

**FIRCREST CITY COUNCIL
SPECIAL MEETING AGENDA**

**MONDAY, OCTOBER 19, 2026
6:00 P.M.**

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

1. CALL TO ORDER	Pg.
2. PLEDGE OF ALLEGIANCE	
3. ROLL CALL	
4. <u>PRELIMINARY 2027 BUDGET – 3rd BUDGET WORK SESSION</u>	2
5. ADJOURNMENT	

Join the Zoom:

Dial-in Information: 1-253-215-8782 Webinar ID: 825 2848 0189 Passcode: 718866

2027 Revenue Sources

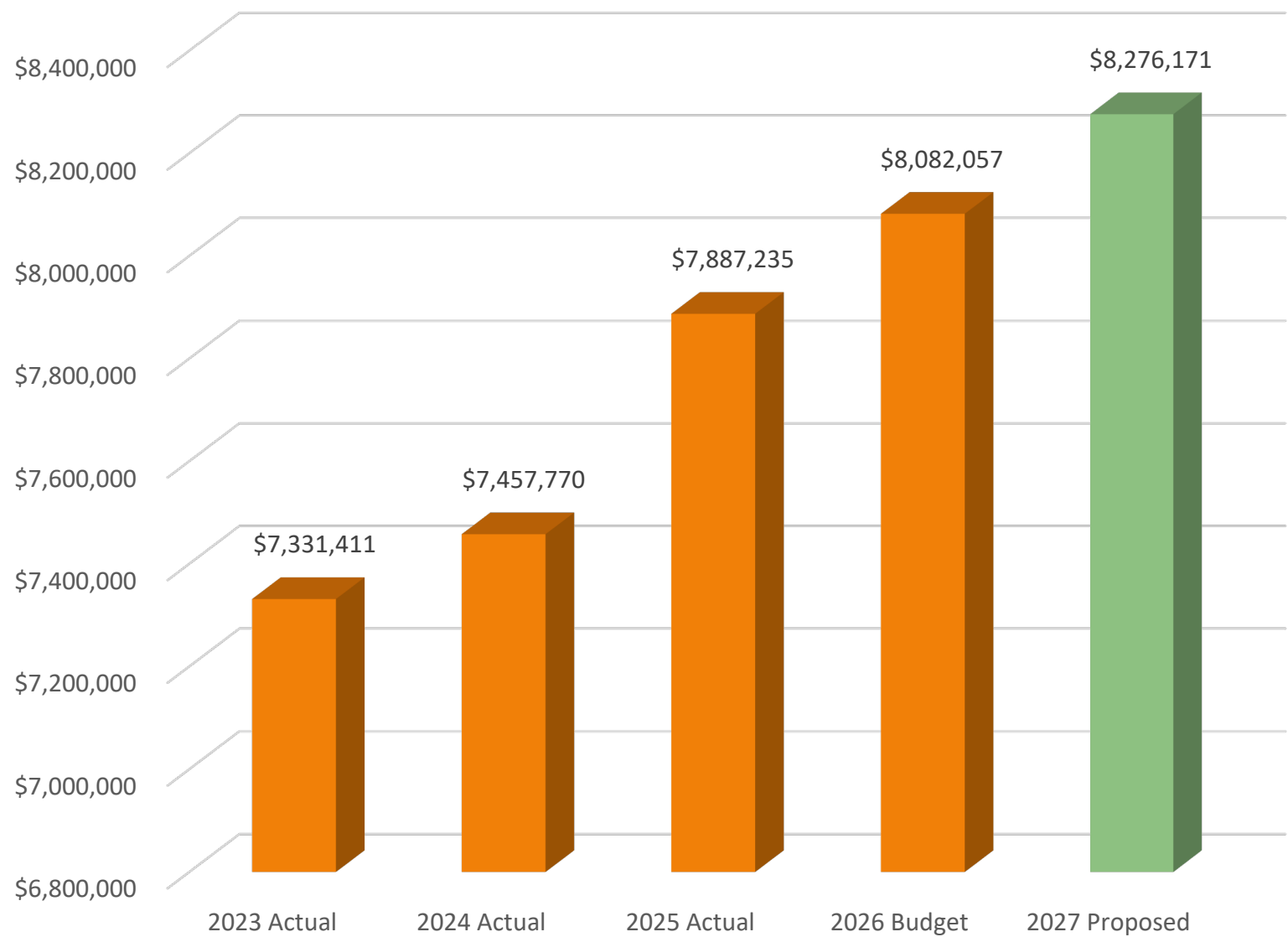
City of Fircrest



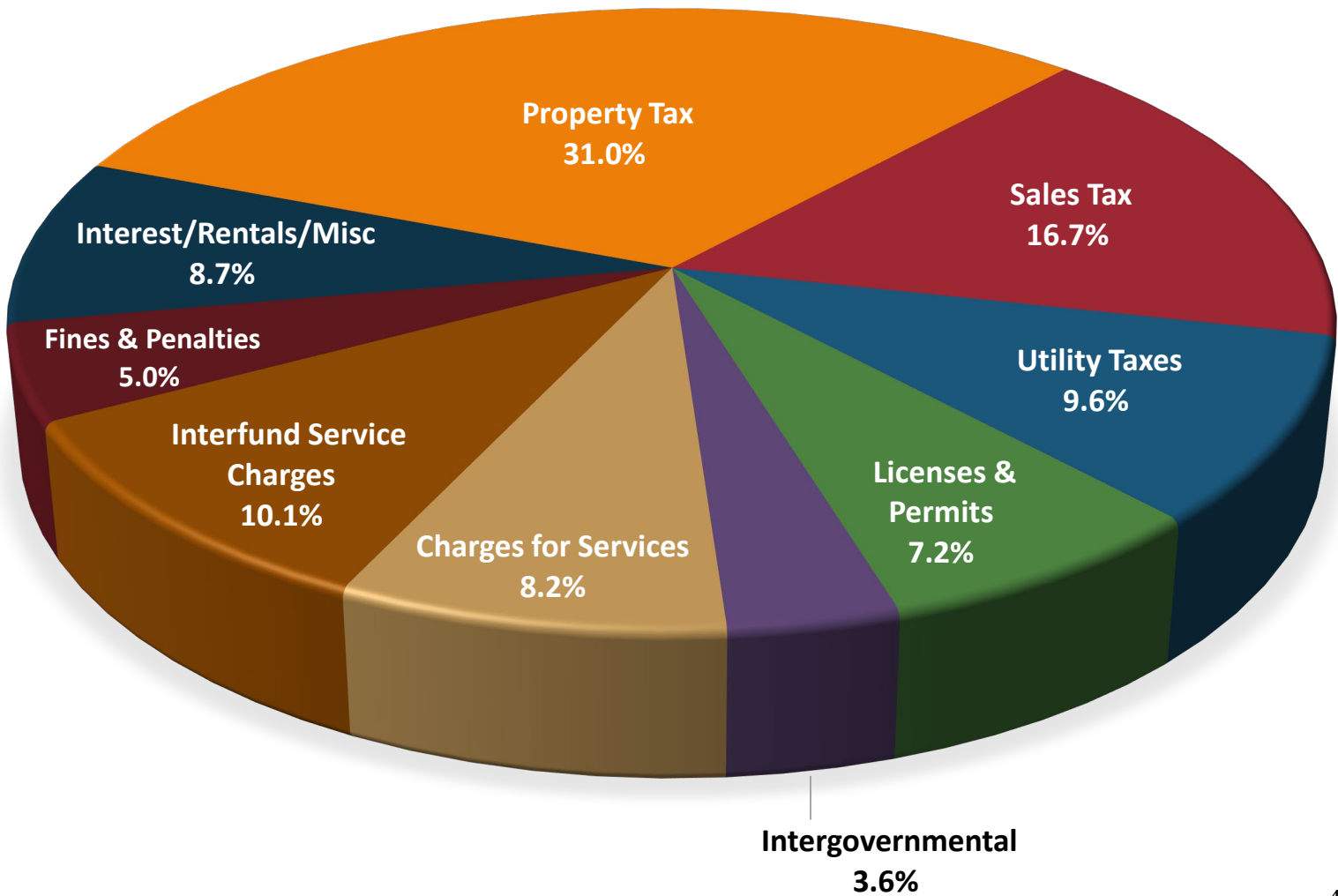
THE CITY OF FIRCREST



General Fund Revenue Trends



2027 Proposed General Fund Revenue Sources

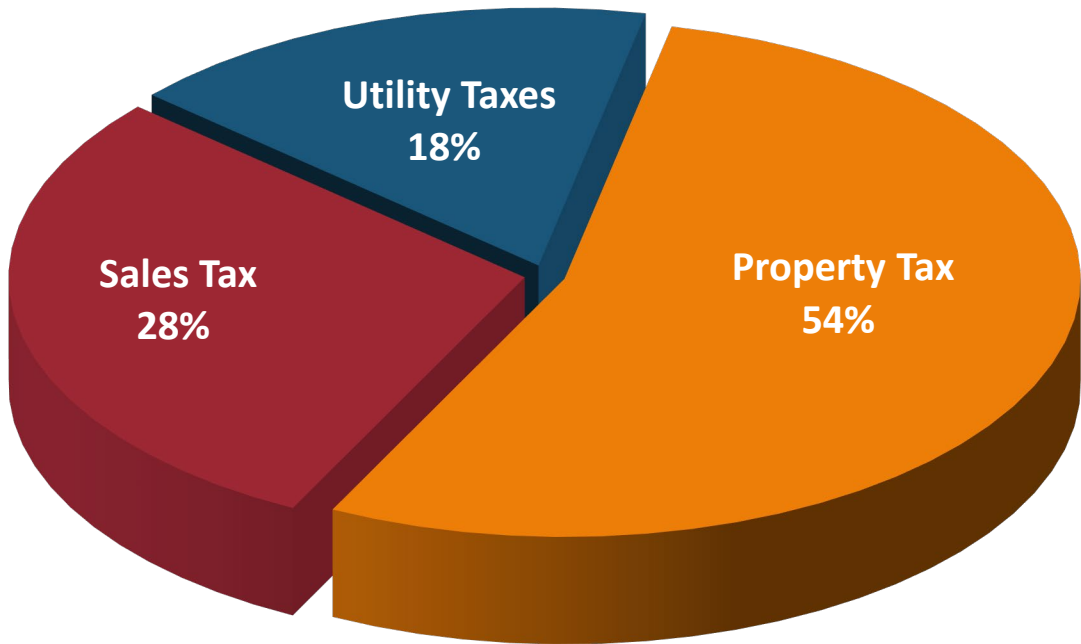


General Fund Revenue Sources

Category	Proposed Amount	Percentage
Taxes	\$4,738,789	57.3%
Licenses & Permits	593,458	7.2%
Intergovernmental	299,336	3.6%
Charges for Services	676,350	8.2%
Fines & Penalties	413,305	5.0%
Interest Income	403,560	4.9%
Interfund Charges	838,895	10.1%
Misc., Rentals & Donations	312,478	3.8%
Total 2027 Proposed	\$8,276,171	100.0%



2027 General Fund Tax Proceeds



General Fund Taxes

- Property Taxes - \$1.14 per \$1,000 AV
- Sales Taxes
 - Local Retail Sales & Use Tax
 - Criminal Justice Sales Tax
 - Zoo/Trek Authority Tax
- Utility Taxes = 3% to 8.5%
 - City-owned Utilities – Water & Stormwater
 - Other Utilities – Electric, Gas, Sewer, Cable & Telephone, Garbage

Where Does Your Sales Tax Go?

Sales Tax Distribution	
<u>Government Entity</u>	<u>Tax Rate</u>
State of Washington	6.50%
Sound Transit	1.40%
City of Fircrest	0.84%
Pierce Transit	0.60%
Pierce County	0.15%
Pierce County Public Safety	0.10%
Pierce County Criminal Justice	0.10%
Pierce County Mental Health & Chemical Dependency	0.10%
Pierce County Zoo & Parks	0.10%
Pierce County Juvenile Detention	0.10%
Pierce County Housing & Related Services	0.10%
South Sound 911	0.10%
State Administration Fee	0.01%
Total Sales Tax Rate	10.20%

Fircrest's basic sales tax share is approximately 8¢ of every \$1 in sales tax collected.

