

**FIRCREST CITY COUNCIL  
STUDY SESSION AGENDA**

**TUESDAY, FEBRUARY 21, 2023  
6:00 P.M.**

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

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- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Agenda Modifications**
- 5. [City Work Plan Goals](#)**
- 6. Adjournment**

**FIRCREST CITY COUNCIL AGENDA SUMMARY**

**February 21, 2023**

**NEW BUSINESS:**        **2023 Department Work Plans**

**ITEM:**

**FROM:**                    **Colleen Corcoran, Interim City Manager**

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Attached is a Power Point summarizing the 2023 Department Work Plans that will be discussed at the February Study Session. Work plans are created by staff and reviewed by the City Manager and used to guide the Department Heads in their day-to-day work. These work plans are set for the 2023 Budget.

**Proposal for Future Goals:**

Ideally, it would be great to have the new City Manager in place to discuss setting new Council goals. However, staff needs to know which direction Council would like to focus on. As we start the new year, I would like to continue where Scott left off on setting Council goals. These are used by staff to guide their department goals, setting the budget, and preparing their work plans for the following year and beyond.

I would recommend the March study session of every year to review and update Council goals as the first step in the budget process.



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**THE CITY OF FIRCREST**

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**2023 WORK PLAN**  
**STAFF PRESENTATIONS**

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Monday, February 21, 2023



# 2023 WORK PLAN: PLANNING & BUILDING

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## Planning

- Finalize land-use approvals for Mildred Project
- Comp. Plan Update
- ADU Addressing Procedure
- Monitor outcomes of legislative session

## Building

- Finish Address File Records Retention
- Permitting/ Coordination of Mildred Development
- Monitor contract/ costs/ turnarounds of new inspection company

## Other

- Continue to streamline processes to improve efficiency
- Research and potentially update the fee schedule to ensure cost recovery
- Code Compliance website update

# 2023 WORK PLAN: PUBLIC SAFETY

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## Police

- Serve and protect our community
- Maintain a strong liaison with our community, area schools, surrounding jurisdictions, and other City Departments
- Hire and train new Police Chief, three new Officers, and promote a new Sergeant
- Train Officers in all aspects of police work
- Update Policy and Procedure Manual with Lexipol consultant
- School Educational Programs and outreach
- Host and participate in City events (NNO, Fun Days, Tree Lighting, etc)

## Emergency Management

- Complete Hazard Mitigation 5-year plan and present to City Council
- Host citywide preparedness class
- Attend Pierce County Emergency Management Meetings
- Work on Comprehensive Emergency Management Plan

# 2023 WORK PLAN: ADMINISTRATION

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- Coordinate recruitment process for new City Manager
- Coordinate and hire new Police Chief
- Coordinate Council goal setting process
- Update sound system in Council chambers
- Research insurance coverage and broker service
- Implement a VEBA program
- Update Personnel Policy Manual
- Create a public records policy
- Research salary survey process for 2024 Budget inclusion

# 2023 WORK PLAN: MUNICIPAL COURT

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- Pilot Court in the new Statewide Court Management system
- Review and implement any enacted 2023 legislation affecting the Court
- Implement parking ticket access via SECTOR for FMC & RMC
- Hire and train part-time clerk
- Attend DMCMA Court Administrator Academy
- Have staff attend AOC training and education

# 2023 WORK PLAN: FINANCE/IT

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## Finance

- Review and update Financial policies and procedures: On-going
- Assist Recreation with on-line registration and payment services: On-going
- Implement Paperless Accounts Payable Process: 1st Quarter
- 5-Year Forecast: On-going
- Prepare purchasing training class for City staff

## Information Systems

- Coordinate implementation of network maintenance with Right Systems and South Sound 911
- Research alternative to current 3rd Party IT support firm
- Diagram network and update devices accordingly
- Inspect and correct Wi-Fi network setup in all buildings
- Audit User Accounts, email and workstations
- Research alternate vendors for Police phones/air cards



# 2023 WORK PLAN: PARKS & RECREATION

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## Recreation

- Provide programs and special events
- Provide baseball, basketball, and other sport programs
- Evaluate past events and bring new and community focused events and programs to Community Center and Parks.  
Work with Community Events Specialist on enhancing our community events program.
- Implement Rec Desk Member ID/membership cards

## Pool

- Hold lifeguard certificate course for potential new lifeguards
- Implement new season pass, member card system
- Provide open swim, swim lessons and swim team programs

## Parks

- Close out Community Center construction project.
- Field and lighting improvements at Fircrest Parks
- Resurface Fircrest tennis and pickle ball courts
- Whittier Park Master Plan

# 2023 WORK PLAN: PUBLIC WORKS

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## Water

- Water main replacement on Rose St-Contra Costa to Del Monte
- Water main replacement on Yale St-Contra Costa to Del Monte
- Replace Weathervane booster pump

## Sanitary Sewer

- Lift Station upgrade 44th St W
- Pipe bursting project 100/200 blocks of El Dorado and Farallone

## Storm Sewer

- NPDES Permit Compliance
- Construction of pre-treatment outfall project

## Street Improvements

- Design grind and overlay on Regents from Alameda to 67th
- Design grind and overlay on Emerson from Woodside to 67th
- Design grind and overlay on Orchard from Regents to Holly Dr
- Minor street improvements