FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA

TUESDAY, NOVEMBER 10, 2026 **COUNCIL CHAMBERS**
7:00 P.M. **FIRCREST CITY HALL, 115 RAMSDELL STREET**

Pg. #

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PRESIDING OFFICER'S REPORT

- **A.** Proclamation: Veterans Day 2
- **B.** Proclamation: Arbor Day 3

5. CITY MANAGER COMMENTS

6. DEPARTMENT HEAD COMMENTS

7. COUNCILMEMBER COMMENTS

8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing *9 on your phone.)

9. COMMITTEE, COMMISSION & LIAISON REPORTS

- **A.** Administration
- **B.** Built Environment, Planning, and Building
- **C.** Finance and Information Technology
- **D.** Pierce Transit
- **E.** South Sound Housing Affordability Partners
- **F.** Other Reports

10. CONSENT CALENDAR

- **A.** Approval of vouchers/payroll checks 4
- **B.** Approval of Minutes: September 21, 2026, Study Session 16
  October 13, 2026, Regular Meeting 17
  October 19, 2026, Special Meeting 20

11. PUBLIC HEARING

- **A.** To receive comments on the 2027 Preliminary Budget 22
- **B.** To receive comments on the Proposed Water Rate Adjustments 23

12. UNFINISHED BUSINESS

- **A.** 2027 Preliminary Budget Discussion

13. NEW BUSINESS

- **A.** Ordinance: 2027 Regular Ad Valorem Tax Levy 28
- **B.** Ordinance: 2027 EMS Property Tax Levy 51
- **C.** Ordinance: Salaries of Non-Union Employees, Including Casual and Seasonal Employees 57
- **D.** Ordinance: Municipal Court Judge and Chief Examiner Rate of Pay 61
- **E.** Resolution: Greenleaf Landscaping Contract 65
- **F.** Resolution: Olbrechts & Associates Contract Amendment #7 91
- **G.** Resolution: Psomas Contract Amendment #12 94

14. CALL FOR FINAL COMMENTS

15. EXECUTIVE SESSION

16. ADJOURNMENT

Join the Zoom Meeting: *Dial-in Information:* 1-253-215-8782 *Webinar ID*: 893 2632 0657 *Password:* 848037

THE CITY OF FIRCREST

PROCLAMATION OF THE CITY COUNCIL

WHEREAS, throughout our nation's history, generations of Americans, including many residents of Fircrest, have served in the United States Armed Forces with courage, honor and distinction; and

WHEREAS, on May 13, 1938, Congress established November 11 as a legal holiday known as Armistice Day to commemorate the end of World War I; and

WHEREAS, in 1954, following World War II and the Korean War, Congress renamed the holiday Veterans Day, and President Dwight D. Eisenhower issued the first Veterans Day Proclamation to recognize and honor all Americans who have served in our nation's Armed Forces; and

WHEREAS, these brave people who have served our country, both at home and abroad, have demonstrated extraordinary dedication, sacrifice, and commitment to protecting the freedoms and values we cherish; and

WHEREAS, Veterans Day provides an opportunity to express our heartfelt gratitude to all veterans for their service, recognize the sacrifices made by them and their families, and acknowledge their lasting contributions to our nation and our community; and

WHEREAS, the City of Fircrest proudly honors our veterans, whose courage, patriotism, and selfless service continue to inspire future generations and remind us of the enduring importance of freedom, duty, and service to others;

NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS of the City of Fircrest, do hereby proclaim November 11, 2026, as Veterans Day in the City of Fircrest and encourage all residents to join us in honoring and expressing appreciation to those who have served in the United States Armed Forces, recognizing their sacrifices, and reaffirming our community's enduring gratitude for their service to our nation.

Proclaimed this 10th day of November 2026.

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Nikki Bufford, Mayor

THE CITY OF FIRCREST

PROCLAMATION OF THE CITY COUNCIL

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

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

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

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

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

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

***WHEREAS*,** the City of Fircrest Parks and Recreation Department, together with Pierce County Parks, the Pierce Conservation District, the Tacoma Tree Foundation, and the Kiwanis Club of Fircrest to host the fifth annual FirFest – a tree giveaway and ceremonial tree planting event – on November 14, 2026; and

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

NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS of the City of Fircrest, do hereby proclaim the third Saturday of November as **Arbor Day** in the City of Fircrest and encourage all residents to celebrate by attending FirFest on November 14, 2026, and supporting efforts to protect and preserve our community's trees and woodlands; and

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

Proclaimed this 10th day of November 2026.

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Nikki Bufford, Mayor

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:31:54 Date: 11/06/2026

As Of: 11/10/2026

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
39176	10/27/2026	11/10/2026	10562 Amazon Capital Services	16.52	Presentation Clicker for PowerPoint
	511 60 35 00 Small Tools & Equip - Legisl		001 000 511 General Fund	16.52	Presentation Clicker for PowerPoint
39177	10/27/2026	11/10/2026	10562 Amazon Capital Services	91.75	UPS Battery Backup & Surge Protector
	531 50 31 01 Office & Oper Sup - Storm		415 000 531 Storm Drain	22.94	UPS Battery Backup & Surge Protector
	534 10 31 00 Office & Oper Sup - Water A		425 000 534 Water Fund (dep	22.93	UPS Battery Backup & Surge Protector
	535 10 31 00 Office & Oper Sup - Swr Adı		430 000 535 Sewer Fund (dep	22.94	UPS Battery Backup & Surge Protector
	542 30 31 01 Office & Oper Sup - Street R		101 000 542 City Street Fund	22.94	UPS Battery Backup & Surge Protector
39215	10/29/2026	11/10/2026	10562 Amazon Capital Services	249.75	Office Supplies - Calendars, Rubber Bands, Door Hangers
	531 50 31 01 Office & Oper Sup - Storm		415 000 531 Storm Drain	62.44	Office Supplies - Calendars, Rubber Bands, Door Hangers
	534 10 31 00 Office & Oper Sup - Water A		425 000 534 Water Fund (dep	62.43	Office Supplies - Calendars, Rubber Bands, Door Hangers
	535 10 31 00 Office & Oper Sup - Swr Adı		430 000 535 Sewer Fund (dep	62.44	Office Supplies - Calendars, Rubber Bands, Door Hangers
	542 30 31 01 Office & Oper Sup - Street R		101 000 542 City Street Fund	62.44	Office Supplies - Calendars, Rubber Bands, Door Hangers
39223	10/29/2026	11/10/2026	10562 Amazon Capital Services	49.52	Portable Electric Heater
	521 22 35 00 Small Tools & Equip - Police		001 000 521 General Fund	49.52	Portable Electric Heater
39228	11/02/2026	11/10/2026	10562 Amazon Capital Services	27.65	Address Labels
	531 50 31 01 Office & Oper Sup - Storm		415 000 531 Storm Drain	6.91	Address Labels
	534 10 31 00 Office & Oper Sup - Water A		425 000 534 Water Fund (dep	6.91	Address Labels
	535 10 31 00 Office & Oper Sup - Swr Adı		430 000 535 Sewer Fund (dep	6.91	Address Labels
	542 30 31 01 Office & Oper Sup - Street R		101 000 542 City Street Fund	6.92	Address Labels
39252	11/04/2026	11/10/2026	10562 Amazon Capital Services	41.33	Clips for Roof Lights
	518 30 31 01 Oper Supplies - Rec Bldg		001 000 518 General Fund	41.33	Clips for Roof Lights
			Total Amazon Capital Services	476.52	
39240	11/03/2026	11/10/2026	10930 Balla, Erin	75.00	Security Deposit Refund, Balla, 10/3/26
	582 10 00 00 Deposit Refunds		001 000 580 General Fund	75.00	Security Deposit Refund, Balla, 10/3/26
39214	10/29/2026	11/10/2026	5781 Batteries Plus Bulbs	101.64	Batteries for Wire Locator

ACCOUNTS PAYABLE

City Of Fircrest

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	542 63 31 00 Oper Supplies - St Light		101 000 542 City Street Fund	101.64	Batteries for Wire Locator
39196	10/29/2026	11/10/2026	7173 Bertucchi, Marc-Cloris	78.00	Library Reimbursement - 1 Year (Christina)
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Christina)
39269	11/05/2026	11/10/2026	11585 Cintas Corporation No. 2	1,124.04	Annual Fire Extinguisher Inspections
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	224.81	Annual Fire Extinguisher Inspections
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	224.80	Annual Fire Extinguisher Inspections
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	224.81	Annual Fire Extinguisher Inspections
	518 30 48 04 Rep & Maint - PSB		001 000 518 General Fund	224.81	Annual Fire Extinguisher Inspections
	576 20 48 00 Rep & Maint - Pool		001 000 576 General Fund	224.81	Annual Fire Extinguisher Inspections
39232	11/02/2026	11/10/2026	8188 Comcast Business Communications LLC	470.71	Internet Access Fee - November 2026
	518 81 42 00 Communication/Internet - I/		001 000 518 General Fund	470.71	Internet Access Fee - November 2026
39221	10/29/2026	11/10/2026	3573 Copiers Northwest Inc	118.63	Copier Usage 09/28/26-10/27/26
	521 22 45 00 Oper Rentals - Copier - Polic		001 000 521 General Fund	118.63	Copier Usage 09/28/26-10/27/26
39241	11/03/2026	11/10/2026	3573 Copiers Northwest Inc	16.53	Copier Usage 10/01/26-10/31/26
	521 22 45 00 Oper Rentals - Copier - Polic		001 000 521 General Fund	16.53	Copier Usage 10/01/26-10/31/26
			Total Copiers Northwest Inc	135.16	
39244	11/03/2026	11/10/2026	7802 Core & Main LP	363.99	End Caps for 4" Watermain - Used for Removing old Fire Hydrant Connections
	534 50 31 01 Oper Supplies - Water Maint		425 000 534 Water Fund (dep	363.99	End Caps for 4" Watermain - Used for Removing old Fire Hydrant Connections
39217	10/29/2026	11/10/2026	1235 Costello, Tim	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
39212	10/29/2026	11/10/2026	10913 David Evans and Associates, Inc.	1,952.38	P#74 Regents West Grind & Overlay Construction Management - Professional Services 08/16/26-09/12/26
	595 10 63 11 Regents Grind & Overlay #7		101 000 594 City Street Fund	1,952.38	P#74 Regents West Grind & Overlay Construction Management - Professional Services 08/16/26-09/12/26

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39213	10/29/2026	11/10/2026	10913 David Evans and Associates, Inc.	418.12	P#74 Regents West Grind & Overlay Construction Management - Professional Services 09/13/26-10/10/26
	595 10 63 11 Regents Grind & Overlay #7		101 000 594 City Street Fund	418.12	P#74 Regents West Grind & Overlay Construction Management - Professional Services 09/13/26-10/10/26
			Total David Evans and Associates, Inc.	2,370.50	
39164	10/22/2026	11/10/2026	2326 Disney, Richard	11.67	05-00410.0 - 1034 BUENA VISTA AVE
	343 10 00 00 Storm Drain Revenues		415 000 340 Storm Drain	-5.04	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (dep	-4.80	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (dep	-1.83	
39270	11/05/2026	11/10/2026	10263 Dunbar, Julieanna R	38.50	Gym Fees Reimbursement - Sept-Oct 2026
	514 23 20 00 Personnel Benefits - Finance		001 000 514 General Fund	38.50	Gym Fees Reimbursement - Sept-Oct 2026
39180	10/28/2026	11/10/2026	3638 Fircrest Golf Club	1,429.24	Land Rental for Water Tank on Golf Course Property - November 2026
	591 34 70 00 Lease Payments - Water Adr		425 000 591 Water Fund (dep	1,429.24	Land Rental for Water Tank on Golf Course Property - November 2026
39249	11/04/2026	11/10/2026	11583 Gladstone, Melanie	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
39167	10/26/2026	11/10/2026	6774 Greenleaf Landscaping 1 Inc	8,131.71	Monthly Landscape Service - October 2026
	518 30 41 01 Contract Maintenance		001 000 518 General Fund	3,659.27	Monthly Landscape Service - October 2026
	542 80 48 00 Street Tree Maintenance (co		101 000 542 City Street Fund	1,463.70	Monthly Landscape Service - October 2026
	542 80 49 03 Beautification Services (cont		101 000 542 City Street Fund	3,008.74	Monthly Landscape Service - October 2026
39233	11/02/2026	11/10/2026	10305 Gunderson Law Office PLLC	12,500.00	City of Fircrest - October 2026
	515 41 41 03 City Prosecutor		001 000 515 General Fund	12,500.00	City of Fircrest - October 2026
39272	11/05/2026	11/10/2026	11180 Gunderson, Kimberly	3,015.00	Contracted Services 10/01/26-10/31/26
	558 60 41 00 Prof Svcs - Planning		001 000 558 General Fund	3,015.00	Contracted Services 10/01/26-10/31/26
39168	10/26/2026	11/10/2026	6805 Hart, Arlo	78.00	Library Reimbursement - 1 Year (Rachel)
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Rachel)

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39165	10/22/2026	11/10/2026	11359 Hernandez-Guerro, Domingo	284.03	01-00360.0 - 429 HARVARD AVE
	343 10 00 00 Storm Drain Revenues		415 000 340 Storm Drain	-64.60	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (dep	-78.25	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (dep	-141.18	
39222	10/29/2026	11/10/2026	6252 Holmgren, Jake	643.98	Refund for Building Permit Application - Permit #2025.0188.BP0045
	322 10 00 00 Building Permit		001 000 320 General Fund	-643.98	Refund for Building Permit Application - Permit #2025.0188.BP0045
39227	11/02/2026	11/10/2026	3692 Home Depot Credit Services	8.27	Wire Harness for Trailer
	518 30 31 00 Oper Supplies - Facilities		001 000 518 General Fund	8.27	Wire Harness for Trailer
39231	11/02/2026	11/10/2026	4131 Humane Society - Tacoma	1,437.18	November 2026 Boarding Contract
	554 30 41 00 Animal Control		001 000 554 General Fund	1,437.18	November 2026 Boarding Contract
39174	10/27/2026	11/10/2026	11071 Johnson, Lauren	78.00	Library Reimbursement - 1 Year (Lauren)
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Lauren)
39250	11/04/2026	11/10/2026	3776 Lemay Mobile Shredding	59.41	Shredding 10/2026 - Court
	512 51 49 00 Miscellaneous - Court		001 000 512 General Fund	59.41	Shredding 10/2026 - Court
39251	11/04/2026	11/10/2026	3776 Lemay Mobile Shredding	52.81	Shredding 10/2026 - PW
	531 50 49 00 Miscellaneous - Storm		415 000 531 Storm Drain	17.60	Shredding 10/2026 - PW
	534 10 49 00 Miscellaneous - Water Admi		425 000 534 Water Fund (dep	17.60	Shredding 10/2026 - PW
	535 10 49 00 Miscellaneous - Sewer Admi		430 000 535 Sewer Fund (dep	17.61	Shredding 10/2026 - PW
			Total Lemay Mobile Shredding	112.22	
39271	11/05/2026	11/10/2026	10459 Locke Systems Inc.	4,959.00	IT Managed Services - November 2026 (for October Services)
	518 81 41 01 Prof Svcs - I/S		001 000 518 General Fund	4,959.00	IT Managed Services - November 2026 (for October Services)
39181	10/28/2026	11/10/2026	10447 Masko, Dawn	49.83	PCCAO Monthly Meeting (October 2026)
	513 10 43 00 Travel - Admin		001 000 513 General Fund	49.83	PCCAO Monthly Meeting (October 2026)
39182	10/28/2026	11/10/2026	10447 Masko, Dawn	278.01	AWC Member Expo - Lodging & Meal Reimbursement - 10/07/26 -10/08/26

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	513 10 43 00 Travel - Admin		001 000 513 General Fund	278.01	AWC Member Expo - Lodging & Meal Reimbursement - 10/07/26 -10/08/26
			Total Masko, Dawn	327.84	
39266	11/04/2026	11/10/2026	11584 Mayor, Anna-Liisa	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
39197	10/29/2026	11/10/2026	6877 McColm, Susan	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
39218	10/29/2026	11/10/2026	10567 Nettle, Christine	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
39175	10/27/2026	11/10/2026	2491 Neufeld, Brian	78.00	Library Reimbursement - 1 Year (Kristin)
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Kristin)
39229	11/02/2026	11/10/2026	3923 Orca Pacific Inc	2,045.53	Hypochlorite Solution Sodium Hypochlorite 8 (370 Gal)
	576 20 31 01 Oper Supplies - Pool Chemic		001 000 576 General Fund	2,045.53	Hypochlorite Solution Sodium Hypochlorite 8 (370 Gal)
39253	11/04/2026	11/10/2026	3923 Orca Pacific Inc	330.31	Muriatic Acid-Hydrochloric Acid (30 Gal)
	576 20 31 01 Oper Supplies - Pool Chemic		001 000 576 General Fund	330.31	Muriatic Acid-Hydrochloric Acid (30 Gal)
			Total Orca Pacific Inc	2,375.84	
39243	11/03/2026	11/10/2026	3961 PCRCD, LLC dba LRI-HV	1,408.37	Dump Fees - Street Sweeping - October 2026
	542 30 47 01 Dumping Fees - Street		101 000 542 City Street Fund	1,408.37	Dump Fees - Street Sweeping - October 2026
39247	11/04/2026	11/10/2026	8993 Pacific Office Automation, Inc.	549.59	Copier Lease 10/01/26-11/01/26
	512 51 45 00 Oper Rentals - Copier - Cour		001 000 512 General Fund	9.58	Court 10/01/26-11/1/26
	518 10 45 00 Oper Rentals - Copier - Non		001 000 518 General Fund	18.66	City Hall 10/01/26-11/1/26
	531 50 45 00 Oper Rentals - Copier - Stor		415 000 531 Storm Drain	2.93	Storm 10/01/26-11/1/26
	534 10 45 02 Oper Rentals - Copier - Wat		425 000 534 Water Fund (dep	2.93	Water 10/01/26-11/1/26
	535 10 45 00 Oper Rentals - Copier - Sew		430 000 535 Sewer Fund (dep	2.92	Sewer 10/01/26-11/1/26
	542 30 45 00 Oper Rentals - Copier - Stre		101 000 542 City Street Fund	2.92	Street 10/01/26-11/1/26
	571 10 45 01 Oper Rentals - Copier - Rec		001 000 571 General Fund	9.42	Rec 10/01/26-11/1/26

ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	576 80 45 00 Oper Rentals - Copier - Park		001 000 576 General Fund	1.05	Parks 10/01/26-11/1/26
	591 12 70 00 Lease Payments - Court		001 000 591 General Fund	94.84	Court 10/01/26-11/1/26
	591 18 70 10 Lease Payments - Non-Dept		001 000 591 General Fund	184.78	City Hall 10/01/26-11/1/26
	591 31 70 00 Lease Payments - Storm		415 000 591 Storm Drain	28.99	Storm 10/01/26-11/1/26
	591 34 70 00 Lease Payments - Water Adr		425 000 591 Water Fund (dep	28.99	Water 10/01/26-11/1/26
	591 35 70 00 Lease Payments - Sewer		430 000 591 Sewer Fund (dep	28.99	Sewer 10/01/26-11/1/26
	591 71 70 00 Lease Payments - Recreatior		001 000 591 General Fund	93.23	Rec 10/01/26-11/1/26
	591 76 70 80 Lease Payments - Parks		001 000 591 General Fund	10.36	Parks 10/01/26-11/1/26
	591 95 70 00 Lease Payments - Street		101 000 591 City Street Fund	29.00	Street 10/01/26-11/1/26
39239	11/03/2026	11/10/2026 11449	Plavan Commercial Fueling, Inc.	5,673.26	Gas/Fuel 10/2026
	548 65 31 05 Gas - Non Dept		501 000 548 Equipment Rent	58.56	Non Dept 10/2026
	548 65 31 06 Gas - Facilities		501 000 548 Equipment Rent	188.94	F&E 10/2026
	548 65 31 08 Gas - Police		501 000 548 Equipment Rent	3,421.05	Police 10/2026
	548 65 31 11 Gas - Parks/Rec		501 000 548 Equipment Rent	336.68	Parks 10/2026
	548 65 31 12 Gas - Street		501 000 548 Equipment Rent	271.95	Street 10/2026
	548 65 31 13 Gas - Storm		501 000 548 Equipment Rent	505.73	Storm 10/2026
	548 65 31 14 Gas - Water/Sewer		501 000 548 Equipment Rent	890.35	W/S 10/2026
39224	10/30/2026	11/10/2026 3986	Puget Sound Energy, BOT-01H	107.29	Natural Gas - Rec Center - October 2026
	571 10 47 00 Public Utility Services - Rec		001 000 571 General Fund	107.29	Natural Gas - Rec Center - October 2026
39225	10/30/2026	11/10/2026 3986	Puget Sound Energy, BOT-01H	3,420.51	Natural Gas - Pool/Bathhouse - October 2026
	576 20 47 00 Public Utility Services - Pool		001 000 576 General Fund	3,420.51	Natural Gas - Pool/Bathhouse - October 2026
			Total Puget Sound Energy, BOT-01H	3,527.80	
39248	11/04/2026	11/10/2026 11582	Puget Sound Plants, Inc	436.31	Plants for Whittier Park Trails
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	436.31	Plants for Whittier Park Trails
39268	11/04/2026	11/10/2026 10434	Romero, Stacey F	150.00	Spanish Interpreting (2 hrs) 26CR195639, 26IN195640 - 11/04/2026
	512 51 41 03 Prof Srvs - Interpreter - FMC		001 000 512 General Fund	150.00	Spanish Interpreting (2 hrs) 26CR195639, 26IN195640 - 11/04/2026
39246	11/03/2026	11/10/2026 4026	S & B Inc	5,822.42	Alameda Sewer Liftstation - Replace Failed VFD Drive
	535 50 48 00 Rep & Maint - Sewer Maint		430 000 535 Sewer Fund (dep	5,822.42	Alameda Sewer Liftstation - Replace Failed VFD Drive

ACCOUNTS PAYABLE

City Of Fircrest

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39254	11/04/2026	11/10/2026	4035 Sarco Supply	76.93	Janitorial Supplies - Rec Bldg
	571 10 31 04 Janitorial Supplies - Rec Bldg		001 000 571 General Fund	76.93	Janitorial Supplies - Rec Bldg
39170	10/26/2026	11/10/2026	10400 Shaeffer, Adam	78.00	Library Reimbursement - 1 Year (Adam)
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Adam)
39230	11/02/2026	11/10/2026	6694 Sklar*, Gail J	78.00	Library Reimbursement - 1 Year (Gail)
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Gail)
39265	11/04/2026	11/10/2026	4076 Spectrum Sign Company Inc	3,607.95	Replacement "Welcome To Fircrest" Sign - Orchard/Regents Entry Island
	542 30 48 01 Rep & Maint - Street Maint		101 000 542 City Street Fund	3,607.95	Replacement "Welcome To Fircrest" Sign - Orchard/Regents Entry Island
39216	10/29/2026	11/10/2026	4084 Staples Business Advantage	63.19	Office Supplies - Central
	518 10 34 01 Office & Oper Sup - Central		001 000 518 General Fund	63.19	Office Supplies - Central
39173	10/26/2026	11/10/2026	11575 Staples, Tommy	1,169.55	Refunding Remaining Balance Paid from PSOMAS Geotech Review
	345 83 00 01 Plan Check Fees - Consultan		001 000 340 General Fund	-1,169.55	Refunding Remaining Balance Paid from PSOMAS Geotech Review
39171	10/26/2026	11/10/2026	4107 Summit Law Group	2,973.55	Legal Consulting - September 2026
	515 41 41 02 Special Legal Counsel		001 000 515 General Fund	2,973.55	Legal Consulting - September 2026
39255	11/04/2026	11/10/2026	4110 Superior Linen Service	53.56	Linen Service 10/01/26 - Pool Party Room
	576 20 49 02 Miscellaneous - Pool		001 000 576 General Fund	53.56	Linen Service 10/01/26 - Pool Party Room
39256	11/04/2026	11/10/2026	4110 Superior Linen Service	53.56	Linen Service 10/15/26 - Pool Party Room
	576 20 49 02 Miscellaneous - Pool		001 000 576 General Fund	53.56	Linen Service 10/15/26 - Pool Party Room
39257	11/04/2026	11/10/2026	4110 Superior Linen Service	53.56	Linen Service 10/29/26 - Pool Party Room
	576 20 49 02 Miscellaneous - Pool		001 000 576 General Fund	53.56	Linen Service 10/29/26 - Pool Party Room
39258	11/04/2026	11/10/2026	4110 Superior Linen Service	120.89	Linen Service 10/01/26 - Rec Center
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	120.89	Linen Service 10/01/26 - Rec Center
39259	11/04/2026	11/10/2026	4110 Superior Linen Service	120.89	Linen Service 10/15/26 - Rec Center

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	120.89	Linen Service 10/15/26 - Rec Center
39260	11/04/2026	11/10/2026	4110 Superior Linen Service	120.89	Linen Service 10/29/26 - Rec Center
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	120.89	Linen Service 10/29/26 - Rec Center
39261	11/04/2026	11/10/2026	4110 Superior Linen Service	79.86	Linen Service 10/08/26 - City Hall
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	79.86	Linen Service 10/08/26 - City Hall
39262	11/04/2026	11/10/2026	4110 Superior Linen Service	79.86	Linen Service 10/22/26 - City Hall
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	79.86	Linen Service 10/22/26 - City Hall
39263	11/04/2026	11/10/2026	4110 Superior Linen Service	75.19	Linen Service 10/08/26 - Public Works
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	75.19	Linen Service 10/08/26 - Public Works
39264	11/04/2026	11/10/2026	4110 Superior Linen Service	75.19	Linen Service 10/22/26 - Public Works
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	75.19	Linen Service 10/22/26 - Public Works
			Total Superior Linen Service	833.45	
39178	10/27/2026	11/10/2026	4328 Systems for Public Safety Inc	381.09	#71536D - 2023 Ford Interceptor Utility - LOF, Tire Rotation, Inspect Brakes/Tires, Repair Liftgate
	548 65 48 08 O & M - Police		501 000 548 Equipment Rent	381.09	#71536D - 2023 Ford Interceptor Utility - LOF, Tire Rotation, Inspect Brakes/Tires, Repair Liftgate
39194	10/29/2026	11/10/2026	9888 T-Mobile (Cell Phone Bill)	20.00	Estate Place & 44th St Well - SIM Cards - 10/2026
	534 10 42 00 Communication - Water Adr		425 000 534 Water Fund (dep	20.00	Estate Place & 44th St Well - SIM Cards - 10/2026
39195	10/29/2026	11/10/2026	9888 T-Mobile (Cell Phone Bill)	132.59	JAMF Pro Monthly - 10/2026; Court, PW, City Hall Fax Lines - 09/2026
	512 51 42 00 Communication - Court		001 000 512 General Fund	12.39	Court Fax Line - 09/2026
	518 10 42 00 Communication - Non Dept		001 000 518 General Fund	3.67	Non Dept - 10/2026 - JAMF Pro Monthly
	518 10 42 00 Communication - Non Dept		001 000 518 General Fund	12.39	City Hall Fax Line - 09/2026
	518 30 42 00 Communication - Fac/Equip		001 000 518 General Fund	11.01	Maint. Lead, 2 Workers - 10/2026 - JAMF Pro Monthly
	521 22 42 00 Communication - Police		001 000 521 General Fund	36.70	Police Officers, Chief - 10/2026 - JAMF Pro Monthly
	524 20 42 00 Communication- Building		001 000 524 General Fund	1.83	Community Development Dir. - 10/2026 - JAMF Pro Monthly
	531 50 42 00 Communication - Storm		415 000 531 Storm Drain	7.34	Public Works Crew, Director, PW Office Coord. - 10/2026 - JAMF Pro Monthly
	531 50 42 00 Communication - Storm		415 000 531 Storm Drain	3.10	PW Fax Line - 09/2026

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:31:54 Date: 11/06/2026

As Of: 11/10/2026

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	534 10 42 00 Communication - Water Adr		425 000 534 Water Fund (dep	7.34	Public Works Crew, Director, PW Office Coord. - 10/2026 - JAMF Pro Monthly
	534 10 42 00 Communication - Water Adr		425 000 534 Water Fund (dep	3.10	PW Fax Line - 09/2026
	535 10 42 01 Communication - Sewer Adr		430 000 535 Sewer Fund (dep	7.34	Public Works Crew, Director, PW Office Coord. - 10/2026 - JAMF Pro Monthly
	535 10 42 01 Communication - Sewer Adr		430 000 535 Sewer Fund (dep	3.10	PW Fax Line - 09/2026
	542 30 42 00 Communication - Street Reg		101 000 542 City Street Fund	7.34	Public Works Crew, Director, PW Office Coord. - 10/2026 - JAMF Pro Monthly
	542 30 42 00 Communication - Street Reg		101 000 542 City Street Fund	3.10	PW Fax Line - 09/2026
	558 60 42 00 Communication - Planning		001 000 558 General Fund	1.83	Community Development Dir. - 10/2026 - JAMF Pro Monthly
	576 80 42 00 Communication - Parks		001 000 576 General Fund	11.01	P/R Director, Events, Maint. Worker - 10/2026 - JAMF Pro Monthly
39226	11/02/2026	11/10/2026	9888 T-Mobile (Cell Phone Bill)	1,207.52	Cell Phones & Air Cards - 10/2026
	513 10 42 00 Communication - Admin		001 000 513 General Fund	31.85	City Manager 10/2026
	518 30 42 00 Communication - Fac/Equip		001 000 518 General Fund	92.13	Maint. Lead, 2 Workers 10/2026
	521 22 42 00 Communication - Police		001 000 521 General Fund	625.60	Police Officers, Chief and Air Cards 10/2026
	531 50 42 00 Communication - Storm		415 000 531 Storm Drain	83.49	Public Works Crew, Director, PW Office Coord. 10/2026
	534 10 42 00 Communication - Water Adr		425 000 534 Water Fund (dep	115.34	Public Works Crew, Director, PW Office Coord., PW Water Meter Collector 10/2026
	535 10 42 01 Communication - Sewer Adr		430 000 535 Sewer Fund (dep	83.49	Public Works Crew, Director, PW Office Coord. 10/2026
	542 30 42 00 Communication - Street Reg		101 000 542 City Street Fund	83.49	Public Works Crew, Director, PW Office Coord. 10/2026
	576 80 42 00 Communication - Parks		001 000 576 General Fund	92.13	P/R Director, Events, Maint. Worker 10/2026
			Total T-Mobile (Cell Phone Bill)	1,360.11	
39235	11/02/2026	11/10/2026	4120 Tacoma Daily Index	209.19	October 2026 Publications
	511 60 41 01 Advertising - Legisl		001 000 511 General Fund	80.78	Ordinance 1762;
	521 10 41 01 Advertising - Civil Svc		001 000 521 General Fund	87.41	Notice of Cancelled 10/5/26 Civil Service Meeting; Notice of Cancelled 11/2/26 Civil Service Meeting & Scheduling of Special 11/9/26 Civil Service Meeting
	558 60 41 01 Advertising - Planning		001 000 558 General Fund	41.00	Notice of Cancelled 11/3/26 Planning Commission Meeting
39242	11/03/2026	11/10/2026	4322 Tacoma, City of - POWER	3,773.88	Power - Various Locations - 10/2026
	534 80 47 01 Utility Services/Pumping		425 000 534 Water Fund (dep	3,283.14	PW, Well #6, #7, #8, Weathervane Booster - 10/2026

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:31:54 Date: 11/06/2026

As Of: 11/10/2026

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	535 80 47 01 Utility Services/Pumping		430 000 535 Sewer Fund (dep	448.27	Pumps/LS Power - 10/2026
	542 30 47 03 Electricity/Traffic Lights		101 000 542 City Street Fund	28.63	Traffic Control - 10/2026
	542 63 47 00 Electricity/Street Lights		101 000 542 City Street Fund	13.84	Street Lights - 10/2026
39179	10/27/2026	11/10/2026 10013	Truong, John	413.82	Reimbursement for Halloween Candy
	521 22 49 07 Community Outreach		001 000 521 General Fund	413.82	Reimbursement for Halloween Candy
39198	10/29/2026	11/10/2026 10013	Truong, John	35.08	Reimbursement for Active Shooter Training Snacks
	517 90 31 01 Oper Supplies - Wellness Pr		001 000 517 General Fund	35.08	Reimbursement for Active Shooter Training Snacks
			Total Truong, John	448.90	
39237	11/02/2026	11/10/2026 9003	U.S. Bank St. Paul	405,600.00	Interest & Principal Payment On Park Bond Thru 11/30/26
	591 75 72 01 Principal Loan Payment - Pa		201 000 591 Park Bond Debt	255,000.00	Principal Payment On Park Bond Thru 11/30/26
	592 75 82 01 Interest Payment - Park Bon		201 000 591 Park Bond Debt	150,600.00	Interest Payment On Park Bond Thru 11/30/26
39193	10/29/2026	11/10/2026 5934	US Bank, City Hall Account	349.39	P-Card Charges thru 10/22/26
	518 10 42 01 Postage - Non Dept		001 000 518 General Fund	197.40	Postage - Passports
	521 10 49 01 Meals - Other Than Travel/T		001 000 521 General Fund	151.99	Police Sergeant Oral Board Snacks & Lunch - 10/20/26; Civil Service Commissioner Interview Panel Lunch - 10/21/26
39192	10/29/2026	11/10/2026 8482	US Bank, Police Department Account	602.08	P-Card Charges thru 10/20/26
	521 10 49 01 Meals - Other Than Travel/T		001 000 521 General Fund	26.86	Sergeant Oral Board Panel Refreshments
	521 22 35 00 Small Tools & Equip - Police		001 000 521 General Fund	575.22	Under Desk Elliptical, Walking Pad - CJTC Grant
39238	11/03/2026	11/10/2026 8484	US Bank, Recreation Dept Account	948.55	P-Card Charges thru 10/27/26
	571 10 31 00 Office & Oper Sup - Rec		001 000 571 General Fund	41.85	Cash Deposit Envelopes
	571 10 31 02 Senior Program Supplies		001 000 571 General Fund	592.59	Senior Morning & Bingo Supplies
	571 10 31 06 Program Supplies - Youth		001 000 571 General Fund	6.69	Youth Program Snacks
	571 10 31 06 Program Supplies - Youth		001 000 571 General Fund	93.64	Youth Program Supplies
	573 90 49 01 Community Events		001 000 573 General Fund	213.78	Scarecrows & Skeleton's Supplies
39219	10/29/2026	11/10/2026 4178	University Place Refuse Inc	1,344.54	Dumping Fees - Street 10/2026
	531 50 47 01 Dumping Fees - Storm		415 000 531 Storm Drain	268.91	Dumping Fees - Street 10/2026
	534 80 47 02 Dumping Fees - Water		425 000 534 Water Fund (dep	268.90	Dumping Fees - Street 10/2026
	535 80 47 02 Dumping Fees - Sewer		430 000 535 Sewer Fund (dep	268.91	Dumping Fees - Street 10/2026
	542 30 47 01 Dumping Fees - Street		101 000 542 City Street Fund	268.91	Dumping Fees - Street 10/2026

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:31:54 Date: 11/06/2026

As Of: 11/10/2026

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	576 80 47 01 Dumping Fees - Parks		001 000 576 General Fund	268.91	Dumping Fees - Street 10/2026
39199	10/29/2026	11/10/2026	4179 Unum Life Insurance Company of America	138.40	W. Smith Retired Benefits - October & November 2026
	521 22 20 02 LEOFF I Long Term Care Prei		001 000 521 General Fund	138.40	W. Smith Retired Benefits - October & November 2026
39234	11/02/2026	11/10/2026	9959 WAPRO	25.00	Annual Membership - 12/1/26-11/30/27 - A Burkhart
	513 10 49 02 Dues/Member/Subscriptions		001 000 513 General Fund	25.00	Annual Membership - 12/1/26-11/30/27 - A Burkhart
39273	11/06/2026	11/10/2026	10040 WECI	24,042.33	Alamadea L/S Pump Repair - Parts, Labor and Travel
	535 50 48 00 Rep & Maint - Sewer Maint		430 000 535 Sewer Fund (dep	24,042.33	Alamadea L/S Pump Repair - Parts, Labor and Travel
39172	10/26/2026	11/10/2026	4231 Water Mgmt Labs Inc	550.00	TTHM & HAA5 Water Testing - 09/24/2026
	534 80 41 00 Water Testing		425 000 534 Water Fund (dep	550.00	TTHM & HAA5 Water Testing - 09/24/2026
39220	10/29/2026	11/10/2026	4231 Water Mgmt Labs Inc	35.00	Coliform Quanti-tray Testing Well #7 - 10/15/26
	534 80 41 00 Water Testing		425 000 534 Water Fund (dep	35.00	Coliform Quanti-tray Testing Well #7 - 10/15/26
39245	11/03/2026	11/10/2026	4231 Water Mgmt Labs Inc	144.00	Nitrate Nitrogen Water Testing - 10/26/26
	534 80 41 00 Water Testing		425 000 534 Water Fund (dep	144.00	Nitrate Nitrogen Water Testing - 10/26/26
			Total Water Mgmt Labs Inc	729.00	
39267	11/04/2026	11/10/2026	10035 Zoom Video Communications	1,437.53	Monthly Phone Rental - 10/31/26-11/29/26
	513 10 42 00 Communication - Admin		001 000 513 General Fund	84.08	Meeting Webinar & Recording - 10/31/26-11/29/26
	518 10 42 00 Communication - Non Dept		001 000 518 General Fund	1,051.49	Monthly Phone Service - 10/31/26-11/29/26
	591 18 70 10 Lease Payments - Non-Dept		001 000 591 General Fund	301.96	Monthly Phone Rental - 10/31/26-11/29/26
			Report Total:	508,932.40	

Fund	
001 General Fund	46,807.76
101 City Street Fund	12,490.43
201 Park Bond Debt Service Fund	405,600.00
415 Storm Drain	574.29
425 Water Fund (department)	6,444.89
430 Sewer Fund (department)	30,960.68

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:31:54 Date: 11/06/2026

As Of: 11/10/2026

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			501 Equipment Rental Fund	6,054.35	

This report has been reviewed by:

REMARKS: Signature & Title Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Nikki Bufford called the study session to order at 6:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Hunter T. George, Karen Mauer-Smith, and Joe Barrentine were present.

Councilmember Brett L. Wittner was absent and excused.

PIERCE COUNTY UNIFIED REGIONAL HOMELESS SYSTEM

Pierce County Council Chair Hitchen and Policy Analyst Mary Connolly presented an overview of the proposed Unified Regional Approach (URA) to homelessness, including regional homelessness data, current resources, funding, and local opportunities for participation.

Ms. Connolly highlighted that the URA is intended to improve coordination with local jurisdictions, that participation is voluntary, and that Fircrest's estimated annual participation cost would be $3,000 to $4,000 beginning in 2028. Council discussion included homelessness within Fircrest, current resources, and similarities to the South Sound Housing Affordability Partners (SSHA^{3}P) model.

Council expressed support for staff to prepare a resolution of intent for future consideration. Additional discussion included providing homelessness resource materials at City Hall and the Community Center, as well as potential impacts on staff workload due to participation.

PUBLIC SAFETY SALES TAX DISCUSSION

City Manager Masko presented an overview of the ESHB 2015, which established a statewide law enforcement grant program and authorized a 0.1% local sales and use tax for criminal justice purposes. The proposed tax was estimated to generate approximately $90,000 to $100,000 annually.