Licenses & Permits

Fees are designed to recover the cost of providing the service.

- Development Fees
 - Building, Plumbing, Mechanical Permits
- Business Licenses
- Franchise Fees – Water & Cable TV
- Non-Compete Charge - Electric

Intergovernmental Revenue

- Grants
 - State of Washington – Police Reimbursable OT
 - WA State – Administrative Office of the Courts
- State Shared Revenue
 - City Assistance – ongoing assistance to low tax-base cities
 - Criminal Justice – restricted to criminal justice programs
 - Impaired Driving – DUI – restricted for criminal justice uses
 - Liquor Board Profits – 2% must be used for alcohol or drug addiction programs
 - Liquor/Marijuana Excise Taxes – per capita basis

Other Revenue Sources

- Charges for Goods & Services
 - Planning & Building Activities
 - Passport Fees
 - Recreation Programs & Swimming Pool Fees
- Fines & Penalties – received from Fircrest Municipal Court
- Miscellaneous Revenue
 - Investment Interest
 - Facility Rentals
 - Special Assessments
 - Judgments/Settlements
- Other Financing Sources
 - Donations
 - Sale of Surplus Capital Property or Equipment
 - Insurance Recoveries

2027 Property Tax

City of Fircrest



THE CITY OF FIRCREST

Assessed Valuation

Levy Year	Assessed Valuation	Regular Levy Rate	Regular Property Tax Levy
2020	984,627,839	1.62503	1,600,048
2021	1,083,449,810	1.48373	1,607,549
2022	1,256,783,009	1.29616	1,628,993
2023	1,467,075,590	1.15814	1,699,077
2024	1,466,669,294	1.17082	1,717,206
2025	1,487,570,867	1.17208	1,743,556
2026	1,522,927,232	1.16177	1,769,292
2027*	1,565,066,811	1.13732	1,779,980

**2027 numbers are preliminary - the city will be sent the certified values in December 2026*

New Construction

Levy Year	New Construction Assessed Valuation	Property Tax Increase
2020	3,510,670	6,161
2021	6,160,800	10,011
2022	14,410,000	21,381
2023	2,760,775	3,578
2024	984,100	1,140
2025	6,157,660	7,210
2026	1,433,100	1,680
2027*	1,991,500	2,314

