
Approval of the May 12, 2026, Regular Meeting minutes

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

**The Motion Carried (7-0).**

**PUBLIC HEARING**

There was no public hearing scheduled.

**UNFINISHED BUSINESS**

**A. Ordinance No. 1756: Comcast Franchise Extension Agreement – Adoption**

City Manager Masko briefed the Council on the proposed ordinance and highlighted that the extension would continue the current franchise terms through 2031, including the existing five percent franchise fee. **Councilmember Mauer-Smith MOVED to adopt Ordinance No. 1756, authorizing the City Manager to execute a five-year extension of the Cable TV Franchise Agreement with Comcast Cable Communications Management, LLC; seconded by Councilmember Barrentine.** Mayor Bufford invited Councilmember comments; none were provided. Mayor Bufford invited public comment; none was provided.

**The Motion Carried (7-0).**

**NEW BUSINESS**

**A. Ordinance: Forged Fiber Franchise Agreement – 1st Reading**

City Manager Masko presented the first reading of a franchise agreement with Forged Fiber and stated that the City had been working with both Forged Fiber and Ezee Fiber on telecommunications franchise agreements. She stated that City Attorney Eide had developed a franchise agreement template and that the agreements are intended to provide strong protections for the City.

City Attorney Eide stated that revenue-based franchise fees are not allowed under state law for these agreements and that the City may recover administrative costs incurred in negotiating and processing the agreements.

Discussions included infrastructure impacts and installation, as well as protections for activities that require restoration of recently paved roads.

No action was taken, as this was the first reading.

**B. Ordinance: Ezee Fiber Franchise Agreement – 1st Reading**

City Manager Masko presented the first reading of a franchise agreement with EZ Fiber and highlighted that the agreement is similar to the Forged Fiber franchise agreement.

There was a brief discussion that the franchise agreement does not mean the company will proceed with work, and they are still required to obtain site-specific permits before performing work.

No action was taken, as this was the first reading.

**C. Resolution No. 2027: Fun Days Performers & Entertainment Agreements**

Acting City Manager Grover briefed the Council on the proposed resolution and highlighted that the community event total budget is \$23,500, which includes performers and fireworks. **Councilmember Mauer-Smith MOVED to adopt Resolution No. 2027, authorizing the City Manager to execute agreements with performers and entertainers for entertainment at the 2026 Fircrest Fun Days event in an amount not to exceed \$23,500; seconded by Councilmember Barrentine.** Mayor Bufford invited Councilmember comments. Council discussions included attendance estimates, Kiwanis Club beer garden, crowd control, police staffing, additional safety measures, and the Fun Days event theme. Mayor Bufford invited public comment; none was provided.

**The Motion Carried (7-0).**

**D. Resolution No. 2028: Regents Boulevard Grind & Overlay Bid Award**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that the project scope includes a 2-inch grind and asphalt overlay to restore pavement conditions. **Councilmember Mauer-Smith MOVED to adopt Resolution No. 2028, authorizing the City Manager to execute a Public Works Contract with Miles Resources, LLC for the Regents Boulevard Grind and Overlay Project; seconded by Councilmember Barrentine.** Mayor Bufford invited Councilmember comments. Council discussions included the challenges of a pedestrian safety crossing near Regents Boulevard and Alameda Avenue, and continued

pedestrian connectivity throughout the City. Mayor Bufford invited public comment; none were provided.

**The Motion Carried (7-0).**

**E. Resolution No. 2029: Regents Boulevard Grind & Overlay Construction Management Contract**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that the services will include project management, construction observation, inspection, and contract administration during the construction phase. **Councilmember Mauer-Smith MOVED to adopt Resolution No. 2029, authorizing the City Manager to execute a Professional Services Agreement with David Evans and Associates, Inc. (DEA) for construction management services for the Regents Boulevard Grind and Overlay Project; seconded by Councilmember Barrentine.** Mayor Bufford invited Councilmember comments; none were provided. Mayor Bufford invited public comment; none was provided.

**The Motion Carried (7-0).**

**F. First Quarter Financial Report**

Finance Director Deskins presented the first quarter 2026 financial report. Mrs. Deskins reported that the City collected \$3.2 million in total revenues and highlighted a decrease from the first quarter of 2025, due to a decline in grant revenue and the completion of the Edwards Family Foundation commitment. The General Fund revenues totaled \$1.4 million, which had increases in taxes, charges for services, permits, passport fees, recreation fees, licenses and permits, and fines and forfeitures.

She reported that City expenditures totaled \$3.8 million and highlighted that expenditures were on track with budget expectations. She reviewed departmental spending, personnel costs, utility fund expenditures, donation revenue, and jail costs. There was a brief discussion regarding adding a separate sales tax category to future quarterly reports and adding beautification donation information on the main page of the City’s website.

**CALL FOR FINAL COMMENTS**

Councilmember Viafore expressed frustration with the communication regarding the City Manager’s evaluation process, the cancellation of the executive session, and the scheduling of the June 3, 2026, special meeting. There was a brief discussion on maintaining communication, executive session confidentiality, and Council availability for the June 3, 2026, special meeting.

There was a consensus to schedule the June 3, 2026, special meeting for 7:15 P.M.

Councilmember Barrentine requested a future update on the City’s water system and water supply.

**EXECUTIVE SESSION**

There was no executive session scheduled.

**ADJOURNMENT**

**Councilmember Mauer-Smith MOVED to adjourn the meeting at 8:44 P.M., seconded by Councilmember Barrentine.**

The Motion Carried (7-0).

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Nikki Bufford, Mayor

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Arlette Burkhart, City Clerk

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

Mayor Nikki Bufford called the special meeting to order at 7:15 P.M. and led the Pledge of Allegiance. Councilmembers Karen Mauer-Smith, Hunter T. George, and Joe Barrentine were present.

Councilmembers David M. Viafore and Brett. L. Wittner were absent and excused.

Councilmember Shannon Reynolds was absent and unexcused at the time of roll call.

**EXECUTIVE SESSION**

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

At 7:16 P.M., Mayor Bufford reported that the Council would take a four-minute recess and convene into Executive Session, not to exceed thirty (30) minutes to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). City Attorney Eide was invited into the Executive Session.

Councilmember Reynolds joined the Executive Session virtually at 7:16 P.M.

Councilmember Viafore joined the Executive Session at 7:18 P.M.

At 7:50 P.M., Mayor Bufford extended the Executive Session for an additional thirty (30) minutes.

At 8:20 P.M., Mayor Bufford extended the Executive Session for an additional ten (10) minutes.

Councilmember Reynolds left the meeting at 8:30 P.M.

The Council reconvened at 8:32 P.M., and no action was taken.

**ADJOURNMENT**

**Councilmember Barrentine MOVED to adjourn the meeting at 8:32 P.M., seconded by Councilmember George.**

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

\_\_\_\_\_  
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 7:01 P.M. and reported that the Council would take a five-minute recess.

The Council reconvened at 7:06 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Brett L. Wittner, and Hunter T. George were present.

Councilmembers Karen Mauer-Smith and Joe Barrentine were absent and excused.

**PRESIDING OFFICER’S REPORT**

Mayor Bufford invoked Rule 20. Order of Business from the Fircrest City Council Rules and modified the Council agenda to discuss and take action on Agenda Item 4B. Proclamation: Police Sergeant John Villamor before 4A. Representative Leavitt – Legislative Update. There were no objections from the Council.

Councilmember Shannon Reynolds joined the meeting virtually at 7:11 P.M.

