

**FIRCREST CITY COUNCIL
STUDY SESSION AGENDA**

**MONDAY, APRIL 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. [Council Goals Discussion](#)**
- 6. [City Manager Recruitment Discussion](#)**

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: 883 2089 8133 Password: 312044

FIRCREST CITY COUNCIL STUDY SESSION

AGENDA ITEM: Council Goals Discussion

DATE: April 17, 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 April 11, 2023, Council meeting, there was a consensus to bring back the Council Goals discussion to the May Study Session. Acting City Manager Bob Jean would like to provide a brief overview of a potential timeline to discuss Council Goals as they relate to the 2024 proposed budget.

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.

FIRCREST CITY COUNCIL STUDY SESSION

AGENDA ITEM: City Manager Recruitment Discussion

DATE: April 17, 2023

FROM: Jayne Westman, Administrative Services Director

BACKGROUND: On April 20 and April 21, 2023, the four finalists for the City Manager recruitment will be joining the Council, Staff, and the Community for interviews and meet & greets.

Consultant Lynelle Klein has drafted a proposed schedule of events for the Council's consideration. The proposed schedule was emailed to the Council on April 12, 2023. A summary of that schedule is below for your reference.

Fircrest - City Manager Interview Schedule

April 20th:

1:00 p.m.: Tour of City

3:30 - 4:30 p.m.: Meet with members of the City staff at a modest reception.

5:30 - 7:00 p.m.: Reception for Council Members, finalists and community

April 21st:

7:45 am to 12:30 pm: Individual Council Interviews; followed by a light lunch

12:30 to 4:45 p.m.: Special Meeting - Interview with the Council as a whole at City Hall

5:00 p.m.: Council discusses finalists and makes a selection, if it is ready to do so.

Here are some considerations while looking at the schedule:

- Ø When will the Councilmembers have time to review the accumulated staff/ community comments?
- Ø Is 12:00 p.m. to 12:30 p.m. enough time to have a break, eat, and get ready for the evening?

Attachment: [CB&A Typical Interview Process](#)

Preparation and Events for the City Manager Interviews

The following is a list of items that need to be addressed to prepare for the City Manager Interviews and Selection Process. It probably contains more detail than necessary, but we felt it was best to provide as much information as possible so nothing is forgotten.

Note: *Given the COVID-19 virus, we may need to modify much of the following. As the search progresses, we will determine what needs to be changed and how.*

Pre-Interview Tasks – After Finalists Are Selected

Notification: Colin Baenziger & Associates (CB&A) will notify the finalists and alternate who have been selected to be interviewed. *Responsible Party: CB&A.*

Preparatory Material: As soon as the finalists and alternate have been selected, the City should send each of them as many of the following materials as are available, if not available on the internet: the current year budget, an organization chart, the latest certified audit and management letter, any City strategic and long range plans, enabling legislation and other materials that define the role and duties of the City Manager, and any evaluations of the organization completed in the previous twelve months. The City should also try to include other materials, such as housing guides, welcome kits from the Chamber of Commerce, maps of the area, etc. *Responsible Party: The City.*

Candidate Travel: We will ask the candidates to purchase their airline tickets, hotel, and rental car, with the cost reimbursed directly by the City after the candidate is interviewed. *Responsible Party: CB&A*

Interview Tasks

Candidates Meet the Staff: Many local governments want the candidates to meet their senior staff, and conversely, the candidates like to meet the people with whom they would work. There are several ways to accomplish this. One is a "meet and greet" which normally lasts an hour or two. Another is to divide the senior staff into groups of three from different departments, such as someone from Public Works, Human Resources, and Parks and Recreation forming a group. The candidates then rotate among the groups, spending 30 to 45 minutes with each group. Normally, meeting the staff occurs just before the City tour, but can occur afterwards. *Responsible Party: The City.*

City Tour: We highly recommend the City conduct a tour for the candidates and their spouses early afternoon. A van or small bus will be needed, and a knowledgeable staff member should be assigned to conduct the tour so that everyone hears the same information. We suggest the tour start at 1:00 P.M. *Responsible Party: The City.*