**2027 numbers are preliminary - the city will be sent the certified values in December 2026*

EMS Levy

Levy Year	Assessed Valuation	EMS Levy Rate	EMS Property Tax Levy
2020	984,627,839	0.34043	335,195
2021	1,083,449,810	0.49994	541,657
2022	1,256,783,009	0.44148	554,840
2023	1,467,075,590	0.38303	561,929
2024	1,466,669,294	0.38726	567,987
2025	1,487,570,867	0.38767	576,688
2026	1,522,927,232	0.38428	585,226
2027*	1,565,066,811	0.50000	782,533

**2027 numbers are preliminary - the city will be sent the certified values in December 2026*

Property Tax Calculation

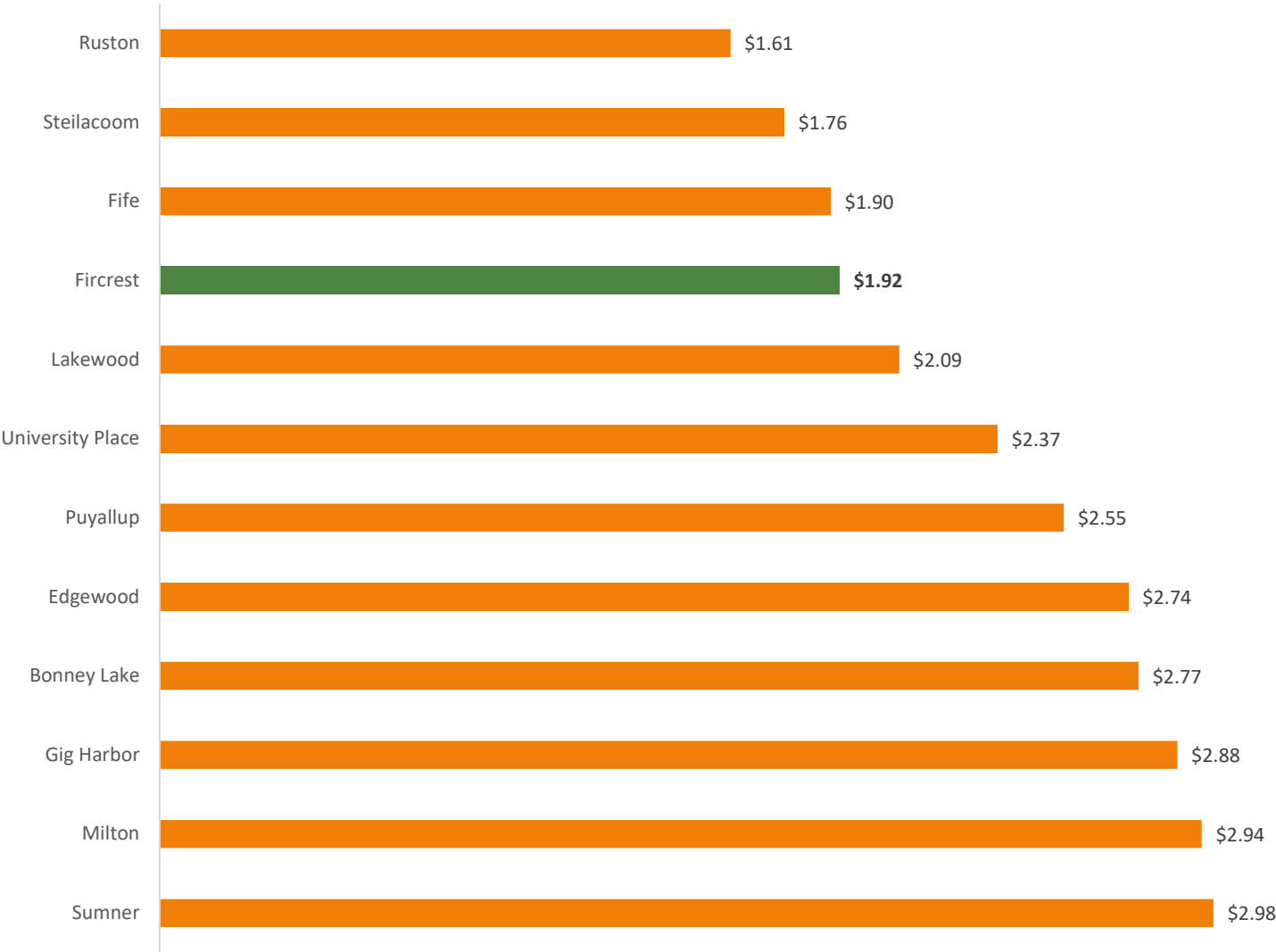
2026 Highest Lawful Regular Levy (Before Refunds)	\$1,758,573
+1% Statutory Limit Increase (Council option)	
$\$1,758,573 \times 1\%$ (Inflationary increase)	17,586
+ New Construction Assessed Valuation x	
2026 Regular Levy Rate $\times$ New Construction AV $\div$ 1,000	2,314
+ Administrative Refunds	1,508
= Total Levy Amount	1,779,980
Total Levy $\div$ Total Assessed Valuation $\times$ 1,000	
$(1,779,980 \div 1,565,066,811) \times 1000 =$	\$1.13732