**B. Proclamation: Police Sergeant John Villamor**

Councilmember George read the proclamation titled Police Sergeant John Villamor into the record. **Councilmember Viafore MOVED to authorize the Mayor’s signature on the proclamation proclaiming the Council’s sincere appreciation and gratitude to Police Sergeant John Villamor for his contributions and commitment to the City of Fircrest; seconded by Councilmember Wittner.** Mayor Bufford invited Councilmember comments. The Council expressed its appreciation for Sergeant Villamor’s professionalism, kindness, leadership, and lasting impact on the Fircrest community. Police Chief Celis presented Sergeant Villamor with a letter of commendation for his response to a domestic violence incident, stating that Sergeant Villamor’s actions helped safely resolve the situation. Mayor Bufford invited public comment.

- Sue Little, address not provided, expressed her appreciation for Police Sergeant Villamor.
- Derek Stansbury, former Fircrest Police Officer, expressed his appreciation for Police Sergeant Villamor.
- David Seeley, retired Fircrest Police Officer, expressed his appreciation for Police Sergeant Villamor.

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

At 7:24 P.M., Mayor Bufford reported that the Council would take a five-minute recess.

At 7:29 P.M., the Council reconvened.

**A. Representative Leavitt – Legislative Update**

28<sup>th</sup> Legislative District Representative Mari Leavitt provided a legislative update on the recently completed 60-day supplemental legislative session. She reported that more than 3,000 bills were introduced, with 268 passed by the Legislature and signed into law.

Representative Leavitt discussed the state operating budget, highlighted a budget deficit, and focused on food, health, shelter, continuity of government, and maintenance. She reported

legislative priorities to include early learning, housing, health care, public safety, wildfire response, property tax relief, utility assistance, transportation, public works, and capital budget investments.

Representative Leavitt read House Resolution 2026-4686 honoring the life and service of Robert Steven “Rob” Masko. The Council thanked Representative Leavitt for honoring Rob Masko.

Council discussions included the status of the Keeping Families Together Act, the importance of protecting the Public Works Trust Fund, and the need to address public defense funding.

The Council thanked Representative Leavitt for her presentation and continued work on behalf of Fircrest and the 28<sup>th</sup> Legislative District.

**C. Proclamation: Flag Day**

Mayor Bufford read the proclamation titled Flag Day into the record. **Councilmember Wittner MOVED to authorize the Mayor’s signature on the proclamation proclaiming Sunday, June 14th, 2026, as Flag Day, in the City of Fircrest; seconded by Councilmember George.** Mayor Bufford invited Councilmember comments. There was a brief discussion about a community member’s interest in funding an additional flagpole and revisiting the conversation. Mayor Bufford invited public comment; none was provided.

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

**CITY MANAGER COMMENTS**

City Manager Masko provided an update regarding flags being flown at half-staff at City facilities in recognition of Civil Service Commissioner John Bechtholt’s passing and the victims of the Longview tragedy. She stated that the flag at City Hall would be fully raised beginning Friday, with the POW/MIA flag displayed beneath it, while flags at other City facilities would remain at half-staff until Sunday.

**DEPARTMENT HEAD COMMENTS**

- Police Chief Celis provided a departmental update to include calls for service, police officer recruitment, his FBI leadership command training, and thanked staff for coordinating Sergeant Villamor’s retirement reception.
- Public Works Director Bemis reported that he met with the Transportation Improvement Board regarding potential funding for the Emerson Street pedestrian safety project.
- Finance Director Deskins reported that the City submitted its state report to the State Auditor’s Office and expects to be audited in the fall. She also reported that the new fuel card program is operational and that the City’s former part-time Accountant I, Wanda Wells, has returned.

**COUNCILMEMBER COMMENTS**

- Councilmember Viafore; no comment.
- Councilmember Wittner; no comment.
- Councilmember George thanked staff for their work on the fuel card program.
- Councilmember Reynolds; no comment.
- Mayor Bufford; no comment.

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

Mayor Bufford invited public comment. There were none provided.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Administration**

There was no report.

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

Councilmember Wittner reported that the Alameda Avenue property with the large rear structure is scheduled to go before the Hearing Examiner later in the month.

**C. Finance and Information Technology**

There was no report.

**D. Pierce Transit**

Councilmember Reynolds reported that the Pierce Transit Board discussed World Cup preparations, including planned fan zone shuttles, and officially recognized Ride Transit Month.

**E. South Sound Housing Affordability Partners**

Councilmember George reported that South Sound Housing Affordability Partners (SSHAP) met in person in Sumner and discussed form-based code, multifamily design, and maintaining community character. He also reported that SSHAP adopted its 2027 budget.

**F. Other Liaison Reports**

There were no other liaison reports.

**CONSENT CALENDAR**

Mayor Bufford requested that the City Clerk read the Consent Calendar as amended to include the Windmill Garden voucher.

- A. Approval of Check No. 224603 through No. 224681 in the amount of \$312,437.97
- Approval of Check No. 14613 through No. 14614 in the amount of \$9,942.17
- Approval of Check No. 14615 through No. 14622 in the amount of \$84,406.21
- Approval of payroll electronic funds transfer in the amount of \$175,500.05

- B. Approval of May 18, 2026, study session meeting minutes.

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

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

**PUBLIC HEARING**

**A. To receive comments on the City’s 6-Year Comprehensive Transportation Improvement Program**

At 8:19 P.M., Mayor Bufford opened the public hearing. Public Works Director Bemis briefed the Council on the City’s 6-Year Comprehensive Transportation Improvement Program and stated that

the public hearing was to receive comments on it. Mayor Bufford invited Councilmember comments.

Council discussions included Rainier Drive correction, concerns regarding project number 7 and its right-of-way limitations, and scheduling a pedestrian safety committee soon. Mayor Bufford invited public testimony; none were provided.

Councilmember George left the meeting at 8:27 P.M. and returned at 8:30 P.M.

At 8:28 P.M., Mayor Bufford closed the public hearing.

**UNFINISHED BUSINESS**

**A. Ordinance No. 1757: Forge Fiber 37 Franchise Agreement – Adoption**

City Manager Masko provided an overview of the proposed ordinance for a ten-year non-exclusive franchise agreement with Forge Fiber 37 LLC to construct, operate, and maintain a fiber optics telecommunications network within the City’s right-of-way. **Councilmember Wittner MOVED to adopt Ordinance No. 1757, authorizing the City Manager to execute a ten-year franchise agreement with Forged Fiber 37, LLC; seconded by Mayor Bufford.** Mayor Bufford invited Councilmember comments. There was a brief discussion on the intended use of the franchise, service within Fircrest and through the City, and future franchise agreements. Forge Fiber 37 LLC representative Sunny Ausink stated that it intends to serve Fircrest residents and provide service through the City within the next two years. Mayor Bufford invited public comment; none were provided.

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

**B. Ordinance No. 1758: Ezee Fiber Franchise Agreement – Adoption**

City Manager Masko provided an overview of the proposed ordinance for a ten-year non-exclusive franchise agreement with Ezee Fiber Washington Assets LLC to construct, operate, and maintain a fiber optics telecommunications network within the City’s right-of-way. **Councilmember Wittner MOVED to adopt Ordinance No. 1758, authorizing the City Manager to execute a ten-year franchise agreement with Ezee Fiber Washington Assets, LLC; seconded by Councilmember George.** Mayor Bufford invited Councilmember comments; none were provided. Mayor Bufford invited public comment; none were provided.

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

**NEW BUSINESS**

**A. Resolution No. 2030: Recognizing Civil Service Commissioner John Bechtholt**

City Manager Masko briefed the Council on the proposed resolution and highlighted Commissioner Bechtholt’s connection to Fircrest, community involvement, and impact. **Councilmember Wittner MOVED to adopt Resolution No. 2030, recognizing Civil Service Commissioner John Bechtholt; seconded by Councilmember George.** Mayor Bufford invited Councilmember comments. The Council expressed its condolences to the Bechtholt family. Mayor Bufford invited public comment; none were provided.