Police Chief Celis reviewed the eligibility requirements, policies, and required training. Council discussions included eligible expenditures, budget impacts, financial priorities, and public outreach before implementing a new tax. Council consensus is to continue discussions of the tax with a potential implementation date in April 2027 to allow time for public outreach and administrative preparation.

AXON PROPOSAL (BODY CAMS & IN-CAR CAMERAS)

Police Chief Celis presented the proposed renewal of the City's AXON contract and stated that it expires in January 2027. Chief Celis requested Council consideration of body-worn camera replacements, TASER upgrades, and the addition of in-car video cameras.

AXON representative John Hunt reviewed the equipment options, contract terms, and a five-year proposal cost. Council discussions included officer safety, liability protection, evidence management, equipment replacement, potential insurance benefits, and funding sources. There was a consensus to consider this request alongside other funding requests during the upcoming budget workshop.

ADJOURNMENT

Councilmember Barrentine MOVED to adjourn the meeting at 7:36 P.M., seconded by Councilmember Mauer-Smith.

The Motion Carried (6-0).

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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 regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Brett L. Wittner, Karen Mauer-Smith, Hunter T. George, and Joe Barrentine were present.

Councilmembers Viafore and Reynolds attended the meeting virtually.

PRESIDING OFFICER'S REPORT

A. Tacoma Public Utilities Rates Update Presentation

Regional Government Relations Manager Rosa McLeod provided an overview of Tacoma Public Utilities' proposed utility rate adjustments for the 2027-28 biennium. The proposal included annual increases of approximately 6.3% for residential power and 5.6% for residential water.

Ms. McLeod reported on current services offered, service territories, the budget process, factors impacting rates, efforts to control costs, and the budget and rates timeline.

Council discussions included the City's 30-year franchise agreement and non-compete fee formula.

CITY MANAGER COMMENTS

City Manager Masko provided an update on a discrepancy in the City's Congressional Project Funding Award that has delayed the Alameda Avenue project between Emerson Street and Rosewood Lane. She reported that Congresswoman Strickland's office is working to secure a technical correction. City Manager Masko also reported on City Attorney Eide's departure and introduced Attorney Lisa Marshall, who will serve as interim City Attorney, pending Council appointment. She commented on an invitation for Councilmembers to attend a Veterans Day celebration, and reported on budget preparations and the automated traffic safety camera program.

DEPARTMENT HEAD COMMENTS

- Police Chief Celis provided a departmental update to include calls for service and plans to formalize after-action reviews. He commended officers for their recent work handling traffic stops involving firearms. Chief Celis also provided an update on radar and lidar equipment that is due for calibration.
- Finance Director Deskins provided an update on the State Auditor's upcoming audit and reported that staff continues to work on seasonal employee offboarding, audit preparations, and the budget.

COUNCILMEMBER COMMENTS

- Councilmember Wittner; no comment.
- Councilmember George thanked City Attorney Eide for her work.
- Councilmember Mauer-Smith thanked City Attorney Eide.
- Councilmember Barrentine thanked City Attorney Eide and commented on her positive attitude.
- Councilmember Viafore thanked City Attorney Eide.
- Councilmember Reynolds; no comment.

- Mayor Bufford shared information for the upcoming Haunted Trails event and thanked community members who participated in a recent coat and costume exchange. She thanked City Attorney Eide.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Mayor Bufford invited public comment. There were none provided.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Administration

Councilmember Mauer-Smith reported that staff is working on the budget and public records requests and will participate in the Great ShakeOut on October 15.

B. Built Environment, Planning, and Building

Councilmember Wittner shared an update on parking and drop-off at Whittier Elementary.

C. Finance and Information Technology

Councilmember Barrentine reported that Finance Director Deskins continues to work on the budget.

D. Pierce Transit

Councilmember Reynolds reported that the Pierce Transit board met regarding the performance of a public official and is assembling a recommendation for a salary package.

E. South Sound Housing Affordability Partners

Councilmember George reported that South Sound Housing Affordability Partners recently adopted its 2027 legislative agenda.

F. Other Reports

There were none.

CONSENT CALENDAR

Mayor Bufford requested the City Clerk read the Consent Calendar.

A. Approval of Check No. 225176 through 225264 in the amount of $268,838.43
Approval of Check No. 14654 through 14655 in the amount of $9,410.57
Approval of Check No. 14656 through 14663 in the amount of $9,742.47
Approval of payroll electronic funds transfer in the amount of $183,652.69

B. Approval of September 22, 2026, Regular Meeting minutes

Councilmember George MOVED to approve the Consent Calendar as read; seconded by Councilmember Mauer-Smith.

The Motion Carried (7-0).

PUBLIC HEARING

There was no public hearing scheduled.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

A. Ordinance No. 1762: Creation of Automated Traffic Safety Camera Fund

City Manager Masko briefed the Council on the proposed ordinance and stated that it would establish a new special revenue fund for the City's automated traffic safety camera program. She explained that state law restricts how revenue generated from automated traffic safety cameras can be spent, and that establishing a new fund for this revenue will provide greater transparency and make it easier to track costs, demonstrate legal compliance, and meet reporting requirements. **Councilmember Mauer-Smith MOVED to adopt Ordinance No. 1762, establishing the Automated Traffic Safety Camera Fund as a special revenue fund; seconded by Councilmember Barrentine.** Mayor Bufford invited Councilmember comment; none was provided. Mayor Bufford invited public comment; none was provided.

The Motion Carried (7-0).

B. Resolution No. 2040: Gunderson Law Amendment #2

City Manager Masko briefed the Council on the proposed resolution and noted that the City's municipal court services agreement with Ruston expires on December 31, 2026, reducing the prosecutor's workload. **Councilmember Mauer-Smith MOVED to adopt Resolution No. 2040, authorizing the City Manager to execute Amendment #2 to the Prosecutor Services Agreement with Gunderson Law Office PLLC for prosecutor services; seconded by Councilmember Barrentine.** Mayor Bufford invited Councilmember comments. The Council briefly discussed the transition plan with the City of Ruston. Mayor Bufford invited public comment; none was provided.

The Motion Carried (7-0).

CALL FOR FINAL COMMENTS

There were none.

EXECUTIVE SESSION

There was no Executive Session scheduled.

ADJOURNMENT

Councilmember Barrentine MOVED to adjourn the meeting at 7:43 P.M., seconded by Councilmember George.

The Motion Carried (7-0).

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Nikki Bufford, Mayor

_____

Arlette Burkhart, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Pro Tempore Brett L. Wittner called the special meeting to order at 6:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Karen Mauer-Smith, and Joe Barrentine, and Mayor Nikki Bufford were present.

Councilmember Hunter T. George was excused at roll call without objection from Council.

Councilmember Viafore, Reynolds, Barrentine, and Mayor Bufford attended virtually.

PRELIMINARY 2027 BUDGET – 3rd BUDGET WORK SESSION

Councilmember George joined the meeting in person at 6:02 P.M.

Finance Director Deskins presented the Preliminary 2027 General Fund revenues, property tax projection, and proposed levies. Council discussions included assessed valuations, the voter-approved EMS levy, and comparisons with other local jurisdictions.

City Manager Masko presented proposed market-based salary adjustments for non-represented employees. The proposed adjustments would align salary ranges with the 50th percentile of comparable cities.

Councilmember Reynolds left the meeting at 6:20 P.M.

There was a brief discussion on market competitiveness, employee retention, and the results of the salary survey.

Finance Director Deskins presented proposed staffing adjustments, including increasing an existing Court Clerk I and Community Events Specialist positions from 0.75 to 1.0 full-time equivalent (FTE) and adding one full-time Court Clerk I position. Discussions included staffing needs, funding allocations, and implementation of the automated traffic safety camera program.

Finance Director Deskins also presented the proposed replacement of computer workstations.

Public Works Director Bemis presented three proposed Public Works vehicle replacements. Council discussed the City's Equipment Rental and Replacement (ER&R) program, vehicle conditions, funding allocations, and replacement schedules. Council requested additional vehicle assessment and fleet information before making budget decisions.

Public Works Director Bemis presented proposed capital expenditures, including City Hall exterior repairs and painting and a robotic pool cleaner. Discussions included long-term capital replacement planning for the pool and community center, and the City's ER&R program.

Public Works Director Bemis presented proposed adjustments to Public Works permit fees. Council discussed cost recovery, fees charged by comparable jurisdictions, and the importance of regularly reviewing fees.

Parks and Recreation Director Grover presented proposed 2027 recreation program and facility rental fee adjustments. Council discussed the potential for additional increases to help offset staffing costs.

Finance Director Deskins reviewed the proposed 2027 budget requests. Council discussed funding priorities, including expenditures from the Automated Traffic Safety Camera Fund and the consideration of the public safety sales tax.

There was Council consensus to include the proposed Court Clerk staffing adjustments and the increase to the Community Events Specialist position in the Preliminary 2027 Budget.

ADJOURNMENT

Councilmember Mauer-Smith MOVED to adjourn the meeting at 7:46 P.M., seconded by Councilmember George.

The Motion Carried (6-0).

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Nikki Bufford, Mayor

_____

Arlette Burkhart, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

AGENDA TOPIC: **Public Hearing – 2027 Preliminary Budget Expenditures**

ITEM: **11A**

DATE: **November 10, 2026**

FROM: **Allison Deskins, Finance Director**

RECOMMENDED MOTION: None. Public Hearing Only.

PROPOSAL: The purpose of the Public Hearing is to receive public input on the 2027 Preliminary Expenditure Budget.

FISCAL IMPACT:

Fund	Fund Name	Expenditures	Ending Fund Balance	Total Appropriation
001	General Fund	8,607,712	3,617,968	12,225,680
101	Street Fund	754,029	423,630	1,177,659
105	Police Investigation Fund	-	15,185	15,185
120	Automated Traffic Safety Camera Fund	451,066	611,385	1,062,452
150	Cumulative Reserve Fund	-	2,750,000	2,750,000
201	Park Bond Debt Service Fund	646,000	209,425	855,425
301	Park Bond Capital Fund	-	1,135,109	1,135,109
310	Real Estate Excise Tax Fund	100,000	3,346,522	3,446,522
415	Storm Drain Fund	721,831	735,084	1,456,915
416	Storm Drain Capital Fund	195,200	997,301	1,192,501
425	Water Fund	1,383,733	461,103	1,844,836
426	Water Capital Fund	169,729	365,551	535,280
430	Sewer Fund	3,222,290	1,429,471	4,651,761
432	Sewer Capital Fund	249,529	724,619	974,148
501	Equipment Replacement Fund	216,515	2,204,720	2,421,235
	TOTAL	**16,717,633**	**19,027,073**	**35,744,706**

ADVANTAGES: Allows citizens to comment on the 2027 Preliminary Expenditures.

DISADVANTAGES: None.

ALTERNATIVES: None.

BACKGROUND: The 2027 Preliminary Budget was presented to the City Council on September 22, 2026. Budget workshops were held on October 5th, October 12th, and October 19th. Public hearings on the proposed budget are required as part of the budget process. The City also held a public hearing on October 27th. Per Washington state law, the City Council must adopt the 2027 Budget no later than December 31, 2026.

ATTACHMENTS: None.

Agenda Home

FIRCREST CITY COUNCIL AGENDA SUMMARY

AGENDA TOPIC: **Public Hearing to Receive Comments on a Proposed Water Rate Adjustment**

ITEM: **11B**

DATE: **November 10, 2026**

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

RECOMMENDED MOTION: None. Public Hearing Only.

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

FISCAL IMPACT: Based on the proposed 3.0% increase, the residential base fee would increase from $42.67 to $43.95 bi-monthly. Additional information is provided in the attached Water Rate Increase memorandum.

ADVANTAGES: Provides an opportunity for residents to comment on the proposed water rate Adjustment prior to Council consideration.

DISADVANTAGES: None identified.

ALTERNATIVES: None.

HISTORY: The City Council previously approved water rate increases of 2% for 2022 and 2023, 4.5% for 2024, and 3% for 2025 and 2026. Prior to those adjustments, the Council adopted a three-year water rate schedule covering 2017 to 2019. No rate increases were implemented in 2020 or 2021.

A Public Hearing is being held this evening to receive public testimony on the proposed 2027 water rate increase. Following the hearing, an ordinance will be brought forward at a future meeting for Council consideration.

ATTACHMENTS: Water Rate Increase Memorandum

THE CITY OF FIRCREST

To: Mayor and City Council

From: Allison Deskins, Finance Director

Date: October 12, 2026

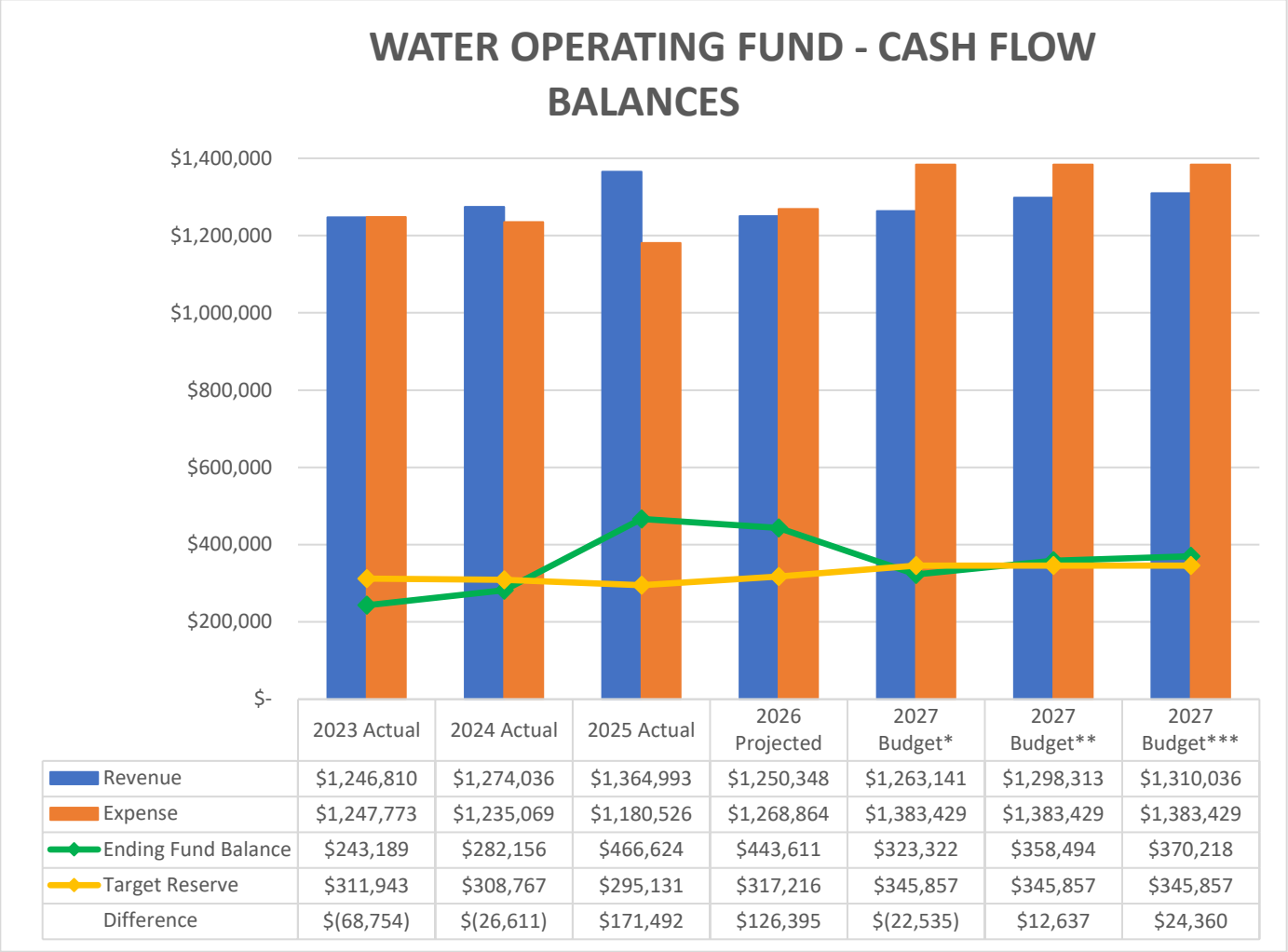
Subject: Water Rate Increase

This memorandum outlines the proposed 3% rate increase for the Water Utility. The City of Fircrest is proposing a 3% adjustment to water rates as part of the 2027 budget to support ongoing system maintenance and infrastructure investment. This moderate increase will have only a minimal impact on customers while ensuring the City continues to provide reliable, high-quality water service. The following comparison illustrates how Fircrest's proposed rates remain competitive with neighboring jurisdictions.

The Council has previously authorized a 3.0% water rate increase in 2026, a 3.0% water rate increase in 2025, a 4.5% increase in 2024, and a 2.0% increase in 2023 and 2022. Prior to 2022, there had not been a rate increase since 2019.

Single Family Residential		**2022**	**2023**	**2024**	**2025**	**2026**	**2027 Proposed**
Base Rate		$37.74	$38.49	$40.22	$41.43	$42.67	$43.95
Tier 1	0 – 1,000 cf	$0.0109	$0.0113	$0.0118	$0.0122	$0.0126	$0.0129
Tier 2	1,001 – 4,000 cf	$0.0163	$0.0169	$0.0177	$0.0182	$0.0187	$0.0193
Tier 3	4,001+ cf	$0.0272	$0.0288	$0.0301	$0.0310	$0.0319	$0.0329
Rate Increase		2.00%	2.00%	4.50%	3.00%	3.00%	3.00%

City Financial Policies establish a goal of maintaining reserves equal to at least three months of adopted operating expenditures. The chart below compares the Water Operating Fund's ending fund balance with that reserve target. Without a rate increase, the projected ending fund balance for 2027 is $323,322, approximately $22,535 below the target. The proposed 3% increase is projected to generate approximately $35,171 in additional revenue, bringing the year-end fund balance to $358,494—approximately $12,637 above the three-month reserve target. Although reserves would still decline during 2027, the increase would help preserve funds for unanticipated repairs while staff evaluates the utility's long-term financial needs.



	2023 Actual	2024 Actual	2025 Actual	2026 Projected	2027 Budget*	2027 Budget**	2027 Budget***
Revenue	$1,246,810	$1,274,036	$1,364,993	$1,250,348	$1,263,141	$1,298,313	$1,310,036
Expense	$1,247,773	$1,235,069	$1,180,526	$1,268,864	$1,383,429	$1,383,429	$1,383,429
Ending Fund Balance	$243,189	$282,156	$466,624	$443,611	$323,322	$358,494	$370,218
Target Reserve	$311,943	$308,767	$295,131	$317,216	$345,857	$345,857	$345,857
Difference	$(68,754)	$(26,611)	$171,492	$126,395	$(22,535)	$12,637	$24,360

*without proposed 3% rate increase
**with proposed 3% rate increase
***with proposed 4% rate increase

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

Tier / Usage (cf)	Increase	Current Base	New Base	Current Usage Charge	New Usage Charge	Total Before	Total After	Δ $/Bill	$/Month	$/Year
Tier 1 (1 000 cf)	2%	42.67	43.52	12.57	12.82	**55.24**	**56.34**	1.10	0.55	6.63
	3%	42.67	43.95	12.57	12.94	**55.24**	**56.89**	1.66	0.83	9.94
	4%	42.67	44.38	12.57	13.07	**55.24**	**57.45**	2.21	1.10	13.26
	5%	42.67	44.80	12.57	13.19	**55.24**	**58.00**	2.76	1.38	16.57
Tier 2 (3 000 cf)	2%	42.67	43.52	50.06	51.06	**92.73**	**94.58**	1.85	0.93	11.13
	3%	42.67	43.95	50.06	51.56	**92.73**	**95.51**	2.78	1.39	16.69
	4%	42.67	44.38	50.06	52.06	**92.73**	**96.44**	3.71	1.85	22.25
	5%	42.67	44.80	50.06	52.56	**92.73**	**97.36**	4.64	2.32	27.82
Tier 3 (5 000 cf)	2%	42.67	43.52	100.73	102.75	**143.40**	**146.27**	2.87	1.43	17.21
	3%	42.67	43.95	100.73	103.76	**143.40**	**147.71**	4.30	2.15	25.81
	4%	42.67	44.38	100.73	104.76	**143.40**	**149.14**	5.74	2.87	34.42
	5%	42.67	44.80	100.73	105.77	**143.40**	**150.57**	7.17	3.59	43.02

The table below compares Fircrest's current and proposed residential water bills with those of surrounding jurisdictions at three water usage levels. With the proposed 3% increase, Fircrest's water bills remain competitive with neighboring utilities.

