

**FIRCREST CITY COUNCIL
STUDY SESSION AGENDA**

**TUESDAY, JANUARY 17, 2023
6:00 P.M.**

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

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Agenda Modifications**
- 5. [2022 Work Plan Status Update](#)**

Below is the call-in information for the public to listen via Zoom.

Zoom Meeting Details:

Dial-in Information: 1-253-215-8782 Webinar ID: 857 7769 7009 Password: 312044

FIRCREST CITY COUNCIL STUDY SESSION

AGENDA ITEM: 2022 Work Plan Status Discussion

DATE: January 13, 2023

FROM: Jayne Westman, Administrative Services Director

BACKGROUND: The last City Council Workshop was held on June 18, 2018. The primary goal/project that came out of that workshop was completing the new pool and community center project. Other priority goals/projects came out of that session as well. Attached is an updated project status table showing what our goals were, and the status of the projects as of December 31, 2022.

At the January 10th Council meeting, there was a consensus to bring back the updated goals to the January 17th Study Session. After reviewing Study Session documents, staff did not provide updated work plans in June. City Manager Pingel provided 2022 updates to the Council goals established in 2018. We discussed these items as part of the potential Council goals workshop. These discussions were held at the April and May Study Sessions.

YEARLY WORK PLANS: Each department submits a yearly work plan for the Council to review in February. To assist staff in formulating their work plans, it would be helpful for departments to understand the priorities of the Council. The 2023 budget does identify some priorities, such as the implementation of Laserfiche.

We plan to bring our 2023 proposed work plans to the February Study Session.

Attachment: [2018/19 Council Goals & 2022 Status](#)

FIRCREST CITY COUNCIL 2019 PRIORITY GOALS (2022 Update)

DEVELOP FACILITIES AND INFRASTRUCTURE INVESTMENT PLAN AND 5-YEAR C.I.P.

GOALS	STATUS
New Pool rebuild	Complete
Community Center replacement	Substantially Complete as of April 8, 2022, Waiting on final documents from Kassel to complete project close-out.
Entryway Improvements <ul style="list-style-type: none"> · Replace the entryway sign at Regents off of Mildred. Remove island. 	After meeting with Columbia Bank and additional Council discussion, it was decided to leave this entry sign as is.

UPDATE COMPREHENSIVE PLAN AND DEVELOPMENT CODES

GOALS	STATUS
Revise Commercial/Mixed Use Zones, Development Standards, and Initiatives	Complete. The Form-based Code adjustments have been made, which was the major initiative under this goal.

SUPPORT ORGANIZATION DEVELOPMENT AND TRAINING

GOALS	STATUS
Expand technology use and training for improved service delivery and information	<ul style="list-style-type: none"> - Public Works continues to install AMI meters. The City was awarded \$200,000 in the 2020 State Capital fund and \$171,000 in 2021 for this project. The complete overhaul should be completed by the end of 2022 or early 2023. -Public Works purchased the remaining meter to complete the exchange program (on the shelf, ready for install) Installation was paused in the Fall of '22 to not exceed the 800 meter allowance for the introductory rollout package. This has since been updated to accommodate for the rest of the system. The exchange program has been extended into '23. - RecDesk has been established for the Parks and Rec registration software solution. - Staff have implemented online options for passport appointments, online permitting, code compliance, public records requests, and job application options at a nominal cost to the City. - The City held its first DEI training in 2021.

Parks Maintenance and Capital Improvements included with the Pool Bond	Several Park Bond projects have been completed. Additional projects are budgeted to be completed in 2022. -Re-Bidding Tennis Court Project in Jan. 2023. Currently working on Fircrest Park and Field lighting Project with Bob Droll Landscape Architect. Will advertise Whittier Master Plan RFQ in Jan. 2023. - The '23 Budget has identified \$200k to replace the Fircrest Park Garage. This will be assessed and posted for Bid in '23
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MAINTAIN FINANCIAL STABILITY AND SUSTAINABILITY

GOALS	STATUS
5-year Financial Forecast (Forecasting Model) and 5-year CIP	A working forecast for the General has been established. In 2022, City staff completed a 5-year Water Fund forecast.
I.T. Plan and Implementation Schedule <ul style="list-style-type: none"> • Email and Office Suite to Office 365 • Smartphones • IT Audit 	<ul style="list-style-type: none"> - Office 365 has been implemented. - Smartphones were implemented for necessary staff for the 2019 budget. These have enhanced staff communications and will continue to help us streamline our processes and provide even greater utility and efficiency as new software systems are put into place (new meters and meter software). - A new web-based phone system was installed in 2022. - We completed an I.T. audit in mid-2019, and Council approved an I.T. Contract with Right Systems in early 2020. We hired a part-time IT Coordinator to assist with the IT needs of the City.
Expand Grants Search and Grantsmanship Activities	A new Grant Writer started in October 2018. She helped the City become successful with several major grants. We hired a new Grant Writer in October 2021. We continue to find success in obtaining grants for various projects. Deputy City Clerk Burkhart has been successful in obtaining \$787,931 in grant funds since 2021. --In '22 the City was successful in being awarded grant dollars for the So Orchard St Overlay Project. Also, through the grant application process, the city is working with the Department of Enterprise Services to perform an Energy Audit in an effort to replace outdated and inefficient HVAC systems.

	Grants were also applied for pedestrian sidewalks at multiple locations throughout the City.
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Non-Priority Goals Previously Identified:

- Expand community information (multiple means and media) (3 dots)
 - o We continue to use the website and Facebook along with Town Topics.
- Celebrate and promote City's "America the Beautiful" History (3 dots)
 - o Nothing of substance has been with this goal.
- Update Council Rules to streamline meetings and include community input (1 dot)
 - o Council Goals have been updated twice since 2019. Once to allow remote participation and once to change the agenda order.
- Expand volunteer opportunities and use of volunteers (1 dot)
 - o While the City does not have a specific volunteer program, the City continues to utilize volunteers for park maintenance projects (i.e.: Gilmur Grubbers, Pierce Conservation District), City events, and any opportunity where we can utilize volunteers. The Kiwanis Club continues to be a major contributor of volunteer time and effort.