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

**CALL FOR FINAL COMMENTS**

There were none.

**EXECUTIVE SESSION**

There was no Executive Session scheduled.

**ADJOURNMENT**

**Councilmember George MOVED to adjourn the meeting at 8:49 P.M., seconded by Councilmember Wittner.**

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

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Nikki Bufford, Mayor

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Arlette Burkhart, City Clerk

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**AGENDA TOPIC:** Adoption of 2027-2032 Six-Year Comprehensive Transportation Improvement Program

**ITEM:** 13A

**DATE:** June 23, 2026

**FROM:** Tyler Bemis, Public Works Director

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**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, approving the City of Fircrest's Six-Year Comprehensive Transportation Improvement Program for the period of 2027-2032.

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**PROPOSAL:** The Council is being asked to approve the updated Six-Year Comprehensive Transportation Improvement Program (TIP) for the period of 2027-2032. Leveraging local dollars through grant applications is critical to the City's ability to maintain and improve its transportation infrastructure. The TIP is intended not only to identify projects for future funding but also to establish City Council authorization for staff to pursue grant opportunities associated with projects contained within the TIP.

The proposed 2027-2032 TIP identifies several priority transportation investments, including multiple phases of the Alameda Avenue Sidewalk Program, the Emerson Street West Sidewalk Project, and the 44th Street West Sidewalk Project being jointly advanced with the City of University Place. These projects represent the City's highest transportation priorities and are intended to improve pavement conditions, enhance pedestrian connectivity and ADA accessibility, support multimodal transportation options, and position the City to compete for future State and Federal grant funding opportunities.

It should be noted that, in order for a project to be eligible for State or Federal funding, it must be included in the City's adopted Six-Year Transportation Improvement Program.

**FISCAL IMPACT:** The adoption of the TIP has no direct fiscal impact, as it serves primarily as a planning document. However, the projects included in the TIP carry significant future fiscal implications. Each project will be evaluated independently through the City's annual budget process and project-specific review and approval procedures.

Adoption of the TIP also enables the City to pursue State and Federal grant funding opportunities for the identified projects.

**ADVANTAGE:** The adoption of a Six-Year Comprehensive Transportation Improvement Program (TIP) ensures compliance with State requirements for an annual transportation planning process that includes public participation.

The TIP serves as a planning and budgeting tool for future transportation investments and establishes the City's prioritized list of transportation projects. The document is utilized by regional agencies, neighboring jurisdictions, and the Washington State Department of Transportation (WSDOT) as part of broader transportation planning efforts.

Additionally, the TIP provides the framework necessary for staff to pursue grant opportunities and low-interest loan programs as funding opportunities arise. The TIP may be amended at any time during the year by City Council resolution as priorities, funding opportunities, and community needs evolve.

**DISADVANTAGES:** None known.

**ALTERNATIVES:** The City Council may revise the priority ranking of any project included within the TIP. The Council may also add, delete, defer, or modify projects contained within the program prior to adoption.

**HISTORY:** Each year, Washington cities, towns, and counties are required to review and update their respective transportation improvement programs. This process provides the framework for coordinating local transportation planning efforts with regional and statewide transportation plans and assists in identifying transportation needs and funding priorities.

Prior to the adoption of a new TIP, jurisdictions are required to conduct a public hearing to solicit public input. A public hearing on the City's proposed 2027-2032 TIP was held at the regular City Council meeting on June 9, 2026.

Additionally, pursuant to the State Environmental Policy Act (SEPA), the City prepared an Environmental Checklist and issued a Determination of Nonsignificance (DNS) for the proposed Transportation Improvement Program. The public comment period concluded without substantive comments requiring modification of the proposed TIP.

Chapter [35.77.010](#) of the Revised Code of Washington (RCW) requires each city to annually update its Six-Year Comprehensive Transportation Improvement Program and file a copy of the adopted TIP with the Washington State Department of Transportation (WSDOT). Inclusion of projects within the TIP is a prerequisite for eligibility for most State and Federal transportation funding programs.

[RCW 35.77.010](#) also requires each city to identify projects of regional significance for inclusion in regional transportation planning efforts. At this time, none of the projects included in the City's 2027-2032 TIP are considered regionally significant.

The TIP is based upon anticipated revenues and identified transportation needs. As is common with transportation planning, project needs exceed available funding resources. Therefore, the primary objective of the TIP is to establish a realistic and financially constrained plan for the preservation, maintenance, and improvement of the City's transportation system.

Projects identified in the early years of the TIP are generally considered more certain and are expected to proceed as funding becomes available. Projects identified in later years remain subject to refinement and may be accelerated, delayed, modified, or removed as priorities, funding availability, and community needs change.

Adoption of the TIP does not irrevocably commit the City to construct any specific project. Projects may be modified or canceled during planning, environmental review, design, or funding evaluation phases if circumstances warrant. Common reasons for project modification or cancellation include environmental considerations, funding limitations, changing transportation needs, or determinations that a project is no longer in the community's best interest.

The TIP may be amended at any time by City Council action following a public hearing.

**ATTACHMENTS:** [Resolution](#)  
[2027-2032 Six-Year TIP Brochure](#)  
[SEPA Public Comment Period Notice](#)

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

3 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF**  
4 **FIRCREST, WASHINGTON, ADOPTING THE 2027-2032 SIX-**  
5 **YEAR COMPREHENSIVE TRANSPORTATION IMPROVEMENT**  
6 **PROGRAM.**

7 **WHEREAS**, the City of Fircrest, pursuant to RCW 35.77.010, is required to  
8 annually update its Six-Year Comprehensive Transportation Improvement Program  
9 (“Program”) and file a copy of the adopted plan with the Secretary of the Washington  
10 State Department of Transportation; and

11 **WHEREAS**, a public hearing on the proposed Program was held on June 9, 2026,  
12 and [no comments/or the following comments] on the proposed Program were  
13 received; and

14 **WHEREAS**, the City Council has considered the proposed priority array and  
15 determined that the priorities of projects identified in the Program appear to be in the  
16 best interest of the City and its residents.

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

19 **Section 1.** The 2027-2032 Six-Year Comprehensive Transportation Improvement  
20 Program, dated June 23, 2026, is hereby adopted as the Six-Year Comprehensive  
21 Transportation Improvement Program for the City of Fircrest from and after January 1,  
22 2027, and until amended by subsequent action of the City Council.

23 **Section 2.** The City Clerk or designee is hereby authorized and directed to forward  
24 copies of the 2027-2032 Comprehensive Transportation Improvement Program to the  
25 appropriate State, regional, and local agencies and to file the same in the official City  
26 records.

27 **APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF**  
28 **FIRCREST, WASHINGTON**, at a regular meeting thereof this 23rd day of June  
29 2026.

30 **APPROVED:**

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

**ATTEST:**

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

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**APPROVED AS TO FORM:**

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Joanna Eide, City Attorney

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# CITY OF FIRCREST

2027-2032

Transportation Improvement Program

**ACKNOWLEDGEMENTS**

**Fircrest City Council**

Nikki Bufford, Mayor  
Brett L. Wittner, Mayor Pro Tempore  
David M. Viafore  
Shannon Reynolds  
Hunter T. George  
Karen Mauer-Smith  
Joe Barrentine

**City Manager**

Dawn Masko

**Public Works**

Tyler Bemis, Director  
Jeff Davis, Utility Foreman  
Russ Parsons, Utility Service Person II  
Tim Piercy, Utility Service Person II  
Salvador Marez, Utility Service Person II  
Hayden Davey, Utility Service Person I  
Sherry Canavan, Office Coordinator  
Holly Veliz, Utility Billing Clerk

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## **PREFACE**

Chapters 35.77.010 and 35.77.015 of the Revised Code of Washington (RCW) provide that each city shall annually update its Six-Year Transportation Program and, after a public hearing thereon, file a copy of the adopted Program with the Secretary of the Washington State Department of Transportation (WSDOT) by July 1 of each year. The Program is necessary to allow cities and counties to obtain State and Federal funding. For a project to obtain funding from the State, it must appear in the agency's current Program. Because the state also disperses federal highway funds, this requirement applies to federally funded projects as well.