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



City Property Tax Comparisons

2026 Property Tax Levy Rate Comparison
(Regular, Fire & EMS City Levies)

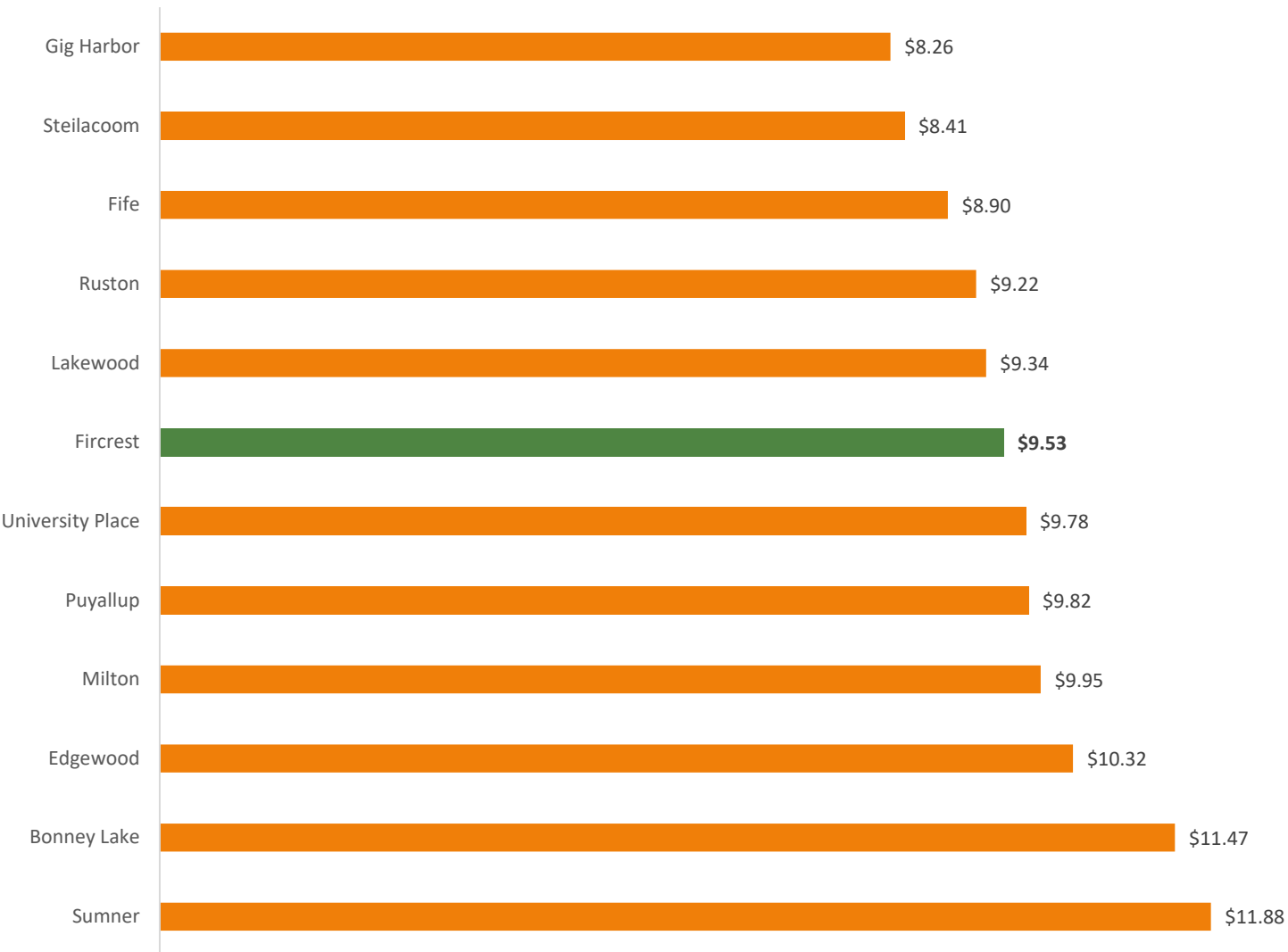




City Property Tax Comparisons

2026 Property Tax Levy Rate Comparison

(Total Property Tax Rates — All Districts)





Where Did Your 2026 Property Tax Dollar Go?

Pierce
County
7.7 cents

City of
Fircrest
16.1 cents

Tacoma School
District
44.1 cents

EMS Levy
4.0 cents

Port of
Tacoma
1.4 cents



Fircrest Parks
Bond
0.0 cents

Flood
Control
0.9 cents

Regional Transit
Authority
1.7 cents

State of Washington
24.1 cents



2026 Property Tax Levy

(per \$1,000 Assessed Valuation)

2026 Property Tax Levy	
Tacoma School District	\$4.20534
State of WA	2.29415
City of Fircrest	1.53599
Pierce County	0.73056
EMS Levy	0.38428
RTA	0.15866
Port of Tacoma	0.13136
Flood Control	0.09028
Parks Bond	0.00000
	\$9.53061



Where Did Your 2026 Property Tax Dollar Go?

Pierce
County
8.1 cents

City of
Fircrest
17.0 cents

University Place
School District
40.9 cents

EMS Levy
4.3 cents

Port of
Tacoma
1.5 cents



Fircrest Parks
Bond
0.0 cents

Flood
Control
1.0 cents

Regional Transit
Authority
1.8 cents

State of Washington
25.4 cents



2026 Property Tax Levy

(per \$1,000 Assessed Valuation)

2026 Property Tax Levy	
UP School District	\$3.69270
State of WA	2.29415
City of Fircrest	1.53599
Pierce County	0.73056
EMS Levy	0.38428
RTA	0.15866
Port of Tacoma	0.13136
Flood Control	0.09028
Parks Bond	0.00000
	\$9.01797

Property Tax Levy

Tax Year	Average Assessed Valuation	Regular Levy Rate	Tax Amount
2027 Proposed	\$584,995	1.13732	\$665.33
2026	\$570,940	1.16177	\$663.30
2025	\$556,397	1.17208	\$652.14
2024	\$568,639	1.17082	\$665.77
2023	\$569,154	1.15814	\$659.16

Regular City levy calculated using average assessed values provided by Pierce County. Excludes EMS and parks bond levies.

2027 Proposed Property Tax Levies

Levy Type	Proposed Levy Amount	Anticipated Levy Rate
Regular	\$1,779,980	\$1.13732
EMS	\$782,533	\$0.50000
Park Bond	\$647,322	\$0.41961
City Total	\$3,209,836	\$2.05693

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



To: Mayor and Councilmembers
From: Allison Deskins, Finance Director
Date: October 19, 2026
Subject: 2027 Preliminary Budget Workshop

Questions/comments from the October 12 Budget Workshop:

- **Why is replacement of Wellhouse #4 being postponed?**

Although the wellhouse structure will need to be replaced, its current condition does not require immediate replacement. Staff recommends prioritizing the undersized Yale Street water main as a more pressing need and a better use of available capital funds. Wellhouse #4 replacement is deferred to 2028, with continued monitoring and maintenance in the meantime.

- **How are budgeted full-time equivalent (FTE) positions allocated among the Public Works funds?**

Employees track the time they spend on each activity each day so their salaries and related costs are charged to the appropriate fund and activity. The amount of staff time budgeted to each fund and activity can change each year depending on projects, repairs, and routine maintenance needs. The table below shows the proposed 2027 allocations, totaling 8.76 FTEs across the Public Works funds.

Fund	Activity	Budgeted FTE
101 – City Street Fund	Street Beautification	0.22
	Street Lighting	0.07
	Street Operations	1.24
Street Fund Total		1.53
415 – Storm Drain Fund	Stormwater	1.50
Storm Drain Fund Total		1.50
425 – Water Fund	Administration	1.19
	General Operations	0.13
	Maintenance	2.12
Water Fund Total		3.44
426 – Water Improvement Fund	Capital Projects	0.06
Water Improvement Fund Total		0.06
430 – Sewer Fund	Administration	1.13
	General Operations	0.05
	Maintenance	0.99
Sewer Fund Total		2.17
432 – Sewer Improvement Fund	Capital Projects	0.06
Sewer Improvement Fund Total		0.06
Total		8.76

- **What was the Sewer Fund's debt used for, how much remains to be paid, and when will it be paid off?**

The Sewer Fund has two loans, both used to finance the City's Relocation of Backyard Sewer Mains Project:

- Public Works Trust Fund: A \$3 million loan at 0.25% interest, with annual payments ending June 1, 2031.
- Department of Ecology: A final loan amount of \$2,051,474.23 at 2.8% interest, with semiannual payments ending March 31, 2036.

After the scheduled 2026 payments, the remaining obligations are:

Loan	Remaining Principal	Remaining Interest	Total Remaining Payments	Paid Off
Public Works Trust Fund	\$852,920	\$6,397	\$859,317	2031
Department of Ecology	\$1,151,203	\$168,904	\$1,320,107	2036
Total	\$2,004,123	\$175,301	\$2,179,424	

Combined payments for 2027 total approximately \$311,675. Payments will decrease substantially after the Public Works Trust Fund loan is paid off in 2031. The Ecology loan's annual payments remain approximately \$138,959 through 2035, followed by a final payment of approximately \$69,479 in 2036.

- **What is the outlook for utility rates in 2028 and beyond?**

No rate increases are currently proposed for sewer or stormwater, as both funds have sufficient resources to cover anticipated expenses. For water, the proposed 3% increase will help cover rising operating costs and maintain adequate reserves.

Staff continues to monitor all enterprise funds and does not currently foresee a need for large rate increases. While 2028 needs are still uncertain, we would expect a water rate increase similar to the 3% proposed for 2027. That recommendation will depend on updated costs, capital needs, and reserves, with the goal of keeping increases manageable for residents.

