

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

Mayor Hunter T. George called the regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers Shannon Reynolds, David M. Viafore, Blake Surina, Denny Waltier, and Jamie Nixon were present. Councilmember Brett Wittner was absent and excused.

**PRESIDING OFFICER'S REPORT**

**A. Community Center and Pool Update**

City Manager Pingel stated that the first meeting of the Fircrest Pool, Community Center and Parks Steering Committee was scheduled for April 18, 2018 at 6:00 P.M. at the Community Center. Parks and Recreation Director Grover briefed the Council on the Steering Committee membership, indicating he had received verbal commitments as well as applications to serve on the Steering Committee. George stated that only the three appointed councilmembers could attend this Steering Committee meeting, and that if one of those councilmembers could not attend, that they should alert Nixon as the alternate. There was a brief discussion on the promotion and advertisement of the Steering Committee member recruitment, which included the utilization of social media and the City's website as well as reaching out to the individuals identified in the charter.

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

George invited public comment. None were provided.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Administration**

Waltier indicated he did not meet with Pingel the previous week as Pingel was on vacation and as such, no report was provided.

**B. Environmental, Planning and Building**

Reynolds indicated she did not meet with Planning and Building Administrator and as such, no report was provided.

**C. Finance, IT, Facilities**

Nixon provided an update on the recruitment status of the Senior Maintenance Supervisor position and indicated the purchasing card policy and first quarter reports would be on the May 8, 2018 Council agenda. Nixon stated that the Finance Director would be attending the WPTA Conference the following week, the Department acquired two interns to assist with policy reviews and financial/payroll work, and staff was working on the online registration for the Parks and Recreation Department. Finance Director Corcoran stated that she was in contact with several vendors to obtain more information related to online registration.

**CONSENT CALENDAR**

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 211045 through Voucher Check No. 211120 in the amount of \$338,341.48; approval of Payroll Check No. 13106 through Voucher Check No. 13112 in the amount of \$101,159.86; approval of Payroll Check No. 13113 through Voucher Check No. 13122 in the amount of \$6,465.42; approval of Payroll Check No. 13123 through Voucher Check No. 13128 in the amount of \$106,751.32; approval of the March 19, 2018 Council special meeting minutes; approval of the March 27, 2018 regular Council meeting minutes; setting a public hearing on April 24, 2018 to receive comments on amendments to Fircrest Municipal Code Sections 22.07.004 and .005,

related to Type II-A Public Notices; and setting a public hearing on April 24, 2018 to receive comments on amendments to Fircrest Municipal Code Sections 22.58, related to Accessory Building Setbacks. **Reynolds MOVED to approve the Consent Calendar as read; seconded by Surina.** Viafore removed the following items for discussion and to be voted on separately: March 27, 2018 regular Council meeting minutes; setting a public hearing on April 24, 2018 to receive comments on amendments to Fircrest Municipal Code Sections 22.07.004 and .005, related to Type II-A Public Notices; and setting a public hearing on April 24, 2018 to receive comments on amendments to Fircrest Municipal Code Sections 22.58, related to Accessory Building Setbacks. **The Motion Carried As Modified (6-0).** Viafore requested the section of the March 27, 2018 minutes pertaining to the Fircrest Pool, Community Center and Parks Steering Committee Charter include language specifying the changes that led to the final Steering Committee charter document. Viafore expressed his concerns regarding the 14-day notice for the public hearings and requested to increase the notice period to enhance transparency and public awareness. A question arose regarding the distribution of Planning Commission minutes and Planning and Building Administrator Stahlnecker indicated staff would resume distributing the Planning Commission minutes to councilmembers. **Viafore MOVED to set a public hearing on May 8, 2018 to receive comments on amendments to Fircrest Municipal Code Sections 22.07.004 and .005, related to Type II-A Public Notices; seconded by Reynolds. The Motion Carried (6-0).** Viafore **MOVED to set a public hearing on May 8, 2018 at 7:15 P.M. or shortly thereafter to receive comments on amendments to Fircrest Municipal Code Sections 22.58, related to Accessory Building Setbacks; seconded by Reynolds. The Motion Carried (6-0).**

#### **PUBLIC HEARING**

No public hearing was scheduled.

#### **UNFINISHED BUSINESS**

There was no unfinished business.