RCW 35.77.010 also requires each city to specifically set forth those projects and programs of regional significance for inclusion in the transportation improvement plan for that region. There are no projects included in this Program that are considered regionally significant.

The Program is based upon anticipated revenues versus desirable projects. There are always more projects than available revenues. Therefore, a primary objective of the Program is to integrate the two to produce a comprehensive, realistic program for the orderly development and maintenance of our street system.

Several important points must be considered during the review of the proposed Program. The early years of the Program are fairly definite; that is, it can be assumed that those projects will be constructed as scheduled. Projects in the later years are more flexible and may be accelerated, delayed, or canceled as funding and conditions change.

It is also important to note that the adoption of the Program does not irreversibly commit the City of Fircrest to construct the projects. A project may be canceled at any time. The usual reasons for canceling a project are that it is environmentally unacceptable or contrary to the best interests of the community. The Program may be revised at any time by a majority vote of the City Council, but only after a public hearing.

## **NON-DISCRIMINATION**

The City of Fircrest assures that no person shall, on the grounds of race, color, national origin, handicap, sex, age, or income status as provided by Title VI of the Civil Rights Act of 1964 and subsequent authorities, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity.

## **GRANT APPLICATIONS AND LEVERAGING LOCAL DOLLARS**

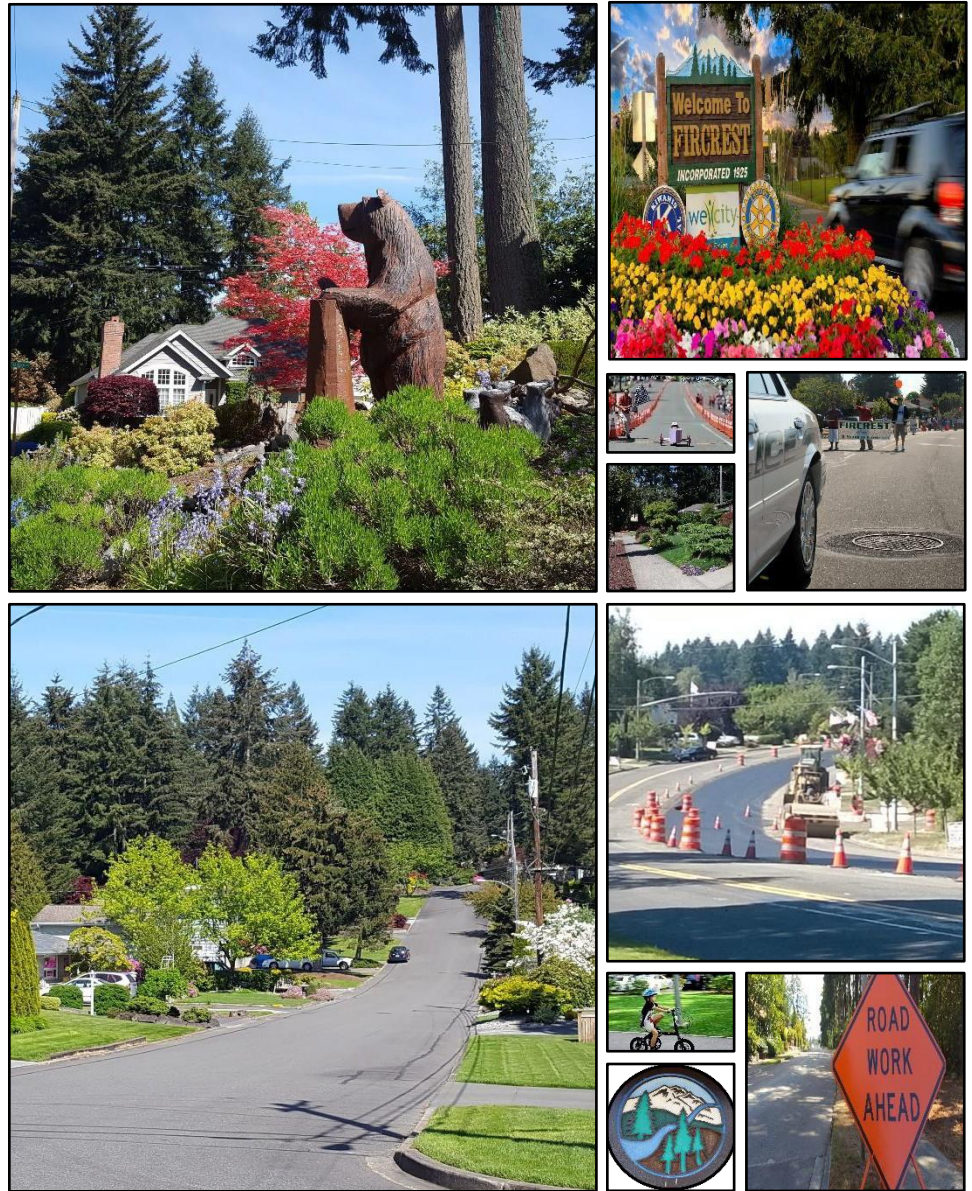
The City recognizes the critical need to maximize the use of local funds through grant applications, particularly given the reduction in available funding for transportation-related capital improvements. This program aims not only to identify and schedule projects for funding but also to secure City Council approval for submitting grant applications for projects included in the program. By doing so, the City ensures a strategic approach to obtaining necessary financial resources for vital transportation infrastructure improvements.

## ABOUT THE CITY OF FIRCREST

Fircrest is a non-charter code city which operates under a Council-Manager form of government. The city boasts an annual General Fund budget of \$12 million and a total budget exceeding \$34 million. As a full-service city, Fircrest offers a wide array of services. These services include police and fire protection, animal control, emergency medical aid, building safety regulation and inspection, comprehensive land use planning, and zoning. The city also provides housing and community development along with recreational and cultural programs. The city also maintains traffic safety and improvements, as well as maintenance and enhancement of streets, water, sewer, and storm systems.

Incorporated initially as a town in 1925 then recognized as a city in 1990, Fircrest covers an area of 1.58 square miles. It is strategically located 32 miles south of Seattle and 31 miles north of the state capital, making it a prime residential area for those working in these major urban centers. Fircrest is celebrated as “The Jewel of Pierce County” and is known for its suburban charm, master-planned community origins, and vibrant local life. The city has six parks, an urban forest of fir trees, and the private Fircrest Golf Club.

Home to 7,235 residents, Fircrest maintains a strong local history and an engaged community. The city manages 27.1 acres of land, providing diverse recreational opportunities and community events. Fircrest also embodies the reputation as a quiet, residential community with livable neighborhoods and high-quality recreational facilities. Fircrest is committed to community-oriented policing and is planning for future growth while preserving its green character, safe and friendly atmosphere, sustainability, and historical elements.



## FUNDING SOURCES

### MOTOR VEHICLE FUEL TAX FUNDS

By law, each city receives a proportionate share of the total State Motor Vehicle Fuel Tax based on population. The exact amount varies depending on the amount of fuel sold in the State. In the City's 2026 budget, revenue received from the state gas tax for the Street Fund is anticipated to be \$132,709. This is the same as expected to be received in 2027 and, therefore, should be relatively accurate.