BUDGET WORKSHOP AGENDA SUMMARY

AGENDA TOPIC: **Proposed Compensation Adjustments**
DATE: **October 19, 2026**
FROM: **Dawn Masko, City Manager**

RECOMMENDED MOTION: None. Discussion only.

SUMMARY: A comprehensive salary study was conducted in August 2018, with an update in November 2024 that closely followed the methodology and information used then. The October 2026 update continues to focus on exempt and non-represented full-time and permanent part-time positions and evaluates salaries and the value of health benefits.

The survey aims to analyze how the City’s non-represented job classifications compare to those of similar cities in the region. Additionally, it seeks to assess potential budget impacts for 2027 to bring City wages up to the median wage (50th percentile). The goal is to remain competitive in our market so we can hire and retain qualified candidates while staying sensitive to the City’s resources.

The survey included Buckley, DuPont, Edgewood, Gig Harbor, Milton, Orting, Steilacoom, Sumner, and Yelm. These are the same comparable cities utilized by our represented employees. For two classifications (Court Administrator and IT Systems Coordinator), we used a broader range of comparable cities, as these are very specialized positions.

While the entire report is not yet available, below is a synopsis of staff recommendations for 2027. Generally, we recommend a 3.8% cost-of-living (COLA) adjustment based on the June 2025-to-June 2026 CPI-W for all non-represented employees, plus market adjustments for positions below market. The impact to the General Fund for the recommended market adjustments is approximately \$31,200, including salaries and related benefits.

The following assumptions were used in the development of the market adjustment:

- **Provide a 3.8% Cost of Living Adjustment for all job classifications**
- **Adjusted the following salary ranges for positions below the 50th percentile (median):**
 - Accountant I
 - City Clerk
 - Court Clerk II
 - Finance Director
 - Office Assistant II
 - Permits Coordinator/Passport Specialist
 - Police Chief
 - Police Records Technician
 - Public Works Director
- **Utilized additional market comparable cities for the following classification:**
 - Court Administrator
 - IT Systems Coordinator

- **Grade separation for those classifications that had insufficient data:**
 - Court Clerk I
 - Police Records Coordinator
- **Provide only a COLA increase and any eligible step increases for those filled classifications that fall above the labor market median:**
 - Accountant II
 - Administrative Assistant
 - Associate Planner
 - Deputy City Clerk/HR Specialist
 - Events Coordinator
 - Parks & Recreation Director
 - Recreation Specialist
 - Recreation Supervisor

Below is the preliminary table showing each of the City's classifications and their percentage either over or under market:

Job Classifications	Maximum Monthly Salary	50th Percentile (median)	% City is Above or Below Labor Market Median
Exempt			
	Includes Insurance Benefits		
Police Chief	\$15,931	\$16,479	-3.44%
Public Works Director	\$14,482	\$15,781	-8.97%
Finance Director	\$14,481	\$15,408	-6.40%
Parks & Recreation Director ¹	\$13,245	\$12,709	4.04%
Court Administrator ¹	\$11,455	\$12,826	-11.97%
City Clerk	\$10,211	\$11,398	-11.63%
Non-Exempt			
Accountant I	\$7,866	\$7,957	-1.16%
Accountant II	\$9,041	\$8,553	5.39%
Administrative Assistant - City Hall	\$7,515	\$7,452	0.83%
Associate Planner	\$10,104	\$10,101	0.03%
Court Clerk I	\$7,754	*	-
Court Clerk II	\$7,754	\$7,961	-2.67%
Deputy City Clerk/HR Specialist	\$9,168	\$8,928	2.61%
Events Coordinator	\$7,515	\$7,452	0.83%
IT Systems Coordinator ²	\$9,187	\$10,450	-13.75%
Office Assistant - Recreation	\$4,935	*	-
Office Assistant II	\$7,039	\$7,452	-5.87%
Permits Coordinator/Passport Specialist	\$7,782	\$8,021	-3.08%
Police Records Technician	\$7,197	\$7,210	-0.19%
Police Records Coordinator	\$6,817	*	-
Recreation Program Coordinator	\$7,795	\$7,768	0.34%
Recreation Specialist	\$6,089	*	-
Recreation Supervisor	\$8,015	*	-

^{*}Insufficient data - fewer than three comparables. A separate recommendation is provided for these classifications.

¹ Insufficient data - fewer than three comparables from market cities. Utilized additional comps from other local cities.

² Insufficient data - used a combination of classifications & variety of Puget Sound cities to assess position without an official desk audit.



To: Mayor and Councilmembers
From: Allison Deskins, Finance Director
Date: October 19, 2026
Subject: 2027 Proposed Staffing Requests

The following summarizes three staffing requests for consideration in the 2027 budget, including estimated annual salary and benefit costs and the proposed funding sources. Together, these requests would increase budgeted staffing by 1.50 full-time equivalent positions (FTE).

Court Clerk I — Increase Existing Position from 0.75 to 1.0 FTE

The request to increase the existing Court Clerk I position from 0.75 FTE to full-time would support the upcoming automated traffic safety camera program. Salary and benefit costs would be split equally between the General Fund and Automated Traffic Safety Camera Fund.

The comparison below shows the cost of retaining the position at 0.75 FTE, increasing it to full-time with the 3.8% CPI-W adjustment, and increasing it to full-time with the proposed market adjustment included.

Annual Cost / Budget Impact	0.75 FTE	1.0 FTE	1.0 FTE With Market Adjustment
Salary	\$50,545	\$67,394	\$69,192
Benefits	\$7,342	\$43,731	\$43,970
Total Annual Position Cost	\$57,887	\$111,125	\$113,162
Additional Cost Above 0.75 FTE	—	\$53,237	\$55,275
Additional cost to General Fund	—	\$26,619	\$27,637
Additional cost to Traffic Camera Fund	—	\$26,619	\$27,637

Increasing the position to full-time would add approximately \$53,237 annually before the proposed market adjustment. The market adjustment would add another \$2,038, bringing the combined increase to \$55,275, shared equally between the two funds.

A substantial portion of the increase reflects the addition of medical, dental, vision, and life insurance benefits, which are not included in the current 0.75 FTE estimate.

Court Clerk I — Add One Full-Time Position

An additional full-time Court Clerk I position is requested to prepare for the upcoming automated traffic safety camera program. This position would be funded entirely by the Automated Traffic Safety Camera Fund.

The following estimates show the annual cost at Steps A and F of the salary schedule.

Annual Cost	Step A	Step F
Salary	\$59,446	\$75,858
Benefits	\$47,862	\$50,046
Total Additional Annual Cost	\$107,308	\$125,904

Both scenarios assume full family benefit coverage for the employee, spouse, and at least one child. Actual costs would depend on salary schedule placement and benefits enrollment.

Community Event Specialist — Increase from 0.75 to 1.0 FTE

Per Council request, staff is providing the estimated cost of increasing the Community Event Specialist position from 0.75 FTE to full-time. This position would remain fully funded by the General Fund within the Community Events budget.

Annual Cost	0.75 FTE	1.0 FTE	Increase
Salary	\$59,873	\$79,830	\$19,958
Benefits	\$8,584	\$38,171	\$29,588
Total Salary and Benefits	\$68,456	\$118,002	\$49,545

The full-time estimate includes medical, dental, vision, and life insurance benefits that are not included in the current 0.75 FTE estimate.

Combined Annual Budget Impact

The following summarizes the additional annual costs of all three requests.