City / Season	Base / Fixed Charges—Two Months	Usage Rate per CCF	1,000 cf	3,000 cf	5,000 cf
Steilacoom	$55.42	$4.00	**$95.42**	**$175.42**	**$255.42**
University Place - Summer	$82.82	$3.837–$4.796, tiered	**$121.19**	**$217.11**	**$313.03**
University Place - Winter	$82.82	$3.84	**$121.19**	**$197.93**	**$274.67**
Lakewood	$51.47	$2.56–$3.48, tiered	**$56.59**	**$116.99**	**$186.59**
Tacoma – Summer	$63.94	$2.977–$3.721, tiered	**$93.71**	**$168.13**	**$242.55**
Tacoma – Winter	$63.94	$2.98	**$93.71**	**$153.25**	**$212.79**
Fircrest (+3%)	$43.95	$1.29–$3.29, tiered	**$56.89**	**$95.51**	**$147.71**
Fircrest (Current)	$42.67	$1.26–$3.19, tiered	**$55.24**	**$92.73**	**$143.40**

Comparison assumes a 5/8-inch residential meter and usage evenly distributed over two months. Usage rates are rounded for display; calculations use underlying rates and applicable tiers. Lakewood's fixed charges include the first 800 cf of water.

As a small city, Fircrest recognizes the impact that rising costs have on residents and strives to keep utility rate adjustments modest. The Water Utility's operating costs continue to increase, including a 3.8% CPI-W salary adjustment in the 2027 budget. Proposed 2027 increases include electricity adjustments of 8.1%–10.8% from Tacoma Power and natural gas adjustments of 13.32%–16.84% from Puget Sound Energy, subject to approval. The proposed 3% water rate increase balances these cost pressures with the goal of limiting the financial impact on residents. It will help maintain the projected year-end fund balance above the City's three-month reserve target while keeping residential water bills competitive with neighboring utilities. Staff will continue evaluating long-term operating and capital needs through the planned internal rate study.

If the Council supports the rate increase, a public hearing must be held prior to its adoption. At the October 27, 2026 meeting, the City Council scheduled a public hearing for November 10, 2026, to receive public comments on the proposed water rate increase. Following the public hearing, an ordinance will be presented to the Council for consideration. If adopted, the rate increase would take effect with the February 1, 2027 utility billing cycle and be reflected in the April 2027 utility statement.

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

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FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: **2027 Regular Property Tax and Park Bond Levy Ordinance**

ITEM: **13A**

DATE: **November 10, 2026**

FROM: **Allison Deskins, Finance Director**

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, fixing the amount of the annual regular ad valorem property tax levy and voter-approved park bond excess levy necessary for fiscal year 2027, providing for severability, and establishing an effective date.

PROPOSAL: The City Council is being asked to establish the regular property tax levy and voter-approved park bond excess levy for fiscal year 2027.

FISCAL IMPACT: The proposed ordinance will allow the City to levy the necessary amounts to fund City operations and meet its debt service obligations on the voter-approved park bonds in 2027.

Below are the ad valorem taxes being proposed for 2027:

Total Assessed Valuation for Regular Levy	*$1,565,066,811*
Highest Lawful Regular Property Tax Levy	$1,776,158.58
+ New Construction & Improvements	$2,313.67
+ Administrative Refunds	$1,507.83
Regular Levy Rate of $1.13636 per thousand shall yield	**$1,779,980.07**
Total Assessed Valuation for Excess (Voter Approved Park Bond) Levy	*$1,542,672,071*
2027 Park Bond Principal	$355,000.00
2027 Park Bond Interest	$291,000.00
Total Scheduled Park Bond Debt Service	$646,000.00
+ Administrative Refunds	$1,322.24
Park Bond Levy Rate of $0.41875 per thousand shall yield	**$647,322.24**
Total Proposed Regular and Park Bond Levies	**$2,427,302.31**

ADVANTAGES: This proposal will provide funding for 2027 City operations and will fulfill the City's debt service obligations on the voter-approved park bonds.

DISADVANTAGES: None identified.

ALTERNATIVES: None identified.

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

Per RCW 84.52.020, the City of Fircrest must adopt its property tax certification by November 30, 2026, and file it with Pierce County for property taxes to be collected in 2027. The City is limited to a one percent (1%) increase in property tax revenue over the 2026 base property tax, plus an increase from new construction, prior-year administrative refunds, and any increases in state-assessed property.

The regular levy reflects an increase of $6,866.54, or 0.39%, over the prior year's actual levy of $1,769,292.04, exclusive of new construction, administrative refunds, and other statutory adjustments. The 2027 park bond levy consists of $646,000 in scheduled principal and interest payments plus $1,322.24 in administrative refunds. Voters approved the park bonds in April 2019.

The assessed valuations and levy amounts are preliminary and subject to final Pierce County certification.

The attached ordinance sets the regular and excess (voter-approved) levies for 2027.

ATTACHMENTS: Ordinance
Levy Certification Information
Property Tax Slides

CITY OF FIRCREST
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, FIXING THE AMOUNT OF THE ANNUAL AD VALOREM TAX LEVY NECESSARY FOR THE FISCAL YEAR 2027; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Fircrest has met and considered its budget for the calendar year 2027; and

WHEREAS, the population of the City of Fircrest is less than 10,000; and

WHEREAS, the City Council conducted the public hearing on the 2027 revenue sources on October 27, 2026; and

WHEREAS, the City of Fircrest's actual regular levy amount from the previous year was $1,769,292.04; and

WHEREAS, the Pierce County Assessor-Treasurer has notified the City of Fircrest that the preliminary assessed valuation of the property lying within the boundaries of said City for the assessment year 2026 is $1,565,066,811, and the taxable value for the excess (voter-approved) levy is $1,542,672,071; and

WHEREAS, the City Council, after reviewing and duly considering all relevant evidence, has determined it is in the City's best interest and necessary to meet its expenses and obligations to increase the regular property tax levy as described below for 2027; and

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

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

WHEREAS, the below is a true and complete listing of property tax levies for the City of Fircrest for tax year 2027, and they are within the maximums established by law:

Total Assessed Valuation for Regular Levy	$1,565,066,811
Highest lawful regular levy	$ 1,776,158.58
New Construction & Improvements	$ 2,313.67
Administrative Refunds	$1,507.83
Regular Levy @ $1.13636 per thousand shall yield	**$1,779,980.07**

Total Assessed Valuation for Park Bond Levy	$1,542,672,071
2027 Park Bond Principal	$ 355,000
2027 Park Bond Interest	$ 291,000
Total Scheduled Park Bond Debt Service	$646,000
Administrative Refunds	$ 1,322.24
Park Bond Levy @ $0.41875 per thousand shall yield	**$647,322.24**

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

Section 1. Regular Property Tax Levy. An increase in the Regular property tax levy is hereby authorized for the levy to be collected in the 2027 tax year.

The dollar amount of the increase over the actual regular levy amount from the previous year ($1,769,292.04) shall be $6,866.54, which is a percentage increase of 0.39% from the previous year. This is exclusive of additional revenue resulting from new construction and improvements to property ($2,313.67), any increase in the value of state-assessed property ($0), any annexations that have occurred ($0), and refunds made ($1,507.83).

Section 2. The regular property taxes herein provided for are levied for the purpose of raising revenue sufficient to pay current expenses, street expenditures, and the costs of carrying on the work of the different departments of the municipal government of the City of Fircrest for the fiscal year beginning January 1, 2027, and ending December 31, 2027. The voter-approved excess levy is intended to pay debt service on the City's general obligation bonds. Said taxes are hereby levied upon all real and personal property within the City of Fircrest subject to taxation, as shown by the assessment in Pierce County as finally fixed by law.

Section 3. Voter-Approved Excess Tax Levy for Unlimited General Obligation Bonds. In addition, a further tax is hereby levied to raise revenue to provide for the interest and redemption of the 2019 voter-approved unlimited general obligation bonds for the fiscal year of 2027 in the amount of $647,322.24. This tax is applicable to all taxable property within the City of Fircrest.

Section 4. Notification. The City Manager is directed to certify the dollar amount to be raised on real and personal property and to transmit the certification of same to the Pierce County Council and the Pierce County Assessor-Treasurer's Office.

Section 5. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

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

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 10th day of November 2026.

APPROVED:

_____
Nikki Bufford, Mayor

ATTEST:

_____
Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

_____
Lisa Marshall, City Attorney

Publication Date:
Effective Date:

(Ordinance No._____)

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

PRELIMINARY LAWFUL LEVY LIMIT 2026 FOR 2027

FIRCREST
< 10,000

REGULAR TAX LEVY LIMIT:

		2025
A.	**Highest** regular tax which could have been **lawfully** levied beginning with the 1985 levy [refund levy not included] times limit factor (as defined in RCW 84.55.005).	1,758,572.85 1.01 1,776,158.58
B.	Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was make in the previous year, use the rate that would have been levied had no error occurred).	1,991,500 1.161770571058 2,313.67
C.	Tax increment finance area increment AV increase (RCW 84.55.010(1)(e)) Current Year's A.V. less base year's A.V. , the result to be multiplied by last year's regular levy rate (or the rate that should have been levied)	0.00 1.161770571058
D	State assessed property value in original district, if annexed, less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied). **PRIOR YEAR ADDITIONAL REVENUE AS AN ESTIMATE**	4,405,310 4,405,310 0.00 1.161770571058 0.00
E	**REGULAR PROPERTY TAX LIMIT (A + B + C)**	**1,778,472.24**

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

F	To find rate to be used in G, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	1,778,472.24 1,565,066,811 1.136355478304
G	Annexed area's current assessed value including new construction and improvements times rate found in F above.	0.00 1.136355478304 0.00
H	**NEW LEVY LIMIT FOR ANNEXATION (E + G)**	**1,778,472.24**

LEVY FOR REFUNDS:

I	RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (E or G + refund if any)	1,778,472.24 1,507.83 1,779,980.07
J	**TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT**	**1,779,980.07**
K	**Amount of levy under statutory rate limitation.**	**1,565,066,811** 3.375000000000 **5,282,100.49**
L	**PRELIMINARY LAWFUL LEVY FOR THIS YEAR**	**1,779,980.07**

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September 16, 2026

OFFICIAL NOTIFICATION TO: CITY OF FIRCREST

RE: 2026 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	1,565,066,811
Highest lawful regular levy amount since 1985	1,776,158.58
Additional revenue from current year's NC&I	2,313.67
Additional revenue from annexations (RCW 84.55)	0.00
Additional revenue from administrative refunds (RCW 84.69)	1,507.83
Additional revenue from administrative refunds not allowed if limited by statutory rate limit	
Court Order Refunds	0.00
Additional revenue from increase in state-assessed property	0.00
Total Allowable Levy (as controlled by the limit calculation)	1,779,980.07
This year's certified levy amount (including refunds)	0.00

FOR EXCESS LEVY

Taxable Value	1,542,672,071
Timber Assessed Value	-
Total Taxable Excess Value	1,542,672,071
Additional revenue from administrative refunds (RCW 84.69) Bonds	1,322.24
New Construction and Improvement Value	1,991,500

If you need assistance or have any questions regarding this information, please contact Kim Alflen 253.798.7114 PCATRLEVY@PIERCECOUNTYWA.GOV

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September 16, 2026

OFFICIAL NOTIFICATION TO: FIRCREST EMS

RE: 2026 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	1,565,066,811
Highest lawful regular levy amount since 1985	587,471.46
Additional revenue from current year's NC&I	765.29
Additional revenue from annexations (RCW 84.55)	0.00
Additional revenue from administrative refunds (RCW 84.69)	498.73
Additional revenue from administrative refunds not allowed if limited by statutory rate limit	
Court Order Refunds	0.00
Additional revenue from increase in state-assessed property	0.00
Total Allowable Levy (as controlled by the limit calculation)	782,533.41
This year's certified levy amount (including refunds)	0.00

FOR EXCESS LEVY

Taxable Value	N/A
Timber Assessed Value	-
Total Taxable Excess Value	-

New Construction and Improvement Value	1,991,500

If you need assistance or have any questions regarding this information, please contact Kim Alflen
253.798.7114 PCATRLEVY@PIERCECOUNTYWA.GOV

Department of Revenue
Washington State

Form 64 0100

Levy Certification

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

Courtesy copy may be provided to the county assessor.

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

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

Regular levies

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

Excess levies

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

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

Signature: _____ **Date:** _____

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Department of Revenue
Washington State

Form 64 0100

Reset form

Levy Certification

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

Courtesy copy may be provided to the county assessor.

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

In accordance with RCW 84.52.020, I **Allison Deskins** *(Name)*, **Finance Director** *(Title)*, for **City of Fircrest** *(District name)*, do hereby certify to the **Pierce** *(Name of county)* County legislative authority that the **City Council** *(Commissioners, Council, Board, etc.)* of said district requests that the following levy amounts be collected in **2027** *(Year of collection)* as provided in the district's budget, which was adopted following a public hearing held on **11/10/26** *(Date of public hearing).*

Regular levies

Levy	General levy	Other levy* EMS
Total certified levy request amount, which includes the amounts below.	1,779,980.07	782,533.41
Administrative refund amount	1,507.83	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.		647,322.24			
Administrative refund amount		1,322.24			
Other*					

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

Signature: _____ **Date:** _____

Print form

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2027 Property Tax

City of Fircrest

THE CITY OF FIRCREST

Agenda Home

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	1.13636	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

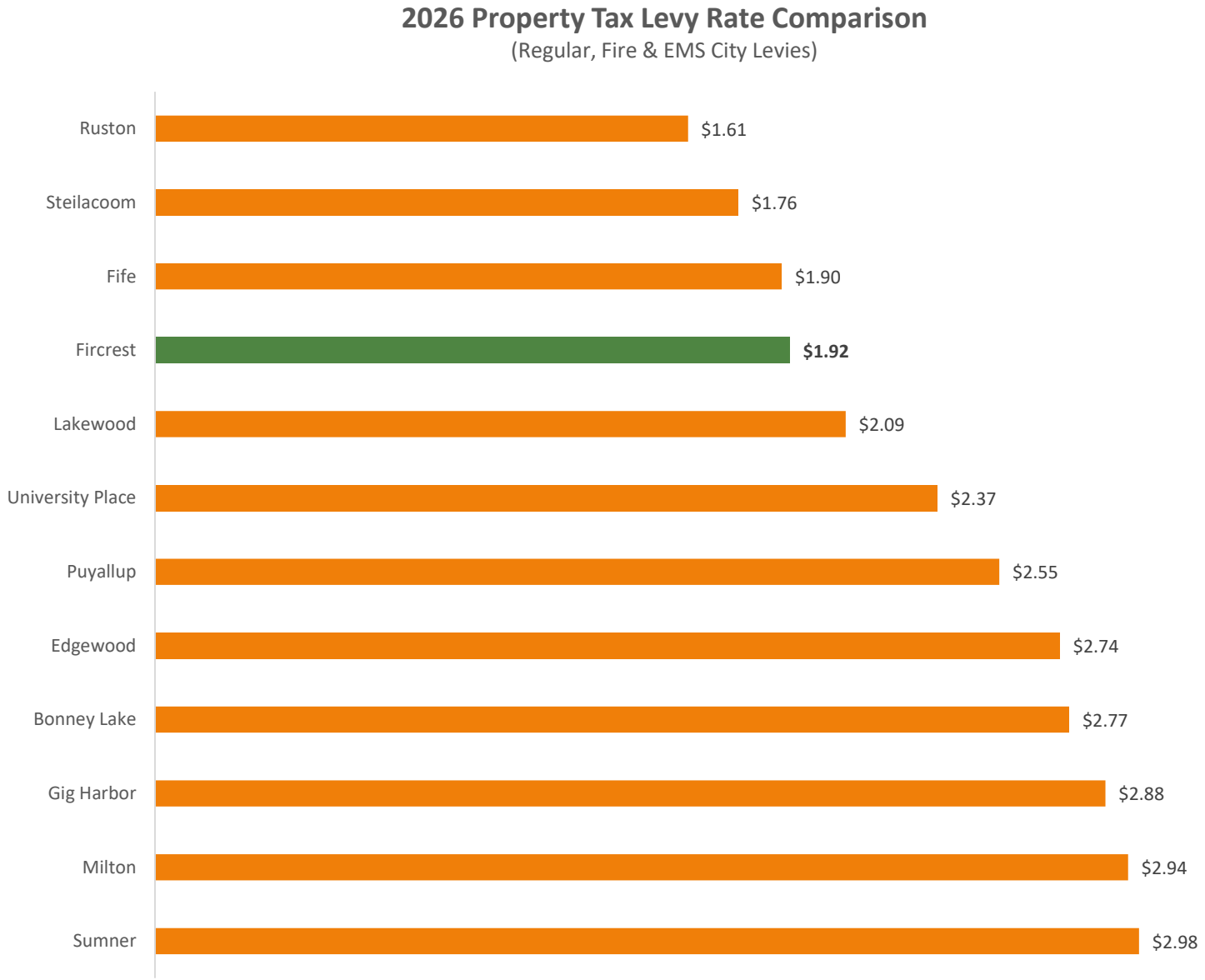
**2027 numbers are preliminary - the city will be sent the certified values in December 2026*

Property Tax Calculation

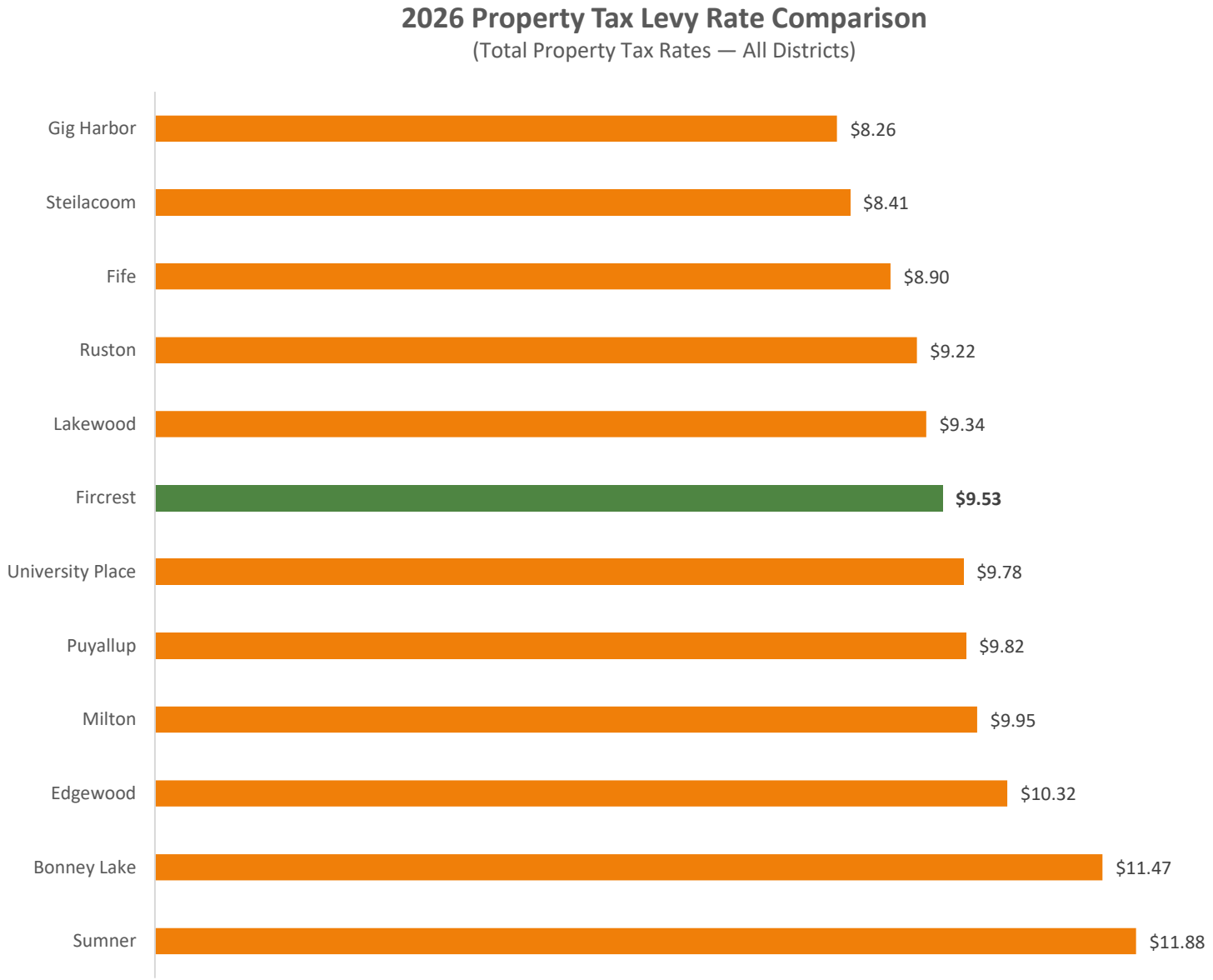
2026 Highest Lawful Regular Levy (Before Refunds)	$1,758,573
+1% Statutory Limit Increase (Council option)	
$1,758,573 x 1% (Inflationary increase)	17,586
+ New Construction Assessed Valuation x	
2026 Regular Levy Rate × New Construction AV ÷ 1,000	2,314
Regular Property Tax Limit	$1,778,472
+ Administrative Refunds	1,508
= Total Levy Amount	$1,779,980
Total Levy ÷ Total Assessed Valuation x 1,000	
(1,778,472 ÷ 1,565,066,811) × 1000 =	$1.13636

**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



City Property Tax Comparisons



Where Did Your 2026 Property Tax Dollar Go?