### TRANSPORTATION IMPROVEMENT BOARD

The Washington State Transportation Improvement Board (TIB) funds high-priority transportation projects in communities throughout the state to enhance the movement of people, goods, and services. TIB is an independent state agency created by the Legislature that distributes and manages street construction and maintenance grants to 320 cities and urban counties throughout Washington State. Funding for TIB's grant programs comes from revenue generated by three cents of the statewide gas tax. The TIB has several statewide competitive programs that use criteria developed by the TIB for the prioritization of projects. The TIB programs in which the City of Fircrest can compete are as follows:

#### Urban Arterial Program (UAP)

The Urban Arterial Program funds projects in one of the following bands: Safety, Commercial Growth and Development, Mobility, and Physical Condition.

#### Active Transportation Program (ATP)

The Active Transportation Program provides funding to improve pedestrian and cyclist safety, enhance pedestrian and cyclist mobility and connectivity, or improve the condition of existing facilities.

#### Arterial Preservation Program (APP)

The Arterial Preservation Program (APP) provides funding for the overlay of federally classified arterial streets (principal, minor) in cities with a population greater than 5,000 and an assessed valuation of less than \$3 billion. Although the program offers critical preservation assistance, it is not enough to substitute for a city's street maintenance program. Therefore, the program is limited to overlay to defray high-cost preservation projects, allowing cities to concentrate limited resources on lower-cost preventative maintenance.

#### Complete Streets Program (CSP)

Complete Streets is an approach to planning, designing, building, operating, and maintaining the transportation system that enables safe and convenient access to destinations for all people, including pedestrians, bicyclists, motorists, and transit riders. It uses a set of tools or treatments that create a more balanced and resilient transportation system.

## **ADDITIONAL FUNDING SOURCES**

Funds from the sale of the City's power utility have been used to fund capital projects in the City's Street Fund. However, there are not sufficient funds from this source to fully fund the projects included in the Six-Year Program. The City will continue to consistently apply for grant funding to use as little of this fund as possible to maintain a healthy reserve to get through tough economic times.

### **REAL ESTATE EXCISE TAXES**

Real Estate Excise Tax is levied on all real estate sales, measured by the full selling price. The City has authorized a locally imposed tax of 0.5% in two 0.25% increments. These revenues are restricted to financing capital projects, in whole or in part, as specified in this plan.

### **WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT)**

#### **Safe Routes to School / Pedestrian Bicyclist Program**

The Purpose of the SRTS Program is to improve safety and mobility for children by enabling and encouraging them to walk and bicycle to school. Funding for this program is for projects within two miles of primary, middle, and high schools (K-12).

#### **Surface Transportation Block Grant (STBG)**

WSDOT allocates STBG funds to Metropolitan Planning Organizations (MPOs) and County Lead Agencies to prioritize and select projects that align with their regional priorities, involving all entities eligible to participate in a public process. In addition, WSDOT sets annual delivery targets for each MPO and county lead agency. Eligible projects include highway/bridge construction/repair; transit capital projects; bicycle, pedestrian, and recreational trails; and construction of ferry boats and terminals. The City's MPO is the Puget Sound Regional Council (PSRC).

### **SURFACE WATER MANAGEMENT PROGRAM**

The City's Stormwater Management Program (SWMP) pays for all drainage facilities constructed in conjunction with street improvements. The revenue from SWMP is directly related to the number of capital improvement projects constructed. Because there will be little impact on storm drainage facilities resulting from the projects proposed in the Six-Year Transportation Improvement Program, only a minor amount of funding is expected from this source.

## **CONSISTENCY WITH LAND USE MANAGEMENT PLAN**

The State's Growth Management Act (GMA) requires local governments to develop and adopt comprehensive plans covering land use, housing, capital facilities, utilities, and transportation. These comprehensive plans must balance the demands of growth with the provision of public facilities and services and transportation facilities and services. The City of Fircrest was required to develop and adopt a comprehensive plan that is in conformance with the requirements of the GMA.

The City of Fircrest has, as part of its Comprehensive Plan, Transportation Goals and Policies. The projects in the Six-Year Transportation Improvement Program are intended to conform to the goals and policies within the City's Comprehensive Plan.

## TRANSPORTATION IMPROVEMENT PROGRAM PROJECTS

Table 1 lists the Transportation Improvement Program projects and costs by year between 2027 and 2032.

TABLE 1: CITY OF FIRCREST SIX-YEAR (2027-2032) TRANSPORTATION IMPROVEMENT PROGRAM PROJECT LIST

Transportation Facility Improvements		2027	2028	2029	2030	2031	2032	TOTAL
<b>Capital Appropriations</b>								
1	Major Pavement Patching: Citywide	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
<b>Grind and Overlays</b>								
2	Annapolis St from Alameda Ave to City Limits beyond Paradise Ln (grind and overlay with Whittier School Project)	\$100,000						\$100,000
3	Elm Tree Lane from Alameda Avenue to Contra Costa Avenue (grind and overlay with Whittier School Project)	\$100,000						\$100,000
4	S Orchard St from Columbia Ave to Regents Blvd (west side of roadway, grind and overlay with ADA curb ramp upgrades)				\$1,200,000			\$1,200,000
<b>Pedestrian, Non-Motorized / Active Transportation Program</b>								
5	Alameda Ave from 44th St W to Emerson St (curb/gutter, bike lane, sidewalk - east of ROW)		\$1,200,000					\$1,200,000
6	44th St W from 67th Ave W to Rainier Dr (City of UP to also fund \$1,750,000) (curb/gutter, bike lane, sidewalk - north side, funded via PSRC)	\$1,750,000						\$1,750,000
7	Alameda Ave from Emerson St to Rosewood Ln (curb/gutter, bike lane, sidewalk - east side, funded via appropriation FY26)	\$850,000						\$850,000
8	Alameda Ave from Annapolis St to S 19th St/Columbia Ave (bike lane striping and signage project)					\$300,000		\$300,000
9	Emerson St from 67th Ave W to Woodside Dr (south side curb & gutter, bike lane, sidewalk, some retaining wall)	\$800,000						\$800,000
10	Regents Blvd from Alameda Ave to S Orchard St (bike lane striping and signage project)						\$200,000	\$200,000
11	Regents Blvd and Alameda Ave Intersection (pedestrian safety crossing project)			\$400,000				\$400,000
12	Alameda Ave from Regents Blvd to Greenway Ave (west side curb & gutter, "shared use" bike lane, sidewalk)		\$1,700,000					\$1,700,000
13	Alameda Ave from Greenway Ave to Emerson St ("shared use" bike lane and signage project)						\$200,000	\$200,000
<b>Total Capital Appropriations</b>		<b>\$3,700,000</b>	<b>\$3,000,000</b>	<b>\$500,000</b>	<b>\$1,300,000</b>	<b>\$400,000</b>	<b>\$500,000</b>	<b>\$9,400,000</b>

As listed in Table 1, Figure 1 illustrates the transportation facility improvements for the 2027-2032 Six-Year Transportation Improvement Program planned for the City of Fircrest. Below is a brief description of the work for these projects.

**GRIND AND OVERLAYS**

Grind and overlay is a process used in road construction and maintenance to rehabilitate an existing asphalt pavement surface by removing the top layer of asphalt (known as the “grind”) and then replacing it with a new layer of asphalt (known as the “overlay”). The milling process involves the use of a large machine that grinds off the existing surface layer of the pavement to a specified depth, typically between 1 and 4 inches. The grinding machine removes the old asphalt and any damaged or deteriorated sections of the underlying pavement.