Staffing Request	General Fund	Traffic Camera Fund	Total
Existing Court Clerk I: increase from 0.75 to 1.0 FTE	\$27,637	\$27,637	\$55,275
New Court Clerk I: add 1.0 FTE	—	\$107,308	\$107,308
Community Event Specialist: increase from 0.75 to 1.0 FTE	\$49,545	—	\$49,545
Total Additional Annual Cost	\$77,183	\$134,946	\$212,128

Includes salary and benefits and the proposed market adjustment for the existing Court Clerk I. Assumes the new Court Clerk I is hired at Step A.

These estimates assume the staffing changes are in effect for the full year. Costs would be lower if implementation or hiring occurs after January 1.



To: Mayor and Councilmembers
From: Allison Deskins, Finance Director
Date: October 19, 2026
Subject: 2027 ERR Fund – Workstation Replacements

This memorandum outlines the workstation replacements proposed in the 2027 Equipment Rental and Replacement (ERR) Fund budget.

The proposed budget includes replacement of seven computer workstations at an estimated cost of \$1,200 each, totaling \$8,400. These replacements follow the City’s scheduled equipment replacement cycle to maintain reliable technology and minimize disruptions to daily operations.

Department / Location	Estimated Cost
City Hall – Passports	\$1,200
City Hall – Council Office	\$1,200
City Hall – Finance (2 workstations)	\$2,400
Municipal Court – Office	\$1,200
Pool House – Front Desk	\$1,200
Community Events – Office	\$1,200
Total	\$8,400

All seven workstation replacements are fully funded within the ERR Fund. Sufficient funds have been set aside to cover the estimated replacement costs, and no additional funding is needed.

CITY OF FIRCREST

PUBLIC WORKS MEMORANDUM

TO: Mayor and City Council

FROM: Tyler Bemis, Public Works Director

DATE: October 15, 2026

SUBJECT: ERR Funding for Ford F-350 Utility Service Truck Replacement

Recommendation

Staff recommend purchasing a 2027 Ford F-350 four-wheel-drive, dual-rear-wheel truck with a high enclosed service body, at a proposed total budget not to exceed \$95,796.26, including tax and required warning, directional, and work lighting. The proposed funding approach combines the replacement funds for the 2017 Chevrolet 2500 (#63581D) with available Equipment Rental and Replacement (ERR) funds associated with the Aceterra dump truck, which is not being replaced.

Equipment suited to utility operations

The replacement should be equipped as an industry-standard utility service vehicle. This means a truck configured around the tools, repair materials, and field conditions required to maintain essential infrastructure. An enclosed utility service body is a functional component of that work: it provides organized, secure storage and weather protection so crews can keep frequently used equipment and supplies ready for routine maintenance and emergency response.

The proposed high-roof service body provides approximately 73 inches of interior clearance, rear barn doors, exterior storage compartments, and an enclosed cargo area. This arrangement supports access to tools and materials while reducing repeated loading and unloading. Four-wheel drive supports access under adverse field conditions, and the dual-rear-wheel chassis provides a platform for the service body and anticipated equipment load, subject to verification of the completed vehicle's payload and axle ratings.

Purchasing the appropriate configuration at replacement avoids carrying forward storage and access limitations for another vehicle service life. Warning and directional lighting improve visibility during roadside utility work, while work-area and body lighting support equipment access during low-light and after-hours response. Staff recommend retaining these operational features in the final purchase scope.

Anticipated delivery timeline

The anticipated lead time for receiving the fully equipped vehicle is approximately 8–12 months from order placement, subject to chassis availability, service body installation, and final upfitting. Authorizing the purchase in advance will help accommodate this delivery window and support a planned transition to the replacement vehicle.

Use of the Aceterra ERR balance

Because the Aceterra dump truck is not being replaced, staff proposes applying a portion of its available ERR balance toward the utility service truck. This puts existing replacement reserves toward an active equipment need and allows the City to purchase a properly equipped vehicle. The proposed use should be documented in the ERR schedule, with any remaining balance and future replacement needs reviewed by Finance.

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Estimated purchase cost

Component	Estimated cost
Cab and chassis	\$51,327.00
High enclosed service body	\$26,278.00
Extension package, camera, running boards, delivery, extinguisher, and mats	\$1,451.00
Additional safety lighting	\$9,145.18
Sales tax at 8.6 percent as shown in source estimate	\$6,798.82
Additional safety lighting	\$9,145.18
Proposed total purchase budget	\$95,796.26

Final pricing, applicable tax, and the complete lighting scope must be confirmed before ordering.

Proposed ERR funding

Funding source	Working amount
2017 F-350 replacement funds at end of CY 2027	\$52,366.00
Aceterra dump truck funds proposed for use	\$43,430.26
Combined funding identified	\$95,796.26

These figures are treated as working estimates. Finance should confirm the amounts and timing and verify the availability and appropriate allocation of funds for the vehicle's intended use. If sufficient additional Aceterra ERR funds are available, the total contribution from that balance would be \$43,430.26, combined with \$52,366 from the pickup replacement balance.

Requested Council direction

Support the industry-standard utility service truck configuration and the proposed use of available Aceterra dump truck ERR funds to supplement the pickup replacement balance. Direct staff to finalize the funding reconciliation and purchase pricing for a total budget not to exceed \$95,796.26, with any necessary budget action completed before purchase. This approach directs existing equipment reserves toward a vehicle configured to support reliable sewer and water service.

Financial figures remain subject to Finance verification.

CITY OF FIRCREST

PUBLIC WORKS MEMORANDUM

TO: Mayor and City Council

FROM: Tyler Bemis, Public Works Director

DATE: October 15, 2026

SUBJECT: ERR Funding for Ford F-350 Utility Service Truck Replacement

Recommendation

Staff recommend replacing the 2017 F-350 (#63582D) pickup with a 2027 Ford F-350 four-wheel-drive crew cab equipped with an eight-foot service body, Tommy Gate liftgate, nine-foot snowplow package, and warning and directional lighting. The proposed purchase budget is not to exceed \$96,005.85, subject to confirmation of final lighting costs and applicable tax. Staff proposes combining \$52,066 in pickup replacement reserves with \$43,939.85 from the available Equipment Rental and Replacement (ERR) balance associated with the Aceterra dump truck, which is not being replaced.

Equipment suited to utility operations

The City should purchase a vehicle configured to the industry-standard service truck approach used for utility field work. A dedicated service body provides secure, organized compartments for tools, fittings, and repair materials, allowing crews to carry the equipment needed for routine maintenance and emergency response. This configuration supports field readiness, protects stored equipment, and reduces time spent loading tools or returning to the shop for supplies.

The proposed eight-foot service body supports these operational needs throughout the vehicle's service life. The Tommy Gate liftgate provides mechanical assistance when loading and unloading heavier equipment and materials, reducing manual lifting demands. The crew cab accommodates personnel traveling to work sites, while four-wheel drive supports access in adverse conditions. Final specifications should confirm adequate payload and axle capacity for the service body, liftgate, plow, and anticipated equipment load.

The nine-foot snowplow package also allows the truck to support winter street operations. Warning and directional lighting improve vehicle visibility and help communicate with approaching motorists during roadside work. Together, these features provide a vehicle suited to utility maintenance and broader Public Works response needs.