Pierce County
7.7 cents

City of Fircrest
12.2 cents

Tacoma School District
44.1 cents

EMS Levy
4.0 cents

Port of Tacoma
1.4 cents



Fircrest Parks Bond
3.9 cents

Flood Control
0.9 cents

State of Washington
24.1 cents

Regional Transit Authority
1.7 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	1.16177
Pierce County	0.73056
EMS Levy	0.38428
RTA	0.15866
Port of Tacoma	0.13136
Flood Control	0.09028
Parks Bond	0.37422
	$9.53061

Where Did Your 2026 Property Tax Dollar Go?

Pierce County 8.1 cents

City of Fircrest 12.9 cents

University Place School District 40.9 cents

EMS Levy 4.3 cents

Port of Tacoma 1.5 cents



Fircrest Parks Bond 4.1 cents

Flood Control 1.0 cents

State of Washington 25.4 cents

Regional Transit Authority 1.8 cents

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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	1.16177
Pierce County	0.73056
EMS Levy	0.38428
RTA	0.15866
Port of Tacoma	0.13136
Flood Control	0.09028
Parks Bond	0.37422
	$9.01797



Property Tax Levy

Tax Year	Average Assessed Valuation	Regular Levy Rate	Tax Amount
2027 Proposed	$584,995	1.13636	$664.76
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	$1.13636
EMS	$782,533	$0.50000
Park Bond	$647,322	$0.41875
City Total	**$3,209,836**	**$2.05511**

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

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FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: **2027 EMS Property Tax Levy Ordinance**

ITEM: **13B**

DATE: **November 10, 2026**

FROM: **Allison Deskins, Finance Director**

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, fixing the amount of the annual emergency medical services property tax levy necessary for the fiscal year 2027, providing for severability, and establishing an effective date.

PROPOSAL: The City Council is being asked to establish the 2027 Emergency Medical Services (EMS) property tax levy at the rate approved by voters on August 4, 2026.

FISCAL IMPACT: The proposed ordinance will authorize an EMS property tax levy of $782,533.41 at the voter-approved rate of $0.50 per $1,000 of assessed value to support emergency medical services in 2027.

Below are the ad valorem taxes being proposed for 2027:

Total Assessed Valuation for EMS Levy	*$1,565,066,811*
Highest Lawful EMS Levy (Prior Levy Authority)	$587,471.46
+ New Construction & Improvements	765.29
+ Administrative Refunds	498.73
Total Under Prior Levy Calculation	$588,735.48
Voter-Approved EMS Levy $0.50000 per thousand shall yield	**$782,533.41**

ADVANTAGES: This proposal will provide funding for emergency medical services and associated costs in 2027.

DISADVANTAGES: None identified.

ALTERNATIVES: None identified.

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

Per RCW 84.52.020, the City of Fircrest must adopt its property tax certification by November 30, 2026, and file it with Pierce County for property taxes to be collected in 2027. The 2027 EMS levy is based on the voter-approved rate of $0.50 per $1,000 of assessed value, rather than the levy amount calculated under the prior levy authority.

On August 4, 2026, voters approved an EMS levy rate of $0.50 per $1,000 of assessed value. Applied to the preliminary assessed valuation of $1,565,066,811, that rate yields a proposed 2027 EMS levy of $782,533.41.

For comparison, the County's calculation under the prior levy authority totals $588,735.48, including $587,471.46 as the highest lawful levy, $765.29 attributable to new construction and improvements, and $498.73 in administrative refunds. The proposed $782,533.41 levy is based on the new voter-approved rate, rather than adding these amounts to the voter-approved levy.

The previous year's actual EMS levy was $585,225.87. The assessed valuation and proposed levy amount are preliminary and subject to final Pierce County certification. The regular property tax and park bond excess levies are addressed in a separate ordinance.

The attached ordinance establishes the voter-approved EMS property tax levy for 2027.

ATTACHMENTS: Ordinance
Levy Certification Information

CITY OF FIRCREST
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, FIXING THE AMOUNT OF THE ANNUAL EMERGENCY MEDICAL SERVICES TAX LEVY NECESSARY FOR THE FISCAL YEAR 2027; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Fircrest has met and considered its budget for the calendar year 2027; and

WHEREAS, the population of the City of Fircrest is less than 10,000; and

WHEREAS, the City Council conducted the public hearing on the 2027 revenue sources on October 27, 2026; and

WHEREAS, the City of Fircrest's actual EMS levy amount for the previous year was $585,225.87; and

WHEREAS, on August 4, 2026, voters approved an EMS levy rate of $0.50 per $1,000 of assessed valuation; and

WHEREAS, the City Council, after reviewing and duly considering all relevant evidence, has determined an EMS property tax levy of $0.50 per $1,000 of assessed valuation is necessary to meet the City's EMS expenses and obligations and is in the best interest of the City and its residents;

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

Section 1. EMS Property Tax Levy. The voter-approved EMS property tax levy is hereby authorized to be collected in the 2027 tax year at a rate of $0.50 per $1,000 of assessed value, as approved by voters on August 4, 2026.

Section 2. Purpose of Levy. The EMS property taxes herein provided for are levied for the purpose of funding emergency medical services for the City of Fircrest, including emergency medical response, ambulance services, and other associated costs necessary to provide emergency medical care to the community for the fiscal year beginning January 1, 2027, and ending December 31, 2027. Said taxes are hereby levied upon all real and personal property within the City of Fircrest subject to taxation, as shown by the assessment in Pierce County as finally fixed by law.

Section 3. Notification. The City Manager is directed to certify the dollar amount to be raised on real and personal property and to transmit the certification of same to the Pierce County Council and the Pierce County Assessor-Treasurer's Office.

Section 4. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

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

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 10th day of November 2026.

APPROVED:

_____
Nikki Bufford, Mayor

ATTEST:

_____
Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

_____
Lisa Marshall, City Attorney

Publication Date:
Effective Date:

(Ordinance No._____)

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

September 16, 2026

OFFICIAL NOTIFICATION TO: FIRCREST EMS

RE: 2026 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	1,565,066,811
Highest lawful regular levy amount since 1985	587,471.46
Additional revenue from current year's NC&I	765.29
Additional revenue from annexations (RCW 84.55)	0.00
Additional revenue from administrative refunds (RCW 84.69)	498.73
Additional revenue from administrative refunds not allowed if limited by statutory rate limit	
Court Order Refunds	0.00
Additional revenue from increase in state-assessed property	0.00
Total Allowable Levy (as controlled by the limit calculation)	782,533.41
This year's certified levy amount (including refunds)	0.00

FOR EXCESS LEVY

Taxable Value	N/A
Timber Assessed Value	-
Total Taxable Excess Value	-

New Construction and Improvement Value	1,991,500

If you need assistance or have any questions regarding this information, please contact Kim Alflen
253.798.7114 PCATRLEVY@PIERCECOUNTYWA.GOV

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PRELIMINARY LAWFUL LEVY LIMIT 2026 FOR 2027

FIRCREST EMS
< 10,000

1ST/6

REGULAR TAX LEVY LIMIT:

2025

A.	**Highest** regular tax which could have been **lawfully** levied beginning with the 1985 levy [refund levy not included] times limit factor (as defined in RCW 84.55.005).	581,654.91 1.01 587,471.46
B.	Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was make in the previous year, use the rate that would have been levied had no error occurred).	1,991,500 0.384276975093 765.29
C.	Tax increment finance area increment AV increase (RCW 84.55.010(1)(e)) Current Year's A.V. less base year's A.V. , the result to be multiplied by last year's regular levy rate (or the rate that should have been levied)	0.00 0.384276975093
D	State assessed property value in original district, if annexed, less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied). **PRIOR YEAR ADDITIONAL REVENUE AS AN ESTIMATE**	4,405,310 4,405,310 0.00 0.384276975093 0.00
E	**REGULAR PROPERTY TAX LIMIT (A + B + C)**	**588,236.75**

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

F	To find rate to be used in G, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	588,236.75 1,565,066,811 0.375854080197
G	Annexed area's current assessed value including new construction and improvements times rate found in F above.	0.00 0.375854080197 0.00
H	**NEW LEVY LIMIT FOR ANNEXATION (E + G)**	**588,236.75**

LEVY FOR REFUNDS:

I	RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (E or G + refund if any)	588,236.75 498.73 588,735.48
J	**TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT**	**588,735.48**
K	**Amount of levy under statutory rate limitation.**	**1,565,066,811** 0.500000000000 **782,533.41**
L	**PRELIMINARY LAWFUL LEVY FOR THIS YEAR**	**782,533.56**

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FIRCREST CITY COUNCIL AGENDA SUMMARY

AGENDA TOPIC: **2027 Salary Ordinance for Non-Represented Employees**

ITEM: **13C**

DATE: **November 10, 2026**

FROM: **Allison Deskins, Finance Director**

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

PROPOSAL: The City Council is being asked to adopt the proposed salary ordinance establishing compensation for non-represented and hourly employees, effective January 1, 2027.

FISCAL IMPACT: The proposed ordinance proposes a 3.8% cost-of-living adjustment (COLA) for non-represented employees based on the Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W) for the 12-month period ending June 2026.

Additionally, market-based salary adjustments are proposed for certain non-represented positions identified as falling below the market median through the City's recently completed salary survey. The estimated annual cost of the proposed market adjustments is approximately $50,000 across all City funds, including employer-paid benefits.

Both the COLA and proposed market adjustments have been incorporated into the 2027 Preliminary Budget.

ADVANTAGES: The proposed adjustments support the City's efforts to maintain competitive compensation and attract and retain qualified employees. The 3.8% COLA provides consistency with historical practices, while the targeted market adjustments address identified salary disparities and help reduce the costs associated with employee turnover, recruitment, and training.

DISADVANTAGES: The proposed adjustments will result in increased personnel costs and ongoing financial obligations. These costs have been incorporated into the 2027 Preliminary Budget. No other disadvantages have been identified.

ALTERNATIVES: The Council may choose not to approve the proposed COLA or market adjustments or may authorize different compensation adjustments.

HISTORY: The City has historically provided non-represented employees with a cost-of-living adjustment equivalent to 100% of the June-to-June Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W).

Previous COLA adjustments have been as follows:

2015 – 2.5%	2021 – 1.0%
2016 – 2.0%	2022 – 6.3%
2017 – 2.0%	2023 – 9.5%
2018 – 3.0%	2024 – 4.5%
2019 – 3.6%	2025 – 3.6%
2020 – 1.7%	2026 – 2.7%

In 2024, the City conducted a comprehensive salary survey comparing its non-represented positions with comparable jurisdictions in the region. The survey found that 19 of the City's 24 non-represented classifications were below the market median. Although broader market adjustments were considered, budget uncertainties resulted in the City deferring those adjustments, with the exception of the Parks & Recreation Director and Court Administrator positions.

The City recently completed an updated salary survey to reassess compensation competitiveness. Consistent with the previous survey, the City evaluated salary ranges against the 50th percentile of comparable jurisdictions. Of the City's current 21 non-represented classifications that were surveyed, 13 were identified as falling below the market median. The proposed adjustments are intended to address these disparities and bring affected positions closer to the market median.

While the City may not be able to match the compensation offered by larger neighboring jurisdictions, maintaining competitive salaries within its comparable market remains a priority. The proposed adjustments reflect the City's commitment to balancing employee recruitment and retention with long-term sustainability.

ATTACHMENTS: Ordinance

CITY OF FIRCREST
ORDINANCE NO. _____

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

WHEREAS, the City seeks to adopt a cost-of-living increase of 3.8% based on the Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W) for the year ending June 2026; and

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

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

Section 1. FMC 2.44.050, Amended. Section 1 of Ordinance No. 1746 and FMC Section 2.44.050 are hereby amended to read as follows:

Non-Union Salaries. From and after January 1, 2027, the full-time equivalent monthly salary range of the following regular full-time, regular part-time, and temporary City positions is fixed at the following sums. No employee shall be paid an average monthly base salary that exceeds the maximum provided hereunder.

Position	Minimum	Maximum
Office Assistant I	$4,256	$5,431
Passport Specialist	$4,256	$5,431
Office Assistant II	$5,107	$6,518
Court Clerk I	$4,952	$6,321
Recreation Specialist	$4,952	$6,321
Police Records Technician	$4,962	$6,332
Administrative Assistant	$5,211	$6,650
Deputy City Clerk	$5,211	$6,650
Events Coordinator	$5,211	$6,650
Assistant Planner	$5,428	$6,927
Recreation Program Coordinator	$5,437	$6,939
Court Clerk II	$5,547	$7,080
Police Records Coordinator	$5,557	$7,092
Permit Coordinator	$5,595	$7,140
Accountant I	$5,611	$7,161
Accountant II	$6,452	$8,235
Recreation Supervisor	$6,520	$8,321
Deputy City Clerk/Human Resources Specialist	$6,556	$8,367
Associate Planner	$7,316	$9,337
IT Systems Coordinator	$7,469	$9,533
City Clerk	$8,264	$10,547
Court Administrator	$9,422	$12,026
Parks & Recreation Director	$9,871	$12,599
Community Development Director	$10,879	$13,885
Finance Director	$11,576	$14,774
Public Works Director	$11,855	$15,131
Police Chief	$12,471	$15,917

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

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

Section 2. FMC 2.44.090, Amended. Section 2 of Ordinance No. 1746 and FMC 2.44.090 are hereby amended to read as follows:

Casual and Seasonal Employees. From and after January 1, 2027, the hourly rate of pay for casual or seasonal employees, unless otherwise provided, shall range between the State of Washington's minimum wage of seventeen dollars and seventy-three cents ($17.73) and twenty-eight dollars ($28.00) per hour, depending on the requirements of the position and the qualifications of the individual, as determined by the City Manager.

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

	Years of Employment				
Position	**1st Year**	**2nd Year**	**3rd Year**	**4th Year**	**5th Year**
Pool Cashier	$18.50	$18.75	$19.00	$19.25	$19.50
Pool Opener	$18.75	$19.00	$19.25	$19.50	$19.75
Maintenance Worker	$19.00	$19.25	$19.50	$19.75	$20.00
Lifeguard	$19.25	$19.50	$19.75	$20.00	$20.25
Swim Instructor	$19.25	$19.50	$19.75	$20.00	$20.25
Recreation Leader	$19.25	$19.50	$19.75	$20.00	$20.25
Swim Team Coach	$20.25	$20.50	$20.75	$21.00	$21.25
Head Lifeguard	$21.00	$21.25	$21.50	$21.75	$22.00
Senior Bus Driver	$23.10	$23.35	$23.60	$23.85	$24.10
Pool Manager	$27.00	$27.25	$27.50	$27.75	$28.00

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

Section 3. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

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

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 10th day of November 2026.

APPROVED:

_____
Nikki Bufford, Mayor

ATTEST:

_____
Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

_____
Lisa Marshall, City Attorney

FIRCREST CITY COUNCIL AGENDA SUMMARY

AGENDA TOPIC: **Ordinance Amending the Municipal Court Judge and Chief Examiner Monthly Rates of Pay and the Municipal Court Judge Pro Tempore Hourly Rate of Pay**

ITEM: **13D**

DATE: **November 10, 2026**

FROM: **Allison Deskins, Finance Director**

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

PROPOSAL: The City Council is being asked to adopt an ordinance to increase the monthly compensation for the Municipal Court Judge from $5,928 to $6,153 and the Civil Service Chief Examiner from $283 to $294, effective January 1, 2027.

FISCAL IMPACT: The proposed adjustments reflect a 3.8% cost-of-living adjustment (COLA) based on the Consumer Price Index – Urban Wage Earners & Clerical Workers (CPI-W) for the 12-month period ending June 2026. This adjustment is consistent with the COLA recommended for the City's other non-represented employees.

The proposed increases represent an additional $225 per month ($2,700 annually) for the Municipal Court Judge and $11 per month ($132 annually) for the Civil Service Chief Examiner, for a combined annual increase of $2,832. These additional costs have been incorporated into the 2027 Preliminary Budget.

The hourly compensation rate for the Municipal Court Judge Pro Tempore remains unchanged.

ADVANTAGES: Approval of the ordinance provides consistent cost-of-living adjustments for these positions in alignment with other non-represented City employees, supporting equitable and uniform compensation practices.

DISADVANTAGES: The proposed adjustments will result in a modest increase in personnel costs, which has been included in the 2027 Preliminary Budget. No other disadvantages have been identified.

ALTERNATIVES: The Council may choose not to approve the proposed COLA adjustments or may establish different compensation amounts.

BACKGROUND: The Municipal Court Judge and Civil Service Chief Examiner receive compensation established by ordinance. Historically, adjustments to these positions have generally been consistent with cost-of-living increases provided to other non-represented City employees.

The following summarizes compensation adjustments approved since 2015:

2015 – 2.5%	2021 – 1.0%
2016 – 2.0%	2022 – 6.3%
2017 – 2.0%	2023 – 9.5%
2018 – 3.0%	2024 – 4.5%
2019 – 3.6% *	2025 – 3.6%
2020 – 1.7% **	2026 – 2.7%

** In 2019, the Municipal Court Judge's compensation was also increased by $1,500 per month to account for additional judicial services provided to the City of Ruston.*

*** In 2020, the Municipal Court Judge also received an additional $100 per month.*

Previous ordinances established separate compensation rates for the Municipal Court Judge based on whether the City was providing contracted court services to the City of Ruston. With the expiration of the Ruston contract on December 31, 2026, and the implementation of the City's automated traffic safety camera program in 2027, this distinction is no longer necessary. Although the City will no longer provide contracted court services to Ruston, the Judge will assume additional responsibilities associated with the City's new traffic court. Accordingly, the proposed ordinance establishes a single monthly compensation rate reflecting the anticipated judicial responsibilities under the City's revised court structure.

