

**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 David M. Viafore, Shannon Reynolds, Brett Wittner, Denny Waltier, and Blake Surina were present. Councilmember Jamie Nixon was absent and excused.

**PRESIDING OFFICER'S REPORT**

**A. Community Center and Pool Project**

City Manager Pingel reported that the request for qualifications (RFQ) for a capital campaign consultant was made available on November 21, 2018 through November 29, 2018, and stated that he anticipated bringing forth a professional services contract for Council consideration at the December 11, 2018 regular meeting. Pingel anticipated holding the interviews on December 5, 2018, and Viafore inquired about councilmember participation on the RFQ interview committee; George indicated up to two additional councilmembers should join him, Pingel, and the City's grant writer. Surina and Waltier volunteered to serve on the RFQ interview committee. Reynolds inquired about when the Steering Committee would meet; Parks and Recreation Director Grover indicated he would know more once ARC provided a schedule. George commented on utilizing the Steering Committee for design recommendations.

George indicated he did not anticipate holding an executive session as Pingel had already provided Council information that he had previously thought the Council had not received.

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

George invited public comment; there were none.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Parks and Recreation**

Wittner provided an update on Parks and Recreation, which included staff reviewing applicants for the vacant Community Event Specialist part-time position, potential changes to the annual Fun Days event, 5k function, and rescheduling the Tree Lighting ceremony start time to 6:00 P.M. starting in 2019. Wittner inquired about the Tot Lot access on Sundays; Grover indicated a volunteer typically unlocked the park and that he would bring forth a more reliable solution soon. Viafore commented on providing the Police Department a key to the park as a backup solution as it had been done in the past, and recommended exploring this option. Waltier commented on the Fun Days event, recommending adding a booth for councilmembers; Viafore recommended councilmember participation in the annual Strawberry Feed as they had done in previous years. Grover indicated both recommendations would be feasible.

**B. Pierce County Regional Council**

Reynolds reported that she was not present at the recent PCRC meeting and stated that PCRC would not meet in December.

**C. Public Safety, Court**

Viafore reported on a letter from the Tacoma Fire Department requesting amendments to the contract for fire services, which would authorize the assessment of certain fees and penalties in Fircrest beginning in 2019. Viafore commented that the proposed fees and penalties included non-emergent lift assistance in State license care facilities, false fire alarms, and commercial

fire protection systems compliance. Viafore reported that the Fircrest Police Chief was successful in obtaining a no trespass from the property owner that had a homeless camp, and indicated that the homeless individuals had moved on. Viafore reported that the new part-time Court Clerk would start the first week of December and that the Ruston Court would have its last court date mid-December.

**D. Street, Water, Sewer, and Storm Drain**

Surina reported on the Drake Street Lift Station, stating it would be completed soon. Surina indicated Chik-fil-A had all its permits, and that the Golf Course Condominiums completed their utility work and were now working on fencing and connections to single family homes. Surina thanked the Public Works crew for their work on the holiday decorations.

**E. Other Liaison Reports**

There were none.

**CONSENT CALENDAR**

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 212167 through Voucher Check No. 212210 in the amount of \$372,964.34; approval of Payroll Check No. 13505 through Payroll Check No. 13510 in the amount of \$98,953.38; and approval to register no objections to the liquor license renewal for Spring Lake Cafe located at 616 Regents Boulevard. **Reynolds MOVED to approve the Consent Calendar as read; seconded by Wittner. The Motion Carried (6-0).**

**PUBLIC HEARING**

**A. Fircrest Comprehensive Plan Amendments**

Planning and Building Administrator Stahlnecker briefed the Council on the proposed amendments to the City's Comprehensive Plan by incorporating the newly annexed area and updating the six-year Capital Facilities Improvements Plan, stating the Planning Commission recommended approval of the amendments. Stahlnecker indicated there was an error on map U-11 and would have the corrected map in the final version. Surina inquiring about demographics; Stahlnecker indicated the demographic data reflected 2010 data and would be updated after completion of the 2020 Census. At 7:21 P.M., George opened the public hearing and invited public testimony; none were provided. There was a brief discussion regarding Chik-fil-A being inside the City's utility area and potentially having a franchise with Pierce County. Pingel stated staff would confirm if/where the main sewer lines were located within the City's right-of-way. At 7:28 P.M., George closed the public hearing.

**B. FMC Title 22 Relating to the Use of a Hearing Examiner**

Stahlnecker briefed the Council on the proposal to amend zoning, subdivision, permit processing, and other development regulations contained in various chapters of Title 22 Land Development and additional regulations in Title 12 Buildings and Construction. Stahlnecker indicated that the proposed amendments to Title 22 would shift responsibility from the Planning Commission to a professional hearing examiner for reviewing, recommending, and acting on Type III-A, Type III-B and Type IV quasi-judicial project permit applications. Stahlnecker indicated that the proposed amendments to Title 12 would shift responsibility from the Planning Commission to a hearing examiner to act as a board of appeals for building code appeals and for hearing and deciding on building code variances. Stahlnecker indicated the amendments were prepared by the City's Principal Planner, Jeff Boers, and recommended by the City's Land Use Attorney. There was a brief discussion on the hiring process for a

hearing examiner, and staff indicated Council would be able to have oversight via the RFQ process. At 7:39 P.M., George opened the public hearing, and entered two items into the record: October 16, 2018 Planning Commission minutes and an email by the Master Builders Association of Pierce County Government Affairs Director commenting in support of the use of a hearing examiner. There was a brief discussion regarding the public hearing procedural process and whether the comments submitted before the opening of the public hearing were part of the record; City Attorney Smith indicated comments were part of the public hearing record after the hearing opened. George invited public testimony; there were none. At 7:43 P.M., George closed the public hearing. Viafore inquired about next steps; Stahlnecker indicated the Fircrest Comprehensive Plan Amendments would be presented for Council consideration at its December 11, 2018 and that information for Council consideration and a proposed RFQ would be brought before Council at a future meeting.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## **NEW BUSINESS**