#### **NEW BUSINESS**

##### **A. Traffic Light Improvement Project Close-Out**

Public Works Director Wakefield briefed the Council on the Traffic Signal Safety Improvement Project, stating the project was completed under budget and within the contract time limits. **Reynolds MOVED to accept the contract for the Traffic Signal Safety Improvement Project completed by Northeast Electric, LLC in the final contract amount of \$231,986.00; seconded by Surina.** George invited councilmember comment; George commended the project. George invited public comment; none were provided. **The Motion Carried (6-0).**

##### **B. Interlocal Agreement with Pierce County for Jail Services**

Pingel briefed the Council on the proposed Interlocal Agreement with Pierce County for the housing of inmates in the Pierce County Jail, stating there was a basic increase of 2.5% over the previous year; Pingel indicated this increase was substantially less than what the City was previously paying in 2016 and early 2017. Pingel stated the County agreed to include language in the agreement that except in extreme emergencies that they would notify the City in advance prior to incurring costs as a result of extraordinary medical, mental health, or dental care. **Surina MOVED to adopt Resolution No. 1528, authorizing the City Manager to enter into an Interlocal Agreement with Pierce County for the Housing of Inmates in the**

**Pierce County Jail; seconded by Reynolds.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (6-0).**

**C. Fundraising 101 Presentation by Linda Kay Briggs**

George introduced professional fundraiser Linda Kay Briggs and stated the concept of a professional fundraiser stemmed from a recommendation from the Names Family Foundation, who expressed interest in the pool and community center project, and strongly encouraged the City to employ a fundraising consultant. Briggs briefed the Council on what services The Briggs Group offers; capital campaigns; and a small case study. Briggs indicated that some of the services The Briggs Group offers include assessment of fund development departments, board of director training, board retreats, and fundraising solutions for capital campaigns. Briggs indicated that a capital campaign began with a feasibility study, which is a strategic tool to assess the community's perception of the importance of the need for which money is to be raised and size of the potential donor base and its ability to give. Briggs stated that in addition to the feasibility study, best practices in strategic fundraising could be used. Briggs indicated a clear, concise, and compelling case statement would be a strategy decision the City would need to form as well as building a budget, setting a goal amount, establishing the parameters of who would process the donations, marketing and solicitation tools, the recognition plan, creating strategies for major gift donors, identifying who would ask for the donations, planning the celebration event when the campaign goal was reached. Briggs briefed the Council on her involvement with the Foss Waterway Development Authority fundraising campaign, which included a feasibility study with one-hour, one-on-one interviews with 74 stakeholders. Briggs indicated the feasibility study created a quantitative voice about what they could expect from raising money from the stakeholders, and that the results of the feasibility study impacted their strategy and timeline. Briggs briefed the Council on some of the tasks performed in the first year, which included drafting a case statement, creating a perspective donor base, preparing the feasibility study, interviews, and analyzing the results to determine fundraising campaign strategies.

A brief question and answer session followed, which included: The Briggs Group staff; how would councilmembers participate; the City's legal capacity to accept donations for tax-deductible gifts; how the City could generate interest beyond city limits; and how the feasibility study could help determine the bond amount. Finance Director Corcoran stated the Internal Revenue Service permitted gifts to a local government entity as tax deductible and would provide more information to Council at a later time. Briggs provided the benefits of a 501(c)(3) in a capital campaign would be seen in the processing arm of the donations, especially if the donations were spread out over several years. Briggs indicated that relationships were important in seeking donations from stakeholders and that a formal gift approach structure to maximize donations would be a strategic tool.

**CITY MANAGER COMMENTS**

Pingel reported the City received a supplemental award letter from the Department of Commerce for the \$750,000 state capital budget award and indicated that staff would be working on meeting the requirements of the award. Pingel indicated the City received a letter from Pierce Transit announcing the appointment of Nancy Henderson to the Pierce Transit Board and thanking the City for participating in the election.

**DEPARTMENT HEAD COMMENTS**

None were provided.

**COUNCILMEMBER COMMENTS**

The Council thanked the public for their attendance and Briggs for her presentation. Additional comments included:


- Viafore inquired on the rise of a manhole on Ramsdell Street; Wakefield indicated that the grade of that manhole was maintained due to it being built on brick and mortar and that staff feathered out the grade during the paving and restoration of the street to lessen the impact. Viafore requested more information from the Finance Director regarding local entities and 501(c)(3)'s as it related to soliciting funds. Viafore commented on determining a fundraising goal for the pool and community center project and requested a future discussion on this topic.
- Reynolds commented that the Steering Committee April 18<sup>th</sup> meeting was scheduled the same time as the Pierce County Regional Council.
- Waltier commented on social media discussions on speeding on Alameda Avenue. A brief discussion followed regarding the traffic stacking on Alameda Avenue from Wainwright Intermediate School as well as traffic calming techniques to reduce speeding and increase pedestrian safety.
- George indicated the Investment Committee meeting was scheduled for April 16, 2018 at 5:00 P.M. and would report back to the full Council.

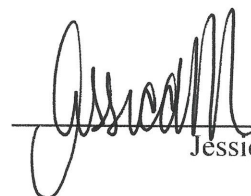
**EXECUTIVE SESSION**

There was none.

**ADJOURNMENT**

Viafore **MOVED** to adjourn the meeting at 8:16 P.M., seconded by Waltier. **The Motion Carried (6-0).**

  
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Hunter T. George, Mayor

  
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Jessica Nappi, City Clerk