For 2027, a 3.8% increase is recommended for both positions, consistent with the adjustment proposed for other non-represented City employees. The proposed ordinance establishes the revised compensation amounts effective January 1, 2027.

ATTACHMENTS: Ordinance

CITY OF FIRCREST
ORDINANCE NO. _____

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

WHEREAS, the City seeks to adopt a cost-of-living increase of 3.8% based on the Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W) for the year ending June 2026 for the Municipal Court Judge position; and

WHEREAS, the City seeks to adopt a cost-of-living increase of 3.8% based on the Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W) for the year ending June 2026 for the Civil Service Chief Examiner position; and

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

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

Section 1. FMC 2.44.070, Amended. Section 1 of Ordinance No. 1747 and FMC 2.44.070 are hereby amended to read as follows:

> 2.44.070 Monthly Pay. From and after January 1, 2027, the monthly rate of pay for the following positions is fixed at not to exceed the following sums:
>
> | | |
> |---|---|
> | Municipal Court Judge | $6,153 per month |
> | Civil Service Chief Examiner | $ 294 per month |

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

Section 3. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

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

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 10th day of November 2026.

APPROVED:

_____
Nikki Bufford, Mayor

ATTEST:

_____
Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

_____
Lisa Marshall, City Attorney

Agenda Home

FIRCREST CITY COUNCIL AGENDA SUMMARY

AGENDA TOPIC: **2027-2029 Landscape Maintenance Professional Services Agreement**

ITEM: **13E**

DATE: **November 10, 2026**

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

RECOMMENDED MOTION: I move to adopt Resolution No. _____, rejecting Elyon, Inc.'s bid as nonresponsive, awarding the 2027–2029 Landscape Maintenance Services contract to Greenleaf Landscaping, Inc., as the lowest responsive bidder, and authorizing the City Manager to execute the Professional Services Agreement.

PROPOSAL: The City Council is being asked to authorize the City Manager to execute a three-year agreement with Greenleaf Landscaping, Inc. for landscape maintenance services from January 1, 2027 through December 31, 2029, following the City's competitive solicitation process (No. 01-2026).

The agreement provides for landscape maintenance at 14 City sites and corridors, including parks, City facilities, landscaped traffic islands, rights-of-way, and utility properties. It establishes maintenance standards, site assignments, payment procedures, and applicable public works requirements.

Following review of the submitted bids, staff determined that Greenleaf Landscaping, Inc. was the lowest responsive bidder. Elyon, Inc. submitted its bid using an incorrect form and omitted critical bid elements required by the request for proposals (RFP) addenda. These deficiencies resulted in an incomplete submission that failed to meet the requirements of the amended solicitation. As a result, Elyon's bid was determined to be nonresponsive and was excluded from the comparison of responsive bids. Carlin Landscaping submitted the highest bid.

FISCAL IMPACT: The total contract cost for 2027 is $92,570.25, including sales tax. Contract amounts for 2028 and 2029 will be adjusted annually based on 100% of the prior year's June-to-June Seattle/Tacoma/Bellevue CPI-W percentage change, subject to written approval in accordance with the agreement.

Expenditures will be allocated among the applicable Street Tree Maintenance, Beautification, and Facilities Contract Maintenance accounts and remain subject to annual budget appropriations.

ADVANTAGES: The proposed agreement provides continuity of landscape maintenance services with an experienced contractor familiar with City facilities and operations. It also provides consistent standards across 14 maintenance sites or corridors and establishes a three-year service framework with written change authorization, itemized invoicing, and public-works compliance controls.

DISADVANTAGES: None identified.

ALTERNATIVES: The City Council may decline the award and direct staff to evaluate re-solicitation or an alternative service delivery approach.

BACKGROUND: The City of Fircrest has partnered with Greenleaf Landscaping, Inc. for landscape maintenance services since 2016. Over the past decade, Greenleaf and Public Works staff have developed a collaborative working relationship focused on maintaining attractive, safe, and welcoming public spaces. Greenleaf's familiarity with City facilities, parks, landscaped traffic islands, and street-tree corridors supports continuity of service and coordination with City operations and community activities.

Agenda Home

In 2026, the City solicited bids for landscape maintenance services beginning January 1, 2027. The City received and evaluated three bids for compliance with the solicitation requirements and applicable addenda. After determining that Elyon's bid was nonresponsive, the City identified Greenleaf as the lowest responsive bidder.

The proposed 2027-2029 agreement provides an opportunity to continue this longstanding partnership while establishing updated service expectations, maintenance schedules, and contract requirements.

ATTACHMENTS:
Resolution
Professional Services Agreement
Bid Tabulation
Advertisement for Bids
Request for Proposals

CITY OF FIRCREST
RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, REJECTING A NONRESPONSIVE BID, AWARDING THE 2027-2029 LANDSCAPE MAINTENANCE SERVICES CONTRACT TO GREENLEAF LANDSCAPING, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE ASSOCIATED PROFESSIONAL SERVICES CONTRACT.

WHEREAS, the City of Fircrest has partnered with Greenleaf Landscaping, Inc. for landscape maintenance services since 2016 and desires to continue providing consistent maintenance of City facilities, parks, landscaped traffic islands, rights-of-way, and utility sites; and

WHEREAS, the City solicited bids under Landscape Maintenance Services Solicitation No. 01-2026, together with its issued addenda, for services beginning January 1, 2027; and

WHEREAS, Elyon, Inc. submitted its bid on the incorrect form and omitted critical bid elements required by the RFP addenda, and staff determined that the bid was nonresponsive to the amended solicitation; and

WHEREAS, following exclusion of the nonresponsive bid, staff identified Greenleaf Landscaping, Inc. as the lowest responsive and responsible bidder; and

WHEREAS, the proposed agreement provides services from January 1, 2027 through December 31, 2029, at a total cost of $92,570.25, including sales tax, for calendar year 2027, with annual CPI-W adjustments for 2028 and 2029 subject to written approval and annual budget appropriations;

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

Section 1. The Council rejects Elyon, Inc.'s bid as nonresponsive for its use of the incorrect bid form and omission of critical bid elements required by the RFP addenda and awards the 2027–2029 landscape maintenance services contract to Greenleaf Landscaping, Inc., as the lowest responsive bidder.

Section 2. The City Manager is hereby authorized and directed to execute a Professional Services Agreement with Greenleaf Landscaping, Inc., substantially in the form presented to Council, together with Exhibits A, B, and C, for January 1, 2027 through December 31, 2029. The total contract amount for calendar year 2027 shall not exceed $92,570.25, including applicable sales tax. Execution is subject to confirmation of bidder responsibility, incorporation of the accepted bid and issued addenda, and City Attorney approval as to form.

Section 3. Contract amounts for 2028 and 2029 shall be adjusted annually by 100% of the prior year's June-to-June Seattle/Tacoma/Bellevue CPI-W percentage change, subject to written approval under the agreement. The City Manager is authorized to execute written amendments implementing those adjustments, subject to available appropriations. Material changes in scope or increases beyond the adjustments authorized herein require separate Council authorization.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 10th day of November 2026.

APPROVED:

_____
Nikki Bufford, Mayor

ATTEST:

_____
Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

_____
Lisa Marshall, City Attorney

CITY OF FIRCREST
PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT, hereinafter referred to as "Agreement," is entered into as of the last signature date below by and between the **City of Fircrest**, a political subdivision of the State of Washington, hereinafter referred to as the "City," and **Greenleaf Landscaping, Inc.**, hereinafter referred to as "Consultant," collectively "Parties."

In consideration of the terms and conditions contained herein, and attached and made a part of this agreement, the Parties hereto covenant and agree as follows:

1. **PROJECT DESIGNATION.** The Consultant is retained by the City to perform landscape maintenance services in connection with the project designated as **Landscape Maintenance Services** 2027 through 2029, Solicitation No. 01-2026, hereinafter referred to as "Project." Although titled a professional services agreement, the work shall be administered as public works to the extent required by Washington law.

2. **SCOPE OF SERVICES.** The Consultant agrees to perform in a good and professional manner the tasks described in Exhibit A - Scope of Work, attached hereto and incorporated herein by this reference. The Consultant agrees to perform the services, including the provision of all labor, materials, equipment, and supplies as identified in **Exhibit A**. The Consultant shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment, or other relationship with the City. Site assignments, service frequencies, and maintenance limits are identified in **Exhibit B**.

3. **EXTRA WORK AND CHANGE ORDERS**. Work in addition to, or different from, that provided for in the Scope of Work shall only be allowed by prior authorization in writing and signed by the City Manager as a modification to this Contract. Such change order or modification shall be attached hereto and made a part hereof.

4. **TERMS OF AGREEMENT.** Notwithstanding the date of execution hereof, this Agreement shall be in full force and effect for a period commencing January 1, 2027 and ending December 31, 2029, and may be renewed yearly thereafter. Either party may terminate this Agreement upon thirty (30) day's written notice to the other party.

5. **PAYMENT.** Upon receipt of an invoice from the Consultant, progress payments may be made on a monthly basis for work completed. Each invoice shall itemize the work performed. The total cost for annual services shall not exceed **$92,570.25**, including any applicable tax, without written modification of this Agreement signed by the City. Annual compensation increases shall reflect the June-to-June CPI-W for contract years 2028 and 2029.

6. **ASSIGNMENT.** The Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of the City.

7. **COMPLIANCE WITH CITY POLICY.** The Consultant shall comply with approved City policies concerning the administration of City-owned property, and the provisions of the policy shall have the same force and effect as provisions of this agreement to the extent not inconsistent herewith.

8. **COMPLIANCE WITH LAWS.** The Consultant shall be duly licensed and shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local governments. Per Fircrest Municipal Code 5.04.020, the Consultant agrees to obtain a City of Fircrest business license prior to performing any work pursuant to this Agreement.

9. **CONFIDENTIALITY OF INFORMATION.** All information and data furnished to the Consultant by the City, and all other documents to which the Consultant's employees have access during the term of the Agreement, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

10. **CONSULTANT'S REPRESENTATIONS.** The Consultant hereby represents that it has all necessary licenses and certifications to perform the services provided for herein and is qualified to perform such services.

11. **DEBARMENT.** The Contractor must certify that it and its subcontractors have not been and are not currently on the Federal or Washington State Debarment List. If the Contractor or its subcontractors become listed on the Federal or State Debarment List, the City must be notified immediately.

12. **DELAYS AND EXTENSIONS OF TIME.** If the Consultant is delayed at any time in the progress of providing services covered by this Agreement by any causes beyond the Consultant's control, the time for performance may be extended by such time as shall be mutually agreed upon by the Consultant and the City and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to the City.

13. **HOLD HARMLESS, DEFENSE, AND INDEMNITY.**

    A. Consultant Indemnification. Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from claims, injuries, damages, losses, or suits, including attorney fees, arising out of, in connection with, or incident to any negligent or intentional acts, errors or omissions, or conduct of the Consultant (or its employees, agents, representatives, subcontractors, or subconsultants) in the performance of this Agreement, whether such claims sound in contract, tort, or other legal theory, except for injuries and damages caused by the sole negligence of the City. The Consultant's duty to defend and indemnify pursuant to this Section is not in any way limited to, or by the extent of, insurance obtained by, obtainable by, or required of the Consultant.

    Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the Parties. As used in this Section, "City" includes the City, the City officers, employees, agents, and representatives. If, and to the extent, Consultant employs or engages subcontractors or subconsultants, then Consultant shall ensure that each such subcontractor and subconsultant (and subsequent tiers of subcontractors and subconsultants) shall expressly agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this section. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

B. Industrial Insurance Act Waiver. It is specifically and expressly understood that the Consultant waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW, solely for the purposes of this indemnification. Consultant's indemnification shall not be limited in any way by any limitation on the amount of damages, compensation, or benefits payable to or by any third party under workers' compensation acts, disability benefit acts, or any other benefits acts or programs. The Parties acknowledge that they have mutually negotiated this waiver.

C. Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

14. INSURANCE. The Consultant will obtain and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the Consultant's liability to the coverage provided by such insurance or otherwise limit the City's recourse to any remedy available at law or in equity. The Consultant shall maintain at least the following minimum insurance coverage covering all activity under this agreement, and as to which the City shall be named as primary non-contributory additional insured on the Liability insurance:

a. Workers' Compensation Coverage	Statutory
b. Commercial General Liability	$1,000,000/$2,000,000 aggregate
c. Comprehensive Automobile Liability	$1,000,000 per accident

d. $100,000 Employee Fidelity coverage that extends to the City and City employee property.

A Certificate of Insurance showing the foregoing will be submitted to the City for approval 14 days before work commences.

The minimum limits above do not limit the Consultant's liability to the City or the public.

15. INTEGRATED AGREEMENT. This agreement, together with attachments or addenda, represents the entire and integrated agreement between the representations or agreements, written or oral. This agreement may be amended only by a written instrument signed by both the City and the Consultant.

16. NON-DISCRIMINATION. The Consultant agrees not to discriminate against any customer, employee, or applicant for employment, subcontractor, supplier, or materialman, because of race, religion, creed, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, veteran or military status, or the presence of any sensory, mental, or physical disability, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any service for the City now or in the future.

17. NON-WAIVER. A waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provisions.

18. NOTICES. Except for routine, operational communications, which may be delivered personally or transmitted by electronic mail, all notices required hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or mailed first-class mail, postage prepaid, to the parties at the following addresses:

Notice to the City of Fircrest shall be sent to:	*Notice to the Consultant shall be sent to:*
City of Fircrest Attn: Public Works Director 115 Ramsdell Street Fircrest, WA 98466 Phone: 253-564-8900 E-Mail: publicworks@cityoffircrest.net	Greenleaf Landscaping, Inc. Attn: Reynold Loth 3001 South Huson Street C-2 Tacoma, WA 98409 Phone: 253-565-1627 E-Mail: office@greenleafland1.com

19. **OWNERSHIP, FORM, AND USE OF DOCUMENTS.** All documents, drawings, specifications, and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City, whether the project for which they are made is executed or not. Except as otherwise stated in Exhibit A, the Consultant shall provide the City with all final documents, reports, or studies in printed and electronic form. Unless otherwise directed in writing by City, all final documents, reports, or studies shall be provided to City in both a PDF and Word format. Where applicable, all Complete Plan Set Drawings shall include all Specifications and shall be submitted to the City in the most updated version of AutoCAD in an unrestricted format and in accordance with the City Code. The Consultant shall not be responsible for any use or modifications of said documents, drawings, specifications, or other materials by the City or its representatives for any purpose other than the project specified in this Agreement.

20. **PERFORMANCE AND STANDARDS.** The Consultant shall perform its work to conform to generally accepted professional standards. Consultant shall be responsible for the professional quality, technical adequacy and accuracy, timely completion, and coordination of all plans, designs, drawings, and specifications prepared under this Agreement. The Consultant shall, without additional compensation, correct or reverse any errors or omissions in such work. The City has a right to withhold a part or all of the monthly payments if, in the judgment of the City, the Consultant has not performed or has unsatisfactorily performed any of the services outlined in this contract, provided that the City shall promptly notify the Consultant in writing of the specific items of non-performance or unsatisfactory performance. It is further provided that any such payments withheld shall reasonably relate to the estimated value of the work not performed.

2. PREVAILING WAGES. The Contractor agrees that all laborers, workers, or mechanics employed by it or by any subcontractor in the work of this Contract will be paid not less than the prevailing rate of wage for an hour's work in accordance with the provisions of the Revised Code of Washington, Chapter 39.12, and all rules and regulations promulgated pursuant thereto. Prior to making any payment under this Contract, the Contractor must submit to the City an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement and pay all filing fees.

Current prevailing wage rates may be obtained from the Washington State Department of Labor and Industries website: https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx.

Notice from the Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project *must be posted* for the benefit of the workers. Each invoice must include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors. Following the final acceptance of services rendered, the Contractor must submit a "Minimum Wage Affidavit" for themselves and any subcontractors. Final payment on the Contract will be withheld

until the City receives certification from the Department of Labor and Industries that prevailing wage requirements have been satisfied.

If any dispute arises as to what the prevailing rates of wages for work of similar nature are and such dispute cannot be adjusted by the parties involved, the matter shall be referred to the Director of the Washington State Department of Labor and Industries for arbitration, and the Director's decision therein shall be final and conclusive and binding on all parties involved in the dispute.

21. **RECORDKEEPING.** The Consultant shall maintain accounts, records, and documents related to the performance of this Agreement and shall make them available for the City's inspection, auditing, or evaluation during normal business hours as reasonably needed by the City to assess performance, compliance, and quality assurance under this Agreement.

    The Consultant acknowledges that all records created or used by the Consultant in the performance of this Agreement may be subject to the Public Records Act, RCW 42.56. Except as otherwise authorized by the City, the Consultant shall retain such records for a period of seven (7) years after receipt of the final payment under this Agreement or termination of this Agreement. "Record" includes but is not limited to all written and electronic documents, photographs, drawings, and maps.

22. **SAFETY REQUIREMENT.** All work performed under the terms of this agreement shall be performed in a manner that provides maximum safety to the public and employees of the City of Fircrest.

23. **SEVERABLE PROVISIONS.** Each provision of this Agreement is intended to be severable. If any provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement, which remains in full force and effect.

24. **STATUS OF CONSULTANT.** Neither the Consultant nor personnel employed by the Consultant shall acquire any rights or status in City employment, nor shall they be deemed employees or agents of the City for any purpose. The Consultant shall be deemed an independent contractor and shall be responsible in full for payment of its employees, including prevailing wages, worker's compensation, insurance, payroll deductions, and all related costs.

25. **TAXES.** Consultant shall comply with federal, state, and local tax laws, Social Security Acts, Unemployment Compensation, and Workers Compensation Acts in so far as applicable to the performance of this Agreement.

26. **TERMINATION.** If the Consultant violates any of the covenants undertaken herein or any of the duties imposed upon it by the Agreement, this Agreement may be terminated by either party immediately with cause. Alternatively, either Party may terminate this Agreement without cause upon thirty (30) days' written notice, served to the other Party by certified mail. In such a case, the Consultant shall be compensated by the City for all work performed to the date of termination. In the event of termination, all finished and unfinished work prepared by the Consultant pursuant to this Agreement shall be provided to the City.

27. **VENUE STIPULATION.** This Agreement has been and shall be considered as having been made and delivered within the State of Washington both as to interpretation and performance. Any action in law or equity or judicial proceeding for the enforcement of this Agreement, or any of the provisions contained therein, shall be instituted and maintained only in Pierce County Superior Court, Tacoma, Washington.

BY THEIR SIGNATURES BELOW, the parties hereto have accepted and executed this Agreement, as of the Effective Date stated above, which shall be the Effective Date for bonding purposes as applicable. The undersigned Consultant representative, by signature below, represents and warrants they are duly authorized to execute this legally binding Agreement for and on behalf of the Consultant and further represents and warrants that the Consultant is not suspended, debarred, or otherwise disqualified under federal, state, or local law from participating in this Agreement.

CITY OF FIRCREST

By: _____
Dawn Masko, City Manager

CONSULTANT

By: _____

Printed Name: _____

Title: _____

APPROVED AS TO FORM:

By: _____
Lisa Marshall, City Attorney

ATTEST:

By: _____
Arlette Burkhart, City Clerk

Exhibit A

Scope of Work

Consultant shall furnish all resources unless expressly assigned to the City. Routine work shall occur Tuesdays, 7:00 a.m.–6:00 p.m., unless the City authorizes otherwise. Submit weekly and monthly schedules before beginning and coordinate changes in writing. Adjust for events, public use, emergencies, and weather without reducing required service. Weekly service is generally March 1–October 31; annual, as-needed, and cleanup duties apply throughout the term as conditions and the contract require.