Use of available Aceterra ERR funds

The pickup replacement reserve alone does not cover the cost of the proposed service truck. Because the Aceterra dump truck is not being replaced, staff recommend applying \$43,939.85 of its available ERR balance to close the funding difference. Redirecting these existing reserves toward an active replacement need allows the City to acquire the service body, liftgate, and other equipment needed for effective field operations.

The proposed funding approach uses accumulated equipment replacement reserves rather than relying solely on the pickup's individual balance. Finance should confirm the available amounts and their accounting allocation, document the use in the ERR schedule, and review the remaining reserve balance against future fleet needs.

Anticipated delivery timeline

The anticipated lead time for receiving the fully equipped vehicle is approximately 8–12 months from order placement, subject to chassis availability, service body installation, and final upfitting. Advance authorization will help accommodate this delivery window and support a planned transition to the replacement vehicle.

City of Fircrest | Public Works |

Estimated purchase cost

Component	Estimated cost
Standard 2027 Ford F-350 4WD truck	\$44,415.00
Crew cab with eight-foot box wheelbase	\$3,153.00
Cab guard	\$866.00
Eight-foot service body	\$14,420.00
Tommy Gate liftgate	\$4,906.00
Running boards	\$437.00
Floor mats	\$127.00
Nine-foot snowplow package	\$10,934.00
Additional safety lighting	\$9,145.18
Subtotal	\$88,403.18

Sales tax at 8.6 percent shown in worksheet	\$7,602.67
Proposed total purchase budget	\$96,005.85

Staff should obtain final pricing for the complete lighting package, installation, and applicable tax before ordering. If the completed vehicle exceeds \$96,005.85, staff should return with a revised funding request before purchase.

Proposed ERR funding

Funding source	Proposed amount
2017 F-350 pickup replacement reserve	\$52,066.00
Aceterra dump truck funds proposed for use	\$43,939.85
Total proposed ERR funding	\$96,005.85

Finance should confirm current available balances, and appropriate allocation before final authorization. The \$43,939.85 Aceterra contribution is proposed for this purchase and should not be represented as the dump truck's total remaining reserve without verification.

Requested Council direction

Authorize the proposed utility service truck replacement at a total cost not to exceed \$96,005.85, funded by \$52,066 from the pickup replacement reserve and \$43,939.85 from available Aceterra dump truck ERR funds, subject to Finance confirmation and completion of any necessary budget action. The purchase should include the service body, liftgate, snowplow package, and required warning and directional lighting within the authorized amount.

CITY OF FIRCREST

PUBLIC WORKS MEMORANDUM

TO: Mayor and City Council

FROM: Tyler Bemis, Public Works Director

DATE: October 15, 2026

SUBJECT: Funding for Ford F-250 Replacement Truck

Recommendation

Staff recommend replacing the 2017 Chevrolet 2500 extended-cab pickup with a Ford F-250 (#62852D) four-wheel-drive extended-cab truck with a six-foot bed through the state vehicle purchasing contract. The estimated purchase price is \$52,756.79, including the listed options, delivery, and sales tax. An arrow light bar is additional and has not yet been priced.

Operational purpose

The replacement will support Public Works water, sewer, street and stormwater field operations, including transporting personnel, tools, and materials for maintenance and response activities. Four-wheel drive supports access in adverse conditions. The proposed bed liner protects the cargo bed, the cab guard provides a protective barrier behind the cab, and running boards assist entry and exit. An arrow light bar will support visibility and traffic guidance during roadside work.

Estimated purchase cost

Component	Estimated cost
Standard F-250 4WD truck	\$43,318.00
Extended cab option with six-foot bed	\$2,963.00
Delivery	\$300.00
Sprayed bed liner	\$695.00
Aluminum mesh cab guard	\$866.00
Extended cab running boards	\$437.00
Subtotal	\$48,579.00

Sales tax at 8.6 percent shown in worksheet	\$4,177.79
Estimated purchase price before arrow light bar	\$52,756.79

ERR funding and remaining need

The accumulated projected balance will be \$52,241 at the end of 2027. Compared with the listed purchase price, the projected 2027 balance leaves a \$518.79 funding difference, plus the cost of the arrow light bar, installation, and applicable tax. The year-end 2027 projection should not be treated as the current available balance. Finance should verify available reserves and payment timing and identify funding for the remaining amount.

Requested Council direction

Support the planned replacement through the Utility ERR program and direct staff to obtain final pricing for the arrow light bar and confirm the complete funding plan. Staff should present the final purchase amount and any necessary budget action for authorization before ordering.

BUDGET WORKSHOP AGENDA SUMMARY

AGENDA TOPIC: **Proposed Fees & Charges Update**
DATE: **October 19, 2026**
FROM: **Dawn Masko, City Manager**
 Tyler Bemis, Public Works Director

RECOMMENDED MOTION: None. Discussion only.

SUMMARY: Public Works permit fees have not been updated since 2012. As part of the 2027 budget development process, staff reviewed the City’s existing fees, considered rates charged by surrounding jurisdictions, and evaluated opportunities to improve cost recovery for permit-related services, ensuring that the costs associated with permit processing, review, and inspections are more appropriately borne by the individuals or developers receiving those services rather than subsidized by utility ratepayers.

For 2027, staff recommends increases of approximately 5% for most permit fees and 10% for inspection fees. While these adjustments will not necessarily achieve full cost recovery, they represent an incremental step toward better aligning fees with the City’s actual cost of providing these services. Although the proposed increases are relatively modest compared to the cumulative increases in personnel, equipment, and operating costs since 2012, they represent a measured approach to improving cost recovery.

Additionally, staff recommends applying a 15% administrative fee to all Public Works permits, consistent with the City’s approach to other permit-related fees. This charge is intended to help recover indirect costs associated with administrative support provided by Administration, Finance, Planning, and other City departments.

The proposed fee adjustments are outlined below.

Public Works Fees	Current	Proposed	Increase
Right-of-Way Permit Intake Fee	72.50	76.25	5.2%
Right-of-Way Plan Check Fee (first 1.5 hours)	167.25	175.75	5.1%
Right-of-Way Plan Check Fee (additional hours)	111.50	117.25	5.2%
Right-of-Way Inspection Fee	55.00	60.50	10.0%
Right-of-Way Re-Inspection Fee (per repeat inspection)	55.00	60.50	10.0%
Right-of-Way – Utilities – Plan Check Fee (first 150 feet)	167.25	175.75	5.1%
Right-of-Way – Utilities – Plan Check Fee (per additional linear foot)	0.46	0.49	6.5%
Right-of-Way – Utilities – Inspection Fee (first 150 feet)	178.50	187.50	5.0%
Right-of-Way – Utilities – Re-Inspection Fee	55.00	60.50	10.0%
Utility Services Review:			
Single-Family Residence (per utility)	35.00	36.75	5.0%
Other than Single Family (per utility)	50.00	52.50	5.0%
Other than Single Family – Deposit Fee (per utility)	100.00	100.00	0.0%
<i>A 15% Administrative Fee will be applied to the cost of all fees.</i>			

CITY OF FIRCREST - Parks and Recreation Department

MEMORANDUM

TO: Dawn Masko, City Manager
FROM: Jeff Grover, Parks and Recreation Director
DATE: October 15, 2026
SUBJECT: Proposed 2027 Parks and Recreation Fee Adjustments

Background

It is my responsibility to regularly review our fees and charges and recommend adjustments when appropriate. This helps ensure we are managing our resources responsibly, keeping pace with operating expenses, and maintaining the long-term sustainability of our programs and facilities.