### **A. Petty Cash Fund Increase**

Finance Director Corcoran briefed the Council on the proposal to increase the Petty Cash Fund to accommodate an additional \$50 change fund for each of Court, Recreation, and Finance, stating this new change would facilitate maintaining internal cash controls. **Wittner MOVED to adopt Ordinance No. 1628, amending Section 1 of Ordinance No. 1419 and FMC 3.20.360 relating to Petty Cash Fund to increase the amount of the Court Administrator, Parks Director and Finance Director change funds; seconded by Reynolds.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (6-0).**

### **B. Budget Amendment, 1<sup>st</sup> Reading**

Corcoran called attention to the updated handout to the agenda summary and attachments, and briefed the Council on the first reading of the proposed 2018 Budget amendment. Corcoran indicated the proposal would provide the necessary budget for additional funds required for the City's insurance premium, three-year audit, and citizen mailings for the pool and community center project, and increasing revenues for pool and community center parks donations. There was a brief discussion about community center and pool project expenditures and recovering those expenses through bond reimbursement. Corcoran indicated the second reading of the 2018 Budget amendment and consideration for Council approval would be scheduled for the December 11, 2018 regular Council meeting.

### **C. ARC Architects Contract Amendment #1**

Pingel briefed the Council on the proposed contract amendment with ARC Architects, stating the contract amendment would provide for design development through contract administration for the pool and bath house and for design development for the community center since the initial contract with ARC covered the schematic design phase only. Pingel indicated that the proposed combined fees for the pool and bath house for design development through contract administration totaled \$678,180. Pingel indicated that the proposed fees for design development for the community center totaled \$141,789 and \$214,172 for the pool and bath house design development phase alone, for a combined total for design development of \$355,961. Pingel stated that the City would need to initiate the construction documents phase prior to the April 2019 special election. There was a brief discussion about project costs

accuracy. Wittner **MOVED** to adopt Resolution No. 1563, authorizing the City Manager to amend the professional services agreement with ARC Architects to continue the design and construction of the Fircrest Pool and Community Center project; seconded by Surina. George invited councilmember comment; Viafore commented on defining roles and expectations regarding the Steering Committee, and commented on his geotechnical concerns. Surina commented on taking efforts to maintain the project under budget. George commented on the Steering Committee and its role it could have throughout the project. George invited public comment; none were provided. **The Motion Carried (6-0).**

**D. Summit Law Group Contract Amendment**

Pingel briefed the Council on the proposed contract amendment to the professional services agreement with Summit Law Group, stating the amendment would extend the date of the agreement to December 31, 2019 and update the schedule of rates. **George MOVED to adopt Resolution No. 1564, authorizing the City Manager to amend the professional services agreement with Summit Law Group for personnel legal services; seconded by Surina.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (6-0).**

**CITY MANAGER COMMENTS**

Pingel briefed the Council on exploring options regarding liability insurance, and stated the City was now rated in Tier I due to the steps the City had taken this past year. There was a brief discussion regarding the increasing liability insurance premiums, and there was a general consensus for the City Manager to submit a notice of intent to withdraw from its liability insurance carrier and explore options.

Pingel requested feedback from Council on the December 2018 and January 2019 study sessions; there was a general consensus to wait until the December 11, 2018 regular Council meeting to determine whether to hold the December 2018 study session.

**DEPARTMENT HEAD COMMENTS**

- Corcoran called attention to a handout that described a Scribner's error in the recently approved 2019 Budget ordinance. Corcoran indicated the correction totaled \$1,248 and that this amount changed the Total Fund Budget to \$1,021,081. Corcoran indicated that the three year audit was almost finished and that councilmembers were invited to an exit interview scheduled for December 3, 2018. Viafore and Waltier indicated that may be available for a 10:00 A.M. time slot. Corcoran indicated there were no audit findings.

**COUNCILMEMBER COMMENTS**

- Viafore had no comment.
- Reynolds had no comment.
- Wittner thanked the audience for their attendance, and commented on his appreciation of staff's work on the holiday decorations.
- Waltier thanked the audience for their attendance.
- Surina had no comment.
- George commented on the December 2, 2018 Tree Lighting ceremony, and thanked Surina and Waltier for their willingness to serve on the RFQ interview.

November 27, 2018

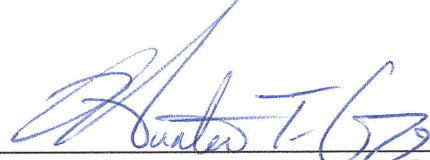
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**EXECUTIVE SESSION**

George canceled the executive session to discuss labor agreement pursuant to RCW 42.30.140, indicating there was no new information to provide.

**ADJOURNMENT**

Reynolds **MOVED** to adjourn the meeting at 8:12 P.M., seconded by Waltier. The Motion Carried (6-0).

A handwritten signature in blue ink, appearing to read "Hunter T. George", written over a horizontal line.

Hunter T. George, Mayor

A handwritten signature in black ink, appearing to read "Jessica Nappi", written over a horizontal line.

Jessica Nappi, City Clerk