Realtor's Tour: Many candidates and spouses have questions about residential neighborhoods, schools, medical facilities, and other City amenities. A real estate professional can usually answer those questions. Since the spouses will likely be free during the formal interviews on

Preparation and Events for the City Manager Interviews

Saturday, we suggest they be provided a list of area Realtors to contact for a tour. *Responsible Party: The City to provide a list of Realtors, or CB&A can arrange.*

Reception: The City will choose a location for the candidate reception, and typically, it is held at a public facility, a local restaurant, a country club, or other suitable location. It can be scheduled to begin as early as 5:30 P.M., or as late as 7:00 P.M., and usually lasts 90 minutes. The City will need to determine who should be invited. In addition to the elected officials (and their spouses) and the candidates (and their spouses), chairpersons of key committees are often invited, as well as other City officials and local business leaders. With the entire governing body in attendance, the reception should be noticed as a public meeting to avoid any possible appearance of a violation of the public meeting statutes. As a public event, news media representatives will often attend, as well as some members of the public. The City should arrange for food and drink and bear the cost. In some cities and counties, the local Chamber of Commerce has sponsored the event and assumed the cost.

The reception provides the first opportunity for the elected officials to meet the finalists, and although the event need not be lavish, it should put the City in its best light. We are often asked if alcohol should be served, and that is a matter for the City to determine. Occasionally, it can be revealing to see how candidates react when alcohol is available. We also recommend the City provide name tags. What seems to work best is something simple such as the self-adhesive name tags which can be purchased at an office supply store. We suggest the candidate name tags be one color while all the other attendees be given name tags of a different color. That makes it easy for the elected officials and the public to identify the candidates. *Responsible Party: The City.*

Interviews with Elected Officials

Interview Morning Breakfast: The City should arrange for a light Continental breakfast on the morning of the interviews. Coffee, juice, Danish, and fruit are usually served 30 minutes before the start of the one-on-one interviews. Generally, very little is eaten so the breakfast need not be lavish. *Responsible Party: The City.*

One-on-One Interviews: The candidates will rotate between the offices of individual members of the elected body for approximately 40 minutes according to a pre-determined schedule. CB&A will provide sample questions that the Council may wish to ask. A CB&A representative or member of City staff will usher each candidate to each elected official at the appropriate time to keep the process on schedule. *Responsible Party: CB&A and the Elected Body*

Interview Day Lunch: The City should arrange for a light lunch for the elected officials and the candidates. It is served immediately after the one-on-one interviews. Usually, 30 to 40 minutes are allocated for lunch, and it is done in the same facility where the interviews are held. Again, it need not be lavish. Sandwiches (or subs), a salad and drinks are typical. *Responsible Party: The City.*

Preparation and Events for the City Manager Interviews

Interviews by the Elected Body as a Whole: We recommend the elected body as a whole interview each of the candidates for approximately 30 minutes. These interviews will be conducted as public meetings. We start with a brief 5-minute session to discuss procedures and settle on the questions to be asked. The staff member will then usher the first candidate to the podium and introduce him or her. The Mayor typically welcomes the candidate and provides the candidate with a few minutes to describe his or her background briefly. Each elected official in turn asks the candidate one or two questions, and any follow-up questions. If time permits, more questions may be asked. While each interview generally lasts 30 minutes, since the interviews are sequential, the Council can take more or less time with each finalist. The important thing is for the Council to get the information it needs to make the right decision. *Responsible Party: The Elected Body with staff assistance.*

Recap, Discussion of Next Steps and Possible Selection: At the conclusion of the last interview, the Council will briefly recap the day's events. Some elected bodies make the selection of the manager that day. Others prefer to consider what they have learned for at least a day or two before making their selection. *Responsible Party: City Council with City Staff and CB&A.*

If you have any questions, please let us know, and we will be happy to provide answers.