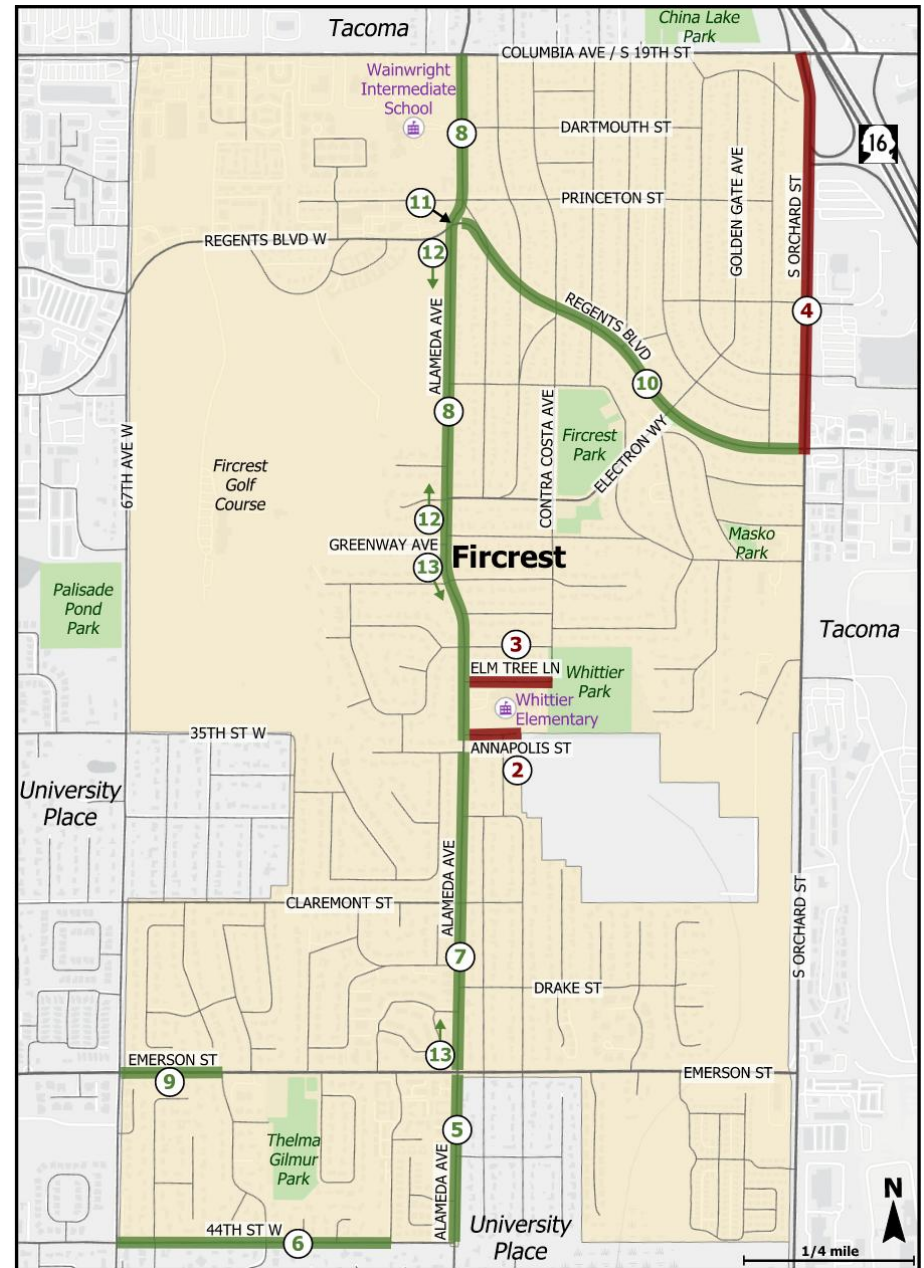
After the grinding is completed, the surface is cleaned and inspected for any additional repairs that may be necessary. Once the surface is deemed ready, a new layer of asphalt is applied, which typically ranges in thickness from 1.5 to 2 inches. The new layer of asphalt is then compacted using heavy equipment to create a smooth, even surface.

Grind and overlay is a cost-effective method for extending the life of an existing asphalt pavement surface, particularly when the underlying pavement is still in good condition, but the surface layer has become worn, cracked, or damaged. It can also be used to correct surface irregularities or improve the skid resistance of the pavement.

**PEDESTRIAN, NON-MOTORIZED / ACTIVE TRANSPORTATION PROGRAM**

These improvements typically involve the construction of new curbs, gutters, and sidewalk enhancements. The program aims to add new sidewalks where none currently exist and to complete gaps in existing sidewalks. Additionally, these improvements can potentially provide bike lanes along designated routes, enhancing safety and accessibility for cyclists.

FIGURE 1: 2027-2032 TRANSPORTATION IMPROVEMENT PROGRAM MAP





## DETERMINATION OF NONSIGNIFICANCE AND PUBLIC COMMENT PERIOD

**Date of Issuance:** May 29, 2026

**Description of Proposal:** Six-Year Transportation Improvement Program (2027-2032)

**Project Location:** City of Fircrest, Non-Project Action

**Lead Agency:** City of Fircrest

**Agency Contact:** Tyler Bemis, Public Works Director  
City of Fircrest  
115 Ramsdell Street  
Fircrest, WA 98466  
(253) 238-4134  
[tbemis@cityoffircrest.net](mailto:tbemis@cityoffircrest.net)

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under [RCW 43.21C.030\(2\)\(c\)](#). This decision was made after review of a completed SEPA environmental checklist and other information on file with the lead agency. This information is available to the public on request by contacting the Agency Contact or by using the link provided below.

**View Files:** [2027-2032-Six-Year-TIP-Draft.pdf](#)

**Comment Period:** This DNS is issued under [WAC 197-11-340\(2\)](#); the lead agency will not act on this proposal for 14 days from the date of issuance. Comments must be submitted by 5:00 PM on Monday, June 15, 2026.

**Appeal Period:** Any person wishing to appeal this determination may do so by submitting a written appeal to the SEPA Responsible Official, in accordance with FMC 22.86.030. Appeals must be filed no later than 5:00 PM on June 14, 2026, and must be accompanied by the required \$100 filing fee. Appeals should include specific factual objections related to the proposed action and the associated SEPA checklist.

**SEPA Responsible Official:** Dawn Masko, City Manager  
115 Ramsdell Street  
Fircrest, WA 98466

*Dawn Masko*

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Signature of SEPA Responsible Official

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**AGENDA TOPIC:** Ordinance Amending the Salary Schedule for Non-Union Employees to Add Associate Planner and Senior Planner Positions.

**ITEM:** 13B

**DATE:** June 23, 2026

**FROM:** Dawn Masko, City Manager

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**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 Section 1 of Ordinance No. 1746.

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**PROPOSAL:** The City Manager is recommending adding the classifications of Associate Planner and Senior Planner to the City's salary schedule. The Council is being asked to adopt the proposed salary ordinance to add these positions. The addition of both classifications provides flexibility to hire for the vacant Planner position at a level commensurate with experience and qualifications, and allows the City to address critical organizational needs in the Planning & Building Department.

**FISCAL IMPACT:** The salary range for both the Associate Planner and Senior Planner positions is based on a 2025 market study of comparable cities, updated with 2026 data. At the time of budget adoption, the City was still conducting a needs assessment to determine how best to structure the Planning & Building Department to fill the gaps left by the departures of the Community Development Director and the Assistant Planner. The 2026 budget included a placeholder salary range of approximately \$8,107 - \$10,348 for a planner position, and there should be sufficient budget capacity to hire at either classification, depending on qualifications.