1 Mowing

Weekly during the weekly-service season. Maintain turf at 1–1½ inches unless directed otherwise. Use power-propelled reel mowers with at least five blades and a smooth, even cut. Rotary mowers are limited to trim and rough areas unless approved.

2 Edging

Weekly. Mechanically edge turf adjacent to sidewalks, patios, curbs, asphalt walks, shrub beds, and similar surfaces. Remove debris.

3 Trimming

Weekly. Trim around trees, posts, fences, signs, buildings, irrigation, and other objects without damaging bark, fixtures, or property.

4 Fertilizing

Three applications May–October at manufacturer-recommended rates on a City-approved schedule. At Wells 6 and 7, only City-approved slow-release fertilizer without manure content may be used; application rates require approval.

5 Pest and weed control

As needed using lawful methods to control moss, broadleaf weeds, and tunneling rodents. Consultant supplies materials and maintains required credentials and application records. No herbicides or pesticides at Wells 6 and 7. No herbicides or chemical applications within 100 feet of any wellhead unless expressly approved in writing, subject always to the absolute Wells 6 and 7 pesticide/herbicide prohibition. Fertilizer at Wells 6 and 7 is limited to the specific exception in Task 4.

6 Core aeration

Annually by mid-June at Alice Peers Park, City Hall, Public Safety Building, and Fircrest Tennis Courts, using core-removal equipment. Remove cores. Fircrest Park is excluded unless specifically added by authorized written direction or amendment with pricing resolved in advance.

7 Thatch removal and annual site service

Annual thatch removal in May where identified in Exhibit B using power equipment; remove thatch and perform associated annual cleanup or turf attention. Apply this task only to existing turf or applicable landscape features; clarify unsuitable site assignments before execution.

8 Turf repair

As needed. Overseed, level, and repair for a healthy uniform appearance. Consultant supplies seed, soil amendments, and incidental repair materials unless otherwise expressly stated.

9 Shrub pruning

As needed and coordinated with Public Works. Prune minimally to maintain natural form and clear walks, drives, curbs, parking, signs, and sight lines. Repair damage caused by improper pruning.

10 Shrub bed weeding

Weekly or as needed to maintain weed-free decorative beds. Observe wellhead restrictions.

11 Shrub bed edging

As needed. Mechanically edge turf adjoining planting beds and remove debris.

12 Cleaning

Every service visit. Remove litter, garbage, branches, clippings, leaves, and maintenance debris from grounds and hard surfaces before leaving that day. Do not sweep or blow debris into streets, storm drains, neighboring property, or landscaped areas.

13 Seasonal flower installation

Annually in designated planter boxes and beds at designated sites. Verify species, quantities, locations, and timing with Public Works before installation. Material responsibility and included quantities must be identified in Exhibit C; absent an express exception, Consultant-provided-resource requirements apply.

14 Irrigation startup

Annually at listed sites having irrigation: start, test, adjust clocks, and repair as necessary. Coordinate with Public Works. Identify included repair labor/material allowances in Exhibit C; no unapproved extra charges are allowed. Report defects and obtain written approval for separately payable repairs.

15 Tree trimming

Annually, verified and scheduled with Public Works: 123 Kwanzan cherry trees on Regents Boulevard, Orchard Street S to Alameda Avenue; 22 maple trees on San Juan Avenue, Ramsdell Street to Electron Way; and 26 Sentry Crimson maple trees on the north side of Emerson Street, Orchard Street S to Edwards Avenue. Use accepted arboricultural methods and appropriate public/traffic protection. No unapproved removals or material scope changes.

Maintain pedestrian and ADA access, fire lanes, hydrants, and utility access. Provide trained personnel, PPE, traffic control, and public separation. Follow product labels, law, and City chemical restrictions; furnish safety data sheets and application records on request. Protect irrigation, utilities, monuments, signs, lighting, and furnishings. Obtain required utility locates before authorized subsurface work.

Exhibit B

Sites service frequencies and maintenance limits

The matrix below displays RFP Section 8. Task numbers refer to Exhibit A. Task-specific frequencies govern annual and as-needed operations; placement of annual Tasks 4, 6, or 7 in a weekly column does not require weekly fertilizing, aeration, or dethatching. Listed weekly turf operations apply only where turf exists.

Site	RFP weekly tasks	As needed	Annual
Alice Peers Park and Regents Boulevard	1–7	7–12	7, 15
City Hall	1–7	7–12	7, 13
Columbia Avenue and Summit Avenue Roundabout	1–5, 7	7, 8, 10–12	7, 14
Emerson Street Entry Island	1–7	7, 8, 10–12	7, 13–15
Fircrest Recreation Center / Pool House	1–7	7–12	7
Lower Business District Bulb-Outs	5–7	10, 12	7, 13, 14
George Masko Park perimeter only	1–4, 7	7–12	7
Public Safety Building	1–7	7–12	7, 13
Public Works Building	1–7	7, 8	7, 13
Regents Boulevard and Alameda Avenue Big Island	1–7	8–12	7, 13, 14
Regents Boulevard and Mildred Street Entryway Sign	5–7	9, 10, 12	7, 13, 14
Regents Boulevard and Orchard Street Entryway Island	9, 10, 12	10, 12	7, 13, 14
Tot Lot and Tennis Courts	1–7	7–12	7
West Mount Court Wells 6 and 7	1–3, 7	None	7, 14

LANDSCAPE MAINTENANCE SERVICES - PROJECT BID TABULATIONS

	GREENLEAF	ELYON *	CARLIN
Base Contract Site	**Annual Amount**	**Annual Amount**	**Annual Amount**
Alice Peers Park and Regents Boulevard	5,400.00	5,833.55	7,049.40
City Hall	5,400.00	5,833.55	8,459.28
Columbia Avenue and Summit Avenue Roundabout	2,040.00	5,833.55	1,879.80
Emerson Street Entry Island	5,400.00	5,833.55	5,639.52
Fircrest Recreation Center / Pool House	9,600.00	5,833.55	14,098.80
Lower Business District Bulb-Outs	1,800.00	5,833.55	1,879.80
George Masko Park - Perimeter Only	3,000.00	5,833.55	1,879.80
Public Safety Building	4,200.00	5,833.55	2,819.76
Public Works Building	5,400.00	5,833.55	8,459.28
Regents Boulevard and Alameda Avenue - Big Island	5,400.00	5,833.55	4,229.64
Regents Boulevard and Mildred Street Entry Island	1,500.00	5,833.55	N/A
Regents Boulevard and Orchard Street Entry Island	1,800.00	5,833.55	1,879.80
Tot Lot and Tennis Courts	4,800.00	5,833.55	14,098.80
West Mount Court - Wells 6 and 7	3,540.00	5,833.54	3,759.72
Irrigation startup	750.00		875.00
Tree trimming	16,472.04		5,500.00
Seasonal flower installation	7,500.00		5,450.00
BASE ANNUAL TOTAL	**84,002.04**	**81,669.69**	**87,958.40**
TAX @ 10.2%	**8,568.21**	**8,330.31**	**8,971.76**
TOTAL	**92,570.25**	**90,000.00**	**96,930.16**

**** Determined to be non-responsive bidder***

ADVERTISEMENT FOR RFP
CITY OF FIRCREST LANDSCAPE MAINTENANCE SERVICES

Notice is hereby given that the City of Fircrest, Pierce County, Washington does hereby invite proposals for the **LANDSCAPE MAINTENANCE SERVICES** as described and in accordance with the Proposal Documents.

Proposal Documents will be available beginning **September 29, 2026**. Free-of-charge access to Proposal Documents is provided to Vendors by going to www.bxwa.com and clicking on "Posted Projects", "Goods and Services", and "City of Fircrest". This online plan room provides Bidders with fully usable online documents with the ability to: download, view, print, and a free online digitizer/take-off tool. It is recommended that Bidders "Register" in order to receive automatic e-mail notification of future addenda and to place themselves on the "Self-Registered Bidders List". Bidders that do not register will not be automatically notified of addenda and will need to periodically check the on-line plan room for addenda issued on this project. Contact Builders Exchange of Washington at (425) 258-1303 should you require assistance with access or registration.

This Contract is for recurring landscape maintenance services at City facilities, parks, landscaped traffic islands, rights-of-way, and utility sites. The work includes routine turf and planting-bed maintenance, seasonal services, debris removal, and authorized supplemental landscape work.

Estimated Bid Range: $85,000-$100,000 annually

Proposals for this work should be marked "CITY OF FIRCREST – LANDSCAPE MAINTENANCE SERVICES" and returned to the City of Fircrest Public Works Building at 120 Ramsdell Street, Fircrest, WA 98466-6999 by 12:00 PM October 13, 2026.

Direct questions regarding the project to Tyler Bemis at tbemis@cityoffircrest.net . All work performed on this project will be subject to Washington State prevailing wage rates. The City of Fircrest is an Equal Opportunity Employer.

CITY OF FIRCREST

PUBLIC WORKS DEPARTMENT

REQUEST FOR PROPOSALS

LANDSCAPE MAINTENANCE SERVICES

Solicitation No.	01-2026
Optional Site Walk	Monday October 5th 2026, 1:00PM, 120 Ramsdell St
Questions Due	Wednesday October 7th by 12:00PM
Proposal Due	Tuesday October 13th 2026 by 12:00PM
Submission	In person at 120 Ramsdell St by 12:00PM
City Contact	Tyler Bemis, Public Works Director | tbemis@cityoffircrest.net | (253) 564-8900
Anticipated Term	January 1, 2027 through December 31, 2029, with renewal options as stated herein

IMPORTANT NOTICE

Proposers are responsible for monitoring the electronic posting for addenda and submitting a complete proposal before the deadline.

City of Fircrest | 115 Ramsdell Street | Fircrest, WA 98466

1. Invitation and Project Overview

The City of Fircrest (City) invites proposals and price quotations from qualified contractors for recurring landscape maintenance services at City facilities, parks, landscaped traffic islands, rights-of-way, and utility sites. The work includes routine turf and planting-bed maintenance, seasonal services, debris removal, and authorized supplemental landscape work.

The City intends to award a public works contract to the lowest responsive, responsible proposer whose submission meets the requirements of this solicitation. Qualifications and references will be reviewed as responsibility considerations; price and compliance with the solicitation will govern award. The City reserves all rights allowed by law, including rejecting any or all proposals, waiving minor irregularities, requesting clarification, and canceling or reissuing the solicitation.

2. Procurement Method and Schedule

This procurement will be conducted through the Tacoma Daily Index, Daily Journal of Commerce and the Builders Exchange of Washington (BXWA). Only timely submissions received will be considered.

Anticipated Notice of Award	Upon Approval by City Council
Anticipated Notice to Proceed	January 1, 2027

The City may revise the schedule by addendum. Oral explanations are not binding. Material interpretations or changes will be issued only by written addendum through the solicitation platform.

3. Contract Term and Estimated Value

The anticipated initial term is January 1, 2027 through December 31, 2029. Subject to satisfactory performance, budget authorization, mutual agreement, and applicable procurement requirements, the City may extend the agreement for additional one-year periods. Any annual price adjustment must be expressly approved in writing and may not exceed 100 percent of the prior June-to-June Seattle-Tacoma-Bellevue CPI-W change unless otherwise negotiated and authorized by the City.

Estimated Bid Range - $85,000-$100,000 annually

4. Minimum Contractor Qualifications

- Active registration as a contractor in Washington State and all licenses required for the work.
- A Unified Business Identifier (UBI), City of Fircrest business license before commencing work, and any required pesticide/applicator credentials.
- Demonstrated experience maintaining municipal, institutional, commercial, or comparable multi-site landscapes.
- Ability to provide adequate staffing, supervision, equipment, traffic-control measures, and response capacity throughout the contract term.
- Compliance with mandatory bidder responsibility criteria and all applicable federal, state, and local laws.
- Capacity to satisfy insurance, bonding, retainage, prevailing-wage, and public-works reporting requirements stated in the final contract.

5. Proposal Submission Requirements

Submit one complete electronic proposal containing the following, in the order shown:

1. Signed Proposal Certification and Acknowledgment of Addenda.
2. Completed Price Proposal, including the annual lump sum, monthly schedule of values, site allocation, and requested unit prices.
3. Brief company profile identifying the project manager, field supervisor, staffing plan, and years of relevant experience.
4. Description of equipment and operational approach, including quality control, schedule coordination, urgent-response procedures, and protection of City property.
5. Three references for comparable landscape maintenance contracts completed or actively performed within the last five years.
6. List of proposed subcontractors and the work each would perform, if applicable.
7. Disclosure of any exceptions to the solicitation or proposed contract. Silence will be interpreted as acceptance.

6. General Scope and Performance Requirements

Contractor-provided resources: Unless specifically stated otherwise, the Contractor shall furnish all labor, supervision, equipment, tools, transportation, fuel, materials, supplies, safety devices, and incidentals required for complete performance.

Damage and restoration: The Contractor shall immediately report damage or loss caused by its operations to the Public Works Director or designee. The Contractor shall repair or replace damaged City or private property to the City's satisfaction within five calendar days, or sooner when required for safety or continuity of service.

Work schedule: Before beginning work, the Contractor shall provide a weekly and monthly work schedule. Changes must be coordinated in writing. The Contractor shall adjust operations for City events, park programming, emergencies, weather, and other City needs without reducing required service.

Permitted work hours: Routine maintenance shall occur between 7:00 a.m. and 6:00 p.m. on **Tuesdays**, unless the City authorizes another schedule. The City may establish site-specific hours due to noise sensitivity, public use, or conflicting activities.

Communication: The Contractor shall designate one authorized representative who can receive direction, address deficiencies, and respond promptly to urgent issues. Field crews shall communicate respectfully with City staff and the public.

Quality standard: All areas shall present a neat, healthy, safe, and consistently maintained appearance. Work shall be completed using accepted horticultural practices and in a manner that protects buildings, utilities, pavement, curbs, irrigation, trees, pedestrians, vehicles, and adjacent property.

Deficiency correction: The City may provide written or verbal notice of deficient work. Unless a different period is stated, the Contractor shall correct the deficiency within two business days at no additional cost.

7. Technical Maintenance Specifications

1. Mowing - Weekly

Mow maintained turf to a uniform height between 1 inch and 1-1/2 inches unless otherwise directed. Use power-propelled reel-type mowers with reels of at least five blades. Maintain equipment to provide a smooth, even cut without tearing, ridges, or depressions. Rotary mowers may be used only for trimming and rough areas unless approved by the City.

2. Edging - Weekly

Mechanically edge turf adjacent to sidewalks, patios, curbs, asphalt walkways, shrub beds, and similar hard surfaces. Remove all resulting debris.

3. Trimming - Weekly

Trim around trees, posts, fences, signs, buildings, irrigation components, and other objects. Prevent bark, fixture, and property damage from string trimmers or other equipment.

4. Fertilizing - Three applications, May through October

Apply at manufacturer-recommended rates on a schedule approved by the City. Unless otherwise directed, fertilizer will be furnished by the City. At Wells 6 and 7, use only City-approved slow-release fertilizer with no manure content.

5. Pest and weed control - As needed

Control moss, broadleaf weeds, and tunneling-rodent damage using legal and appropriate methods. Contractor shall furnish materials and maintain all required licenses and records. No herbicides or

pesticides may be used at Wells 6 and 7. No herbicide or chemical application is allowed within 100 feet of a wellhead unless expressly approved in writing.

6. Core aeration - Annually by mid-June

Aerate turf at Alice Peers Park, City Hall, Public Safety Building, and Fircrest Tennis Courts using core-removal equipment. Remove cores from the site. Include Fircrest Park only when specifically added by written direction or contract amendment.

7. Thatch removal / annual site service

Where identified in the site matrix, perform annual thatch removal in May using power equipment, remove material, and complete associated annual cleanup or turf attention directed by the City.

8. Turf repair - As needed

Overseed, level, and repair turf as necessary to maintain a healthy, uniform appearance. Contractor shall furnish seed, soil amendments, and incidental repair materials unless otherwise stated.

9. Shrub pruning - As needed

Prune minimally to maintain a groomed natural form and required pedestrian and vehicle clearance. Keep curbs, walks, drives, parking areas, signs, and sight lines clear. Repair damage caused by improper pruning.

10. Shrub-bed weeding - Weekly or as needed

Maintain decorative planting beds in a weed-free condition. Follow all wellhead protection restrictions.

11. Shrub-bed edging - As needed

Mechanically edge turf adjoining planting beds and remove debris.

12. Cleaning - Each service visit

Remove litter, garbage, branches, clippings, leaves, and maintenance debris from grounds, parking lots, driveways, patios, and walkways before leaving the site. Do not sweep or blow debris into streets, storm drains, neighboring property, or landscaped areas.

13. Seasonal Flower installation – Annually

Plant annuals in designated planter boxes and flower beds at designated sites.

14. Irrigation Startup – Annually

Startup, test, adjust clock, and repair as necessary at all listed sites.

15. Tree Trimming – Annually

123 Kwanzan Cherry Trees on Regents Blvd between Orchard St S and Alameda Ave, 22 Maple trees on San Juan Ave between Ramsdell St and Electron Way, 26 on Sentry Crimson Maple Emerson St (north side only) between Orchard St S and Edwards Ave.

8. Site and Frequency Matrix

Task numbers correspond to Section 7. “Weekly” work is generally required March 1 through October 31. “As needed” and annual work shall be coordinated with Public Works. Maps in Appendix A define the approximate maintenance limits and do not relieve the Contractor from verifying conditions.

Site	Weekly Tasks	As Needed	Annual
Alice Peers Park and Regents Boulevard	1, 2, 3, 4, 5, 6, 7	7, 8, 9, 10, 11, 12	7,15
City Hall	1, 2, 3, 4, 5, 6, 7	7, 8, 9, 10, 11, 12	7,13
Columbia Avenue and Summit Avenue Roundabout	1, 2, 3, 4, 5, 7	7, 8, 10, 11, 12	7,14
Emerson Street Entry Island	1, 2, 3, 4, 5, 6, 7	7, 8, 10, 11 ,12	7,13,14,15
Fircrest Recreation Center / Pool House	1, 2, 3, 4, 5, 6, 7	7, 8, 9, 10, 11, 12	7
Lower Business District Bulb-Outs	5, 6, 7	10, 12	7,13,14
George Masko Park - Perimeter Only	1, 2, 3, 4, 7	7, 8, 9, 10, 11, 12	7
Public Safety Building	1, 2, 3, 4, 5, 6, 7	7, 8, 9, 10, 11, 12	7,13
Public Works Building	1, 2, 3, 4, 5, 6, 7	7, 8	7,13
Regents Boulevard and Alameda Avenue - Big Island	1, 2, 3, 4, 5, 6, 7	8, 9, 10, 11, 12	7,13,14
Regents Boulevard and Mildred Street Entryway Sign	5, 6, 7	9, 10, 12	7,13,14
Regents Boulevard and Orchard Street Entryway Island	9, 10, 12	10, 12	7,13,14
Tot Lot and Tennis Courts	1, 2, 3, 4, 5, 6, 7	7, 8, 9, 10, 11, 12	7
West Mount Court - Wells 6 and 7	1, 2, 3, 7	None	7,14

9. Safety, Environmental, and Site Protection

- Comply with all applicable safety rules and provide trained personnel, personal protective equipment, traffic control, and public separation appropriate to the work.
- Maintain access for emergency vehicles, City operations, pedestrians, and persons with disabilities. Do not obstruct sidewalks, entrances, fire lanes, hydrants, or utility facilities.
- Use chemicals only in accordance with labeling, law, licensing requirements, and City restrictions. Provide safety data sheets and application records upon request.
- Prevent sediment, clippings, chemicals, fuel, and debris from entering the stormwater system. Immediately contain and report spills.
- Locate and protect visible irrigation, utilities, monuments, signs, lighting, and site furnishings. Contact the appropriate utility-locate service when excavation or subsurface work is authorized.
- Secure equipment and work areas. The City is not responsible for loss of Contractor equipment or materials.