With that in mind, I have reviewed our current fee structure and developed proposed adjustments for 2027. Each program and facility was evaluated individually, considering increases in staffing, supplies, materials, utilities, maintenance, and the Consumer Price Index (CPI).

The proposed fee adjustments generally reflect modest increases of approximately 3%, consistent with rising costs. Some rates have been adjusted beyond that amount to account for rounding or to address differences in the costs associated with individual programs and facilities.

These proposed adjustments are intended to support cost recovery, maintain long-term financial stability, and reduce pressure on the City's General Fund while continuing to provide affordable and accessible programs and facilities.

Attachment:

Proposed 2027 Parks and Recreation Fee Schedule – Current and Proposed Rate Comparisons

Sports Programs

Program / Facility	Resident Current	Resident Proposed	Non-Resident Current	Non-Resident Proposed
Pee Wee T-Ball	\$45.00	\$47.00	\$65.00	\$67.00
Youth Baseball 7U (formerly K/1st)	\$60.00	\$62.00	\$95.00	\$98.00
Youth Baseball 9U (formerly 2nd/3rd)	\$60.00	\$62.00	\$95.00	\$98.00
Youth Baseball 11U (formerly 4th/5th)	\$60.00	\$62.00	\$95.00	\$98.00
Indoor Pee Wee Soccer	\$45.00	\$47.00	\$65.00	\$67.00
Youth Basketball 7U (formerly K/1st)	\$60.00	\$62.00	\$95.00	\$98.00
Youth Basketball 9U (formerly 2nd/3rd)	\$60.00	\$62.00	\$95.00	\$98.00
Youth Basketball 11U (formerly 4th/5th)	\$60.00	\$62.00	\$95.00	\$98.00
Youth Basketball 11U Girls	\$60.00	\$62.00	\$95.00	\$98.00
Youth Cross Country	\$60.00	\$62.00	\$95.00	\$98.00
4-on-4 / Adult Basketball League	\$350/team	na	\$350/team	na
Open Gym (Drop-in)	\$2.00	\$3.00	\$4.00	\$5.00

Aquatic Center - No Changes Recommended

Program / Facility	Resident Current	Resident Proposed	Non-Resident Current	Non-Resident Proposed
5 & under	Free	na	Free	na
Full Session	\$5.00	na	\$10.00	na
Evening/Family Swim	\$4.00	na	\$8.00	na
Lap Swim / Water Aerobics	\$4.00	na	\$8.00	na

Aquatic Center - Swim Lessons and Passes - No Increases Recommended

Program / Facility	Resident Current	Resident Proposed	Non-Resident Current	Non-Resident Proposed
Youth Swim Lessons	\$50.00	na	\$85.00	na
Swim Team	\$90.00	na	\$155.00	na
Adult Swim Lessons	\$50.00	na	\$85.00	na
Pool Season Pass (Single)	\$85.00	na	na	na
Pool Season Pass (Additional Members)	\$65.00	na	na	na
Swimming Punch Card	\$50.00	na	\$105.00	na

Pool Rentals | Per Hour

Program / Facility	Resident Current	Resident Proposed	Non-Resident Current	Non-Resident Proposed	Non-Profit Current	Non-Profit Proposed
1–30 people	\$150.00	\$155.00	\$196.00	\$202.00	\$171.00	\$177.00
31–60 people	\$187.00	\$193.00	\$266.00	\$274.00	\$220.00	\$227.00
61–90 people	\$250.00	\$258.00	\$391.00	\$403.00	\$292.00	\$301.00
91–120 people	\$312.00	\$322.00	\$492.00	\$507.00	\$367.00	\$379.00
121–150 people	\$375.00	\$387.00	\$584.00	\$602.00	\$443.00	\$457.00
Add Party Room + Kitchen	\$54.00	na	\$82.00	na	\$65.00	na

Pool Party Room Rentals

Program / Facility	Resident Current	Resident Proposed	Non-Resident Current	Non-Resident Proposed	Non-Profit Current	Non-Profit Proposed
Pool Party Room (Weekend)	\$89.00	\$92.00	\$138.00	\$143.00	\$103.00	\$107.00
Pool Party Room (Mon–Thurs)	\$71.00	\$74.00	\$111.00	\$115.00	\$84.00	\$87.00
Pool Party Room	\$42.00	\$44.00	\$58.00	\$60.00	\$52.00	\$54.00

Kitchen (Weekend)						
Pool Party Room	\$34.00	\$36.00	\$46.00	\$48.00	\$42.00	\$44.00
Kitchen (Mon–Thurs)						

Facility Rentals

Program / Facility	Resident Current	Resident Proposed	Non-Resident Current	Non-Resident Proposed	Non-Profit Current	Non-Profit Proposed
Whittier Shelter	\$118.00	na	\$147.00	na	\$139.00	na
Fircrest Park Pavilion	\$140.00	na	\$178.00	na	\$160.00	na
Gymnasium (Events)	\$180.00	\$185.00	\$260.00	\$268.00	\$206.00	\$213.00
Gymnasium (Athletics)	\$45.00	\$47.00	\$67.00	\$70.00	\$50.00	\$52.00
1/2 Gymnasium	\$22.00	\$23.00	\$33.00	\$34.00	\$24.00	\$25.00
Multipurpose Room (Weekend)	\$95.00	\$97.00	\$136.00	\$141.00	\$110.00	\$114.00
Multipurpose Room (Mon–Thurs)	\$78.00	\$80.00	\$110.00	\$114.00	\$89.00	\$92.00
1/2 Multipurpose Room (Weekend)	\$48.00	\$50.00	\$68.00	\$71.00	\$56.00	\$58.00
1/2 Multipurpose Room (Mon–Thurs)	\$39.00	\$41.00	\$55.00	\$57.00	\$44.00	\$46.00
Commercial Kitchen (Weekend)	\$42.00	\$44.00	\$59.00	\$61.00	\$48.00	\$50.00
Commercial Kitchen (Mon–Thurs)	\$33.00	\$34.00	\$47.00	\$49.00	\$43.00	\$44.00
Gathering Room (Weekend)	\$52.00	\$54.00	\$68.00	\$71.00	\$35.00	\$59.00
Gathering Room (Mon–Thurs)	\$39.00	\$41.00	\$47.00	\$53.00	\$43.00	\$50.00
Fitness Room (Weekend)	\$36.00	\$38.00	\$50.00	\$52.00	\$42.00	\$44.00
Fitness Room	\$30.00	\$32.00	\$41.00	\$43.00	\$34.00	\$36.00

(Mon–Thurs)**Field Rentals - No Changes Recommended**

Program / Facility	Current Rate Current	Current Rate Proposed
Fircrest Activities	\$10.00	na
Fircrest Soccer Club (off-season)	\$34.00	na
Non-Fircrest Groups	\$47.00/hr	na
Soccer Club Field Rental	\$6,500/season (Anticipate Less in 2027 Due to Whittier Construction)	na

Community Event Vendor Fees

Program / Facility	Early Entry Current	Early Entry Proposed	Late Entry Current	Late Entry Proposed
Artisan / Crafters / Farms – 1 day	\$45.00	\$47.00	\$60.00	\$62.00
Educational / Non-Profit – 1 day	\$45.00	\$47.00	\$60.00	\$62.00
Commercial Vendors	\$90.00	\$93.00	\$100.00	\$103.00
Food Vendors	\$90.00	\$93.00	\$100.00	\$103.00