**ADVANTAGES:** Creating the Associate Planner position will provide in-house planning support for current planning needs, with a presence at City Hall to assist residents, developers, and contractors with development proposals, permit and plan reviews, land use inquiries, and other associated technical tasks. This position will provide support for code enforcement activities and serve as a readily accessible resource for customers seeking assistance with development-related questions.

In addition, the position will provide day-to-day support, guidance, and technical expertise to the Permit Coordinator, helping ensure consistency in permit processing and customer service. Adding a planner position will increase overall departmental capacity, improve workload distribution, enhance operational resiliency, and reduce the need for other departments to absorb Planning & Building functions during periods of staffing absences or increased workload.

**DISADVANTAGES:** Potential budget impact from the continued use of planning consultants on specialized projects, long-range planning initiatives, and technically complex development applications that may require expertise beyond the scope of a staff planner position.

**ALTERNATIVES:** Do not hire a planner position and continue to rely on the remote services of

planning consultants, or hire at the Associate Planner level and not contemplate hiring a more technical Senior Planner that can handle more projects, thereby reducing the burden on planning consultants.

**BACKGROUND:** Since the departure of the Community Development Director and Assistant Planner/Permit Coordinator in early 2025, the City has evaluated multiple approaches to providing quality planning services for residents, developers, contractors, and other stakeholders. During this transition, the City has successfully utilized contract planning services to maintain continuity of operations, process development applications, administer land use regulations, and advance several long-range planning initiatives required by state law.

While contract planning services have effectively met the City's immediate needs, the City continues to have a need for dedicated in-house planning support. Fircrest is a largely built-out community; however, recent state legislation encouraging increased residential density has resulted in increased planning activity related to accessory dwelling units (ADUs), small land divisions, and other development proposals. In addition, the City administers a robust design review process that reflects the community's commitment to preserving neighborhood character and maintaining high-quality development standards. These activities require professional planning expertise, consistent customer service, and regular coordination with applicants, contractors, consultants, and City staff.

The staffing changes within the department have also required the redistribution of responsibilities among existing employees. While staff have worked collaboratively to maintain service levels, certain Planning & Building functions have been assumed by other departments, including assistance from the City Clerk's office with administrative, licensing, and permit-related responsibilities. Hiring a planner will help restore appropriate departmental capacity, allowing Planning & Building functions to transition back to the department best positioned to perform them while providing additional support and oversight for the Permit Coordinator position.

The City has determined that a full-time, in-house planner will provide significant operational benefits through daily availability at City Hall, improved customer service, enhanced coordination with staff and departments, and increased responsiveness to residents and development applicants. A staff planner will serve as the primary point of contact for current planning activities, development review, technical permit-related inquiries, design review, and more complex code enforcement matters, while continuing to receive support from planning consultants on specialized projects, long-range planning initiatives, policy development, and technically complex applications.

To provide flexibility in recruitment and ensure the City can attract qualified candidates with varying levels of experience, staff is recommending the addition of both Associate Planner and Senior Planner classifications to the City's salary schedule.

**ATTACHMENTS:** [Ordinance](#)  
[Job Description \(Draft\)](#)

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

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,  
AMENDING FIRCREST MUNICIPAL CODE (“FMC”) 2.44.050  
RELATING TO SALARIES OF NON-UNION CITY EMPLOYEES;  
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN  
EFFECTIVE DATE.**

**WHEREAS**, the City seeks to establish pay ranges for the Associate Planner and Senior Planner positions based on current market data; and

**WHEREAS**, the City Council, after careful consideration, has determined that it is in the best interest 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. 1746 and FMC Section 2.44.050 are hereby amended to read as follows:

Non-Union Salaries. From and after July 1, 2026, the full-time equivalent monthly salary ranges for the following regular full-time, regular part-time, and temporary City positions are 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
Associate Planner	\$7,048	\$8,996
City Clerk	\$7,133	\$9,103
Senior Planner	\$7,696	\$9,772
Court Administrator – with contracted court	\$8,107	\$10,348
Parks & Recreation Director	\$9,511	\$12,137

1	Community Development Director	\$10,481	\$13,374
	Finance Director	\$10,481	\$13,374
2	Public Works Director	\$10,481	\$13,374
	Police Chief	\$11,615	\$14,823

3 For payroll purposes and to compute hourly rates for regular employees, the monthly salary  
 4 of said positions shall be multiplied by twelve (12) and then divided by two thousand and  
 5 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.

6 **Section 2. Corrections.** The City Clerk and codifiers of the ordinance are authorized to  
 7 make necessary corrections to this ordinance, including, but not limited to, the correction  
 8 of scrivener/clerical errors, references, ordinance numbering, section/subsection  
 numbers, and any references thereto.

9 **Section 3. Severability.** If any section, subsection, paragraph, sentence, clause, or phrase  
 10 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.

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

14 **PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,**  
 15 **WASHINGTON,** at a regular meeting thereof this 23rd day of June 2026.

16 **APPROVED:**

17  
 18 \_\_\_\_\_  
 19 Nikki Bufford, Mayor

20 **ATTEST:**

21  
 22 \_\_\_\_\_  
 23 Arlette Burkhart, City Clerk

24 **APPROVED AS TO FORM:**

25  
 26 \_\_\_\_\_  
 27 Joanna Eide, City Attorney

# CITY OF FIRCREST, WASHINGTON

## POSITION DESCRIPTION



**Class Title:** Associate Planner (or Senior Planner, DOQ)  
**Department:** Planning & Building  
**Representation:** N/A  
**Salary:** Associate Planner: \$7,048 - \$8,996 per month, DOQ  
Senior Planner: \$7,696 - \$9,772, DOQ  
(Salary ranges are contingent on Council approval)  
Overtime Eligible

**First Review of Applications:** July 3, 2026

**Position Open Until Filled**

### **POSITION SUMMARY:**

Under the general direction of the City Manager, the Associate Planner performs professional planning work involving current planning, long-range planning, zoning administration, and community development initiatives. Responsibilities include reviewing development proposals, preparing staff reports, conducting code research and zoning regulatory reviews, assisting with code updates and plan reviews, assisting with the issuance of permits, code enforcement, and providing technical assistance to the public, developers, and other agencies. Receives, investigates, researches, and resolves citizen questions, complaints, violations, and issues related to land use, signage, nuisances, site development, and other related ordinances.

The Associate Planner also performs limited permit technician duties, including permit intake, completeness checks, basic permit processing, and customer service for planning and zoning applications. This position is not the primary Permit Coordinator.

Depending on qualifications and experience, the position may be filled at the Senior Planner level. Senior Planners perform complex planning work, lead long-range planning initiatives, manage major development projects, and provide advanced technical expertise with minimal supervision.

**ESSENTIAL FUNCTIONS** include but are not limited to:

### **Current Planning and Development Review**

- Review land use applications, site plans, design review submittals, SEPA checklists, variances, conditional use permits, subdivisions, and other development proposals for compliance with municipal code and adopted plans.
- Prepare staff reports, findings, and recommendations for the Planning Commission, Hearing Examiner, and City Council.
- Conduct research and analysis related to zoning, land use, environmental regulations, and development standards.
- Coordinate development review with internal departments, external agencies, and third-party technical consulting professionals.
- Participate in pre-application meetings with applicants and development team.

- Provide professional planning guidance to applicants, developers, property owners, and the public.

### **Permit Intake and Processing**

- Assist with the issuance of over-the-counter building permits.
- Review land use permits, applications, and plans for completeness.
- Provide customer service related to zoning, land use, and permit requirements.
- Enter permit information into the permitting software system.
- Assist with tracking application status and ensuring timely processing.
- Oversee the building application process, ensuring accurate and timely issuance of permits, plan submittals, plan processing, fee assessment, and payment processing.
- Support the Building Official, planning consultants, and City Manager with administrative components of the permitting process.