10. Prevailing Wage and Public Works Compliance

The work is anticipated to constitute a Washington public work. The Contractor and every subcontractor shall comply with chapter 39.12 RCW and all applicable Department of Labor & Industries requirements, including payment of prevailing wages, filing approved Statements of Intent to Pay Prevailing Wages before payment, and filing approved Affidavits of Wages Paid before final payment and release. The applicable wage rates are those in effect on the solicitation's required effective date and incorporated into the final contract by reference or attachment.

The Contractor shall comply with applicable public-works contractor registration, industrial insurance, employment security, excise-tax, licensing, apprenticeship, retainage, bond, and responsible-bidder requirements. The City will not make payment contrary to required public-works documentation.

11. Insurance, Bonding, Indemnification, and Contract Documents

The successful proposer shall execute the City's agreement and provide required insurance endorsements, certificates, performance and payment security, and other documents within the time stated in the notice of award. Final limits, forms, and requirements will be included with or incorporated into the contract. Failure to timely furnish required documents may result in withdrawal of award and selection of the next eligible proposer.

The final agreement will include indemnification, defense, insurance, termination, records, nondiscrimination, public disclosure, dispute resolution, and other standard City provisions. The City may require a performance and payment bond or apply an alternative allowed by law based on the final contract amount and procurement method.

12. Invoicing and Payment

- Invoice monthly after completion of the billed work.
- Itemize work by site, service date, base-contract service, and separately authorized extra work.
- Include supporting documentation requested by the City, including approved prevailing-wage filings.
- Do not bill for unauthorized work, correction of deficiencies, travel, mobilization, equipment, or incidental materials unless expressly identified as a separate payable item.
- Payment is subject to City acceptance, applicable retainage, taxes, and Washington public-works requirements.

13. Proposal Evaluation and Award

The City will first determine whether each proposal is timely, complete, and responsive. The City will then review bidder responsibility, references, qualifications, capacity, and compliance with mandatory and any stated supplemental responsibility criteria. Subject to applicable law and City authorization, award is intended to be made to the lowest responsive, responsible proposer based on the evaluated annual price, including only those alternates or unit-price quantities the City identifies for evaluation.

The City may verify references, request clarification, correct an apparent clerical extension error using the stated unit price, and investigate responsibility. The City will not permit a proposer to revise its price or materially alter its proposal after the deadline except as allowed by law.

14. Questions, Addenda, and Public Records

Submit questions through the method identified in the MRSC posting by the stated deadline and acknowledge every addendum. Proposals may be disclosed under the Washington Public Records Act. Any claimed exemption must be clearly identified with its legal basis; the City does not guarantee confidentiality.

PRICE PROPOSAL

Proposer: _____ **Date:** _____

The proposer offers to perform the complete base scope for the amounts below. Prices shall include all labor, supervision, equipment, transportation, overhead, profit, and incidentals. Washington sales tax, if applicable, shall be shown separately.

Base Contract Site	Annual Amount	Monthly Amount	Notes
Alice Peers Park and Regents Boulevard	$_____	$_____	
City Hall	$_____	$_____	
Columbia Avenue and Summit Avenue Roundabout	$_____	$_____	
Emerson Street Entry Island	$_____	$_____	
Fircrest Recreation Center / Pool House	$_____	$_____	
Lower Business District Bulb-Outs	$_____	$_____	
George Masko Park - Perimeter Only	$_____	$_____	
Public Safety Building	$_____	$_____	
Public Works Building	$_____	$_____	
Regents Boulevard and Alameda Avenue - Big Island	$_____	$_____	
Regents Boulevard and Mildred Street Entry Island	$_____	$_____	
Regents Boulevard and Orchard Street Entry Island	$_____	$_____	
Tot Lot and Tennis Courts	$_____	$_____	
West Mount Court - Wells 6 and 7	$_____	$_____	
Irrigation startup	$_____	$_____	
Tree trimming	$_____	$_____	
Seasonal flower installation	$_____	$_____	
BASE ANNUAL TOTAL			**$_____**
Washington sales tax, if applicable			**$_____**
TOTAL PROPOSAL PRICE			**$_____**

CONTRACTOR INFORMATION AND REFERENCES

Legal Business Name: _____	**Washington Contractor Registration No.:** _____
UBI No.: _____	_____
Primary Contact / Title: _____	**Email / Phone:** _____
Business Address: _____	**Pesticide / Applicator License(s), if applicable:** _____
Project Manager: _____	**Field Supervisor:** _____
Years in Business: _____	**Number of Field Employees:** _____

Comparable Contract References

Reference 1

Agency / Client: _____	**Contract Value:** _____
Contact / Phone / Email: _____	**Contract Dates:** _____
Scope and Sites Maintained: _____	**Current Contract? Yes / No:** _____

Reference 2

Agency / Client: _____	**Contract Value:** _____
Contact / Phone / Email: _____	**Contract Dates:** _____
Scope and Sites Maintained: _____	**Current Contract? Yes / No:** _____

Reference 3

Agency / Client: _____	**Contract Value:** _____
Contact / Phone / Email: _____	**Contract Dates:** _____
Scope and Sites Maintained: _____	**Current Contract? Yes / No:** _____

PROPOSAL CERTIFICATION

By signing below, the proposer certifies that it has examined the solicitation, site information, and all addenda; has independently verified conditions affecting price and performance; agrees to perform the work for the prices submitted; accepts the solicitation requirements except for expressly disclosed exceptions; and certifies that the information provided is true and complete.

- The proposer is eligible to perform public work in Washington and is not disqualified from bidding.
- The proposer will pay applicable prevailing wages and complete all required filings.
- The proposal remains valid for 60 calendar days after the deadline.
- The proposer has acknowledged all addenda listed below.
- No collusion or unlawful agreement affected this proposal.

Authorized Signature: _____	**Date:** _____
Printed Name: _____	**Title:** _____
Addenda Acknowledged: _____	**Federal Tax ID (last four digits only):** _____
Exceptions attached? Yes / No: _____	**Subcontractors attached? Yes / No:** _____

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FIRCREST CITY COUNCIL AGENDA SUMMARY

AGENDA TOPIC: **Resolution Amending Contract with Olbrechts & Associates, PLLC for Hearing Examiner Services**

ITEM: **13F**

DATE: **November 10, 2026**

FROM: **Dawn Masko, City Manager**

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute Amendment #7 to the Professional Services Agreement with Olbrechts & Associates, PLLC, for Hearing Examiner services.

PROPOSAL: The City Council is being asked to authorize the City Manager to execute an amendment to the Professional Services Agreement with Olbrechts & Associates, PLLC, to extend the agreement through December 31, 2027, and to update the fees for services.

FISCAL IMPACT: A proposed rate increase of $5.00 per hour is proposed. The current rate is $195 per hour, and the new rate would be $200 per hour. There would be minimal fiscal impact on the City as the cost of the Hearing Examiner is passed along to the applicant.

ADVANTAGES: Mr. Olbrechts brings two decades of hearing examiner experience and has an approach that makes the hearing process accessible and understandable to all participants.

DISADVANTAGES: None identified.

ALTERNATIVES: The City could consider another firm with equivalent experience.

BACKGROUND: Olbrechts & Associates has provided hearing examiner services to Fircrest since May 2019, conducting quasi-judicial hearings on complex land-use and regulatory compliance issues.

ATTACHMENTS: Resolution
Olbrechts & Associates Contract Amendment #7

CITY OF FIRCREST
RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT #7 TO THE PROFESSIONAL SERVICES AGREEMENT WITH OLBRECHTS & ASSOCIATES, PLLC FOR HEARING EXAMINER SERVICES.

WHEREAS, the City of Fircrest has contracted with Olbrechts & Associates, PLLC, to provide hearing examiner services; and

WHEREAS, the current contract term will expire on December 31, 2026; and

WHEREAS, Section 6 of said Agreement provides for the option to extend the term of the Agreement for one year; and

WHEREAS, Section 17 of said Agreement provides for the hourly rate of the Hearing Examiner; and

WHEREAS, the City of Fircrest desires to maintain these services.

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

Section 1. The City Manager is hereby authorized and directed to execute Amendment #7 to the Professional Services Agreement with Olbrechts & Associates, PLLC, for Hearing Examiner services, extending the term of the agreement through December 31, 2027, and increasing the hourly compensation.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 10th day of November 2026.

APPROVED:

_____
Nikki Bufford, Mayor

ATTEST:

_____
Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

_____
Lisa Marshall, City Attorney

AMENDMENT #7
TO THE CITY OF FIRCREST
PROFESSIONAL SERVICES AGREEMENT WITH OLBRECHTS & ASSOCIATES, PLLC, FOR HEARING EXAMINER SERVICES

This amendment is hereby made and entered into this 10th day of November 2026 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the "City," and Olbrechts & Associates, PLLC, hereinafter referred to as "Consultant."

WITNESSETH:

1. **Purpose**
The purpose of this second amendment is to amend the May 14, 2019, agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the May 14, 2019, agreement shall remain in full force and effect. The amendment is as follows:

2. Section 6 is hereby amended to read as follows:

> **Term of Agreement:** This agreement shall be in effect from January 1, 2027, to December 31, 2027, and may be renewed yearly thereafter. Either party may terminate this Agreement upon thirty (30) days' written notice to the other party.

3. Section 17 is hereby amended to read as follows:

> **Compensation:** The hourly rate for the Hearing Examiner is $200.00. Alternate attorney examiners will be billed at 90% of that rate ($180.00), planner examiners at 75% of that rate ($150.00), and decision writers at up to $77.50 per hour. In addition to hourly rates, mileage will be charged at the current IRS rate from either Seattle or the home/office of the presiding examiner, whichever distance is shorter. One hour of travel time will also be billed for in-person hearings, along with any incidental costs such as transcription fees. Rev.com will be billed at $0.25 per minute.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in duplicate, each of which shall be deemed as originals, in the year and day first above mentioned.

CITY OF FIRCREST

By _____
Dawn Masko, City Manager

OLBRECHTS & ASSOCIATES, PLLC

By _____
Phil Olbrechts

Approved as to Form:

By _____
Lisa Marshall, City Attorney

Agenda Home

FIRCREST CITY COUNCIL AGENDA SUMMARY

AGENDA TOPIC: **Psomas. P.S. On-Call Engineering Services Amendment No. 12**

ITEM: **13G**

DATE: **November 10, 2026**

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

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute Amendment No. 12 to the Professional Services Agreement with Psomas, P.S., for continued on-call engineering services through December 31, 2027.

PROPOSAL: The City Council is being asked to authorize the City Manager to execute Amendment No. 12 to the Professional Services Agreement with Psomas, P.S., to provide continued on-call engineering services from January 1 through December 31, 2027. The amendment also incorporates an updated professional services fee schedule for 2027.

FISCAL IMPACT: The agreement does not establish a fixed contract amount. Engineering services will be provided on a task order basis, with each assignment defining the scope of work and estimated cost. Expenditures will be charged to the professional services budget of the applicable department or project and will remain within approved budget appropriations. The amendment establishes the professional services rates applicable to work performed in 2027.

ADVANTAGES: Continuing the on-call engineering agreement provides the City with access to a broad range of engineering expertise as needs arise. This arrangement allows Public Works to efficiently advance project design, technical reviews, and construction support without the additional time and administrative costs associated with separate consultant selection and contracting for each assignment.

DISADVANTAGES: None identified.

ALTERNATIVES: Council may decline to approve the amendment and instead authorize separate professional services agreements as engineering needs arise. This approach could delay project delivery due to the additional time required for consultant selection and contracting.

BACKGROUND: Psomas, formerly KPG/Psomas, has provided on-call engineering services to the City since 2016. During this time, the firm has supported numerous City projects, including the Alameda Avenue Sidewalk Improvements, South Orchard Street Grind and Overlay, Claremont Street Grind and Overlay, and Electron Crosswalk projects. Psomas has consistently delivered quality services, and both parties wish to continue the on-call engineering relationship through this contract amendment.

ATTACHMENTS: Resolution
Amendment #12 to the Professional Services Agreement
2027 Professional Services Fee Schedule
2026 Professional Services Fee Schedule

CITY OF FIRCREST
RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 12 TO THE PROFESSIONAL SERVICE AGREEMENT WITH PSOMAS, P.S. FOR ON-CALL ENGINEERING SERVICES FOR SERVICES.

WHEREAS, the City of Fircrest has contracted with Psomas. P.S. since 2016 for on-call engineering services in support of City projects and Public Works operations; and

WHEREAS, the current Agreement expires on December 31, 2026, and the City wishes to continue utilizing Psomas, P.S. for on-call engineering services through December 31, 2027, incorporating the updated 2027 schedule of charges identified in "Exhibit B" to the Amendment; and

WHEREAS, work is authorized through individual task orders defining the scope, schedule, and estimated cost of each assignment, subject to available appropriations in the applicable department or project budget;

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

Section 1. Authorization. The City Manager is hereby authorized and directed to execute Amendment No. 12 to the Professional Service Agreement with Psomas, P.S., extending the term of the agreement through December 31, 2027, and updating the 2027 professional services fees.

Section 2. Task Orders. Services under the agreement shall be authorized by individual task order and funded within available appropriations in the applicable department or project budget.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 10th day of November 2026.

APPROVED:

_____
Nikki Bufford, Mayor

ATTEST:

_____
Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

_____
Lisa Marshall, City Attorney

AMENDMENT NO. 12
TO THE CITY OF FIRCREST
PROFESSIONAL SERVICES AGREEMENT
WITH PSOMAS, P.S. FOR ON-CALL ENGINEERING SERVICES

This Twelfth Amendment is hereby made and entered into this 10th day of November 2026 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the "City," and Psomas, P.S., hereinafter referred to as "Consultant', to be effective January 1, 2027.

WITNESSETH:

1. **Purpose**

This Twelfth Amendment amends the March 22, 2016 Professional Services Agreement for on-call engineering services, as previously amended. Except as expressly modified by this amendment, all other terms and conditions of the Agreement, as amended, remain in full force and effect.

2. Schedule of Charges

Exhibit B is hereby replaced with a new Exhibit B to reflect the 2027 Professional Services Fee Schedule.

2. Term of Agreement

The term of the Agreement is extended through December 31, 2027.

IN WITNESS WHEREOF, the parties execute this amendment in three counterparts, each of which is deemed an original, in the year and day first above mentioned. .

CITY OF FIRCREST

By _____
Dawn Masko, City Manager

PSOMAS P.S.

By _____

Approved as to Form:

By _____
Lisa Marshall, City Attorney

PSOMAS

EXHIBIT B

Psomas
City of Fircrest On-call 2027 Rates
Effective January 1, 2027 through December 31, 2027

Classification	2027 Inclusive Rate (Rounded to $1)
Principal	323
Engineering Manager I	263
Engineering Manager II	294
Asst. Engineering Manager	240
Senior Engineer I	219
Senior Engineer II	241
Project Engineer I	184
Project Engineer II	208
Design Engineer I	148
Design Engineer II	155
Design Engineer III	166
Engineering Technician	126
Technician	122
Engineering Assistant	102
Senior Project Manager Survey	294
Survey Crew I (w/Equip)	237
Survey Crew II (w/Equip)	301
Field Surveyor I	94
Field Surveyor II	115
Field Surveyor III	168
Project Surveyor I	171
Project Surveyor II	195
Surveyor I	103
Surveyor II	140
Surveyor III	166
Urban Design Manager	242
Senior Landscape Architect I	203
Senior Landscape Architect II	221
Project Landscape Architect I	172
Project Landscape Architect II	184
Landscape Designer I	117
Landscape Designer II	128
Landscape Designer III	147
Landscape Assistant	98
Senior Transportation Planner	232
Transportation Planner I	135
Transportation Planner II	147
Transportation Planner III	159
Environmental Manager	256
Senior Environmental Planner I	210
Senior Environmental Planner II	233
Senior Environmental Planner III	253
Managing Biologist I	202
Managing Biologist II	226
Managing Biologist III	249
Senior Archaeologist	187
GIS Manager	178
Senior Biologist I	156
Senior Biologist II	173
Word Processor	131

PSOMAS

Psomas
City of Fircrest On-call 2027 Rates
Effective January 1, 2027 through December 31, 2027

Classification	2027 Inclusive Rate (Rounded to $1)
Biologist I	101
Biologist II	118
Biologist III	142
Environmental Planner I	173
Environmental Planner II	190
Editor	101
GIS Tech	97
Cultural Resources Manager	233
Cultural Resources Specialist I	111
Cultural Resources Specialist II	121
Cultural Resources Specialist III	132
Cultural Resources Specialist IV	143
Cultural Resources PM I	156
Cultural Resources PM II	173
Cultural Resources PM III	189
Cultural Resources PM IV	213
Cultural Resources GIS/Tech	158
Senior Construction Manager	292
Construction Manager	230
Senior Resident Engineer	211
Resident Engineer	178
Assistant Resident Engineer	155
Senior Construction Observer	218
Construction Observer I	109
Construction Observer II	145
Construction Observer III	171
Construction Technician	109
Document Control Specialist I	135
Document Control Specialist II	153
Document Control Specialist III	175
Document Control Admin	118
Construction Assistant	103
CAD Manager	200
Senior CAD Technician	178
CAD Technician	139
Business Manager	236
Senior Admin	157
Office Admin	123
Office Assistant	109

Subs billed at cost plus 5%.
Reimbursables billed at actual costs.
Mileage billed at the current approved IRS mileage rate.

Psomas
Summary of Negotiated Costs
Effective January 1, 2026 through December 31, 2026

Classification	2026 Inclusive Rate (Rounded to $1)
Principal	318
Engineering Manager I	251
Engineering Manager II	288
Asst. Engineering Manager	237
Senior Engineer I	216
Senior Engineer II	227
Project Engineer I	183
Project Engineer II	207
Design Engineer I	146
Design Engineer II	155
Design Engineer III	166
Engineering Technician	125
Technician	112
Engineering Assistant	100
Senior Project Manager Survey	275
Survey Crew I (w/Equip)	234
Survey Crew II (w/Equip)	297
Field Surveyor I	113
Field Surveyor II	147
Field Surveyor III	166
Project Surveyor I	169
Project Surveyor II	189
Surveyor I	102
Surveyor II	141
Surveyor III	157
Urban Design Manager	242
Senior Landscape Architect I	199
Senior Landscape Architect II	220
Project Landscape Architect I	171
Project Landscape Architect II	183
Landscape Designer I	116
Landscape Designer II	127
Landscape Designer III	146
Landscape Assistant	98
Senior Transportation Planner	223
Transportation Planner	135
Environmental Manager	251
Senior Environmental Planner I	199
Senior Environmental Planner II	268
Managing Biologist I	199
Managing Biologist II	222
Managing Biologist III	252
Senior Archaeologist	185
GIS Manager	175
Senior Biologist I	149
Senior Biologist II	172
Word Processor	129
Biologist I	87
Biologist II	116
Biologist III	140
Environmental Planner	172
Editor	99
GIS Tech	96
Cultural Resource Specialist	90
Senior Construction Manager	282
Construction Manager	216
Senior Resident Engineer	203
Resident Engineer	169
Assistant Resident Engineer	149
Senior Construction Observer	210
Construction Observer I	124
Construction Observer II	140
Construction Observer III	156
Construction Technician	105
Document Control Specialist I	126
Document Control Specialist II	148
Document Control Specialist III	167
Document Control Admin	114
Construction Assistant	99
CAD Manager	197
Senior CAD Technician	152
CAD Technician	137
Business Manager	194
Senior Admin	155
Office Admin	121
Office Assistant	108

Subs billed at cost plus 5%.
Reimbursables billed at actual costs.
Mileage billed at the current approved IRS mileage rate.