### **Long-Range Planning and Policy Development**

- Assist in the development, update, and implementation of the Comprehensive Plan, subarea plans, housing strategies, and other long-range planning documents.
- Research and draft amendments to the zoning code, development regulations, and municipal code.
- Analyze demographic, economic, environmental, and land use data to support policy recommendations.
- Participate in regional planning efforts and interjurisdictional coordination.

### **Public Engagement and Communication**

- Prepare and present materials for public meetings, workshops, and community outreach events.
- Attend evening Planning Commission meetings and provide assistance with agenda packet preparation as needed.
- Communicate planning concepts clearly and professionally to diverse audiences.
- Assist with public education efforts related to planning, zoning, and community development initiatives.

### **Code Administration and Compliance**

- Interpret and apply zoning, land use, environmental, and development regulations.
- Respond to inquiries regarding municipal code requirements, development standards, and planning processes.
- Perform a variety of complex and routine work dealing with the code enforcement process, as well as the issuance of letters and violations, with strong attention to detail. Initiate contact with property owners to seek a resolution.
- Conduct site visits related to land use review, zoning compliance, and development monitoring, and assist with code enforcement investigations.

- Work to maintain proper due process in violation mitigation and abatement. Prepare and maintain records, reports, and files; prepare and issue notices of violation in accordance with adopted municipal code ordinances and procedures.

**Project Management and Coordination**

- Manage planning projects from inception through completion, including timelines, deliverables, and stakeholder coordination.
- Maintain accurate digital and physical records of building permits and planning applications, including but not limited to maps, plans, inspection records, applications, hearings, appeals, decisions, and related documents.
- Support the City Manager in departmental initiatives, grant applications, and special projects.

**AUXILIARY DUTIES:**

An employee in this classification is expected to routinely perform other duties as assigned that are consistent with the responsibilities of this position or lower classifications. On occasion, an employee in this classification may perform the duties of an employee in a higher classification.

**DESIRED MINIMUM QUALIFICATIONS:**

**Education and Experience:**

**Associate Planner Level:**

- Bachelor’s degree in Urban Planning, Public Administration, Environmental Studies, or a related field; and
- A minimum of two (2) years of professional planning experience; or
- An equivalent combination of experience, education, and training that provides the desired level of skills, knowledge, and ability required to perform the essential duties and responsibilities of the position.

**Senior Planner Level (DOE):**

- Bachelor’s degree as above (Master’s preferred); and
- A minimum of five (5) years of increasingly responsible professional planning experience, including complex project review, policy development, or long-range planning work.
- AICP certification desirable and may substitute for one year of experience.

**Necessary Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Principles and practices of urban planning, zoning, land use law, and environmental review.
- Washington State planning framework, including GMA, SEPA, and related statutes.
- Municipal code interpretation and development review processes.
- Research methods, data analysis, and report writing techniques.
- GIS concepts and planning-related software.
- Modern office practices and professional communication standards.
- Microsoft Office applications, including Word and Excel.

- Bluebeam Revu software.
- International Building Codes and land development regulations.
- Federal, state, and local laws, codes, and ordinances related to code enforcement and those concerning environmental issues.
- Methods and practices for all phases of commercial and residential construction.
- Local government organization and operations.

**Ability to:**

- Communicate clearly, concisely, and professionally in written and verbal formats.
- Analyze complex planning issues and recommend solutions.
- Read and interpret plans, maps, technical documents, and regulations.
- Manage multiple projects and deadlines in a fast-paced environment.
- Work independently with sound judgement and initiative.
- Establish and maintain effective working relationships and work positively and professionally with other employees, supervisors, contractors, developers, officials, and the public.
- Present information effectively to commissions, boards, City Council, and community groups.
- Maintain confidentiality and demonstrate professionalism under pressure.
- Conduct a variety of fieldwork and inspections of minor construction projects and code enforcement issues.
- Exhibit a strong commitment to internal and external customer service.
- Maintain predictable and regular attendance.
- Maintain a sense of humor and positive attitude.
- Present a positive, friendly image to the public using tact and courtesy.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Valid Washington State Driver’s License or ability to obtain upon employment.
- Must have a driving history acceptable to the City and maintain an insurable driving record.
- AICP certification desirable but not required.

**SUPERVISION:**

Work is performed under the general supervision of the City Manager. The Associate Planner does not typically supervise others but may provide guidance to junior staff. Senior Planners may lead project teams or supervise junior staff.

**TOOLS AND EQUIPMENT USED:**

Work involves using a personal computer, Microsoft Office applications, other job-specific software, copier, printers, calculator, fax machine, multi-line phone system, other general office equipment, mobile or portable radio, and City vehicles for site visits.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The work environment and physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully.

Work is typically performed in a fast-paced office environment. Work involves moderate noise typical of an office environment, including ringing phones, multiple conversations, and the operation of office machines. There may be possible interactions with irate or difficult individuals.

Work involves sitting for long periods, and the ability to talk or hear. Hand-eye coordination is necessary to operate computers and office equipment, and the use of hands is required to reach, handle, grasp, feel, or operate objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally required to stand, reach, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 25 pounds.

Work may occasionally be performed in the field, including inspections of minor construction projects and investigations of code enforcement issues, and may involve driving to the site(s). Field conditions may involve high noise levels, dust or mud, moving vehicles or machinery, and cold and/or wet weather. Employees will be required to wear safety protective gear when necessary.

**SELECTION GUIDELINES:**

Selection will be based on a formal application, evaluation of education and experience, an oral interview, reference checks, and any required job-related tests.

Placement at the Associate Planner or Senior Planner level will be determined by the candidate’s demonstrated prior work experience, professional competencies, and ability to perform at the level described below:

<b>Category</b>	<b>Associate Planner</b>	<b>Senior Planner</b>
<b>Experience</b>	1-4 years of professional planning experience	5+ years of progressively responsible planning experience
<b>Complexity of Work</b>	Handles routine to moderately complex planning tasks	Manages complex, controversial, or multi-phase projects
<b>Long-Range Planning</b>	Assists with long-range planning efforts	Leads long-range planning initiatives and policy development
<b>Independence</b>	Works under general supervision	Works with minimal supervision; exercises advanced professional judgment
<b>Code Interpretation</b>	Applies zoning and development regulations to standard cases	Performs complex interpretation; drafts policy and code amendments
<b>Public Presentations</b>	Presents with supervisory support	Presents independently, including to the City Council and public groups

<b>Leadership</b>	No leadership experience is expected	Mentors staff; leads projects, teams, or public engagement efforts
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**ADDITIONAL INFORMATION:**

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position.

The City is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, gender identity, or any other legally protected status. Applicants requiring reasonable accommodation for the application and/or interview process should notify us immediately.

This job description does not constitute a contract of employment between the City and the employee and is subject to change as the needs of the City or requirements of the job change.

This job description in no way implies that these are the only duties to be performed and is intended only to provide a general description of duties performed by an employee in this classification. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**BENEFIT INFORMATION:**

The City offers a comprehensive package of benefits for our employees. Benefits include medical, vision, dental, and orthodontia insurance for you and your family; choice of WA State Department of Retirement Systems PERS Plan 2 or Plan 3 pension for general employees or LEOFF 2 for Police; and a voluntary deferred compensation program. We offer ample time off, including 11 paid holidays, a personal holiday, vacation and sick leave, compensatory time and overtime options, an Employee Assistance Program, and a fitness reimbursement plan.

The City of Fircrest creates an environment that supports wellness practices that enhance the quality of life for City employees and encourage participation in an employee wellness program. As a result, the City is a recipient of the Association of Washington Cities Well City Award.