



# City Manager's Update

July 28, 2023



**To:** Fircrest City Council  
**From:** Dawn Masko, City Manager  
**Date:** July 28, 2023  
**Subject:** City Manager's Weekly Update

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## Honorable Mayor and City Councilmembers

The City Manager's update is intended to provide an overview of upcoming events, meetings and other items of interest for the City. Included with the update are reports from City departments on various programs, projects, and achievements.

### 1. Police Chief Recruitment

The Civil Service Commission certified the Police Chief eligibility list on July 25<sup>th</sup>. Two candidates moved forward to final interviews held July 27<sup>th</sup> – 28<sup>th</sup>. The final interview process involved panel interviews, a Community Meet & Greet, and a City Manager interview. Many thanks to the community members who participated in this process! It is my intention to make an employment offer by August 2<sup>nd</sup>. Any offer of employment following the interview process will be contingent upon successful completion of a rigorous background check.

### 2. National Night Out

Come join the Fircrest Police Department and City of Fircrest at our annual National Night Out event on Tuesday, August 1, 2023 from 6:00 – 9:00 PM at Fircrest Park & Community Center. National Night Out is an opportunity to build neighborhood unity and strengthen the police community partnership that is so important to the success of our community policing efforts. There will be over 20 partners and vendors on hand with displays and interactive activities, K-9 demonstrations, music, food trucks, and fireworks to finish off the event. Hot dogs, chips and a drink will be available for a \$1.00 donation.

Electron Way will be closed to traffic between Spring St. and Contra Costa Ave. from 4:00 PM – 10:00 PM. Additionally, vehicle traffic will be limited to local access on Del Monte from Regents Blvd. just prior to the fireworks display. We may also extend the safety zone on Spring Street. These closures are necessary to allow for our safe fireworks display and to protect pedestrians on Electron Way.

We are grateful for our sponsors who have helped make this event possible. These generous donations will fully fund our fireworks display! A list of participants and sponsors is posted on the City's [website](#). Don't miss this award-winning event that has been recognized as one of the best in the nation for communities with populations of 15,000 or less!

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### 3. National Night Out Blood Drive

Cascade Regional Blood Services is partnering with the City of Fircrest to host a blood drive at National Night Out. The blood drive will run from 4:00 PM – 9:00 PM on Tuesday, August 1<sup>st</sup> at Fircrest Park and people can sign up in advance [online](#) or by scanning the QR code.



Did you know that 100 blood donations per day are needed in order to maintain a safe and healthy blood supply for local hospitals? About 60% of the community's blood supply is collected at community blood drives. Please consider donating and help save lives.

### 4. Comprehensive Plan Visioning Survey

The City is still seeking community input for the update of the Comprehensive Plan Update. A survey is being mailed to all City residents with the option to mail a hard copy back to the City or to respond with the QR code link to the [Comp Plan Survey](#). Copies of the survey are available at City Hall and the Community Center. Additional information is available on the City's Comprehensive Plan [webpage](#).

### 5. July 25, 2023 Council Meeting Recap

The Fircrest City Council met Monday, July 25<sup>th</sup> for a regular meeting. The meeting started with a legislative update from Representative Leavitt and a proclamation recognizing National Night Out. Action items included:

- Approving a motion to change the September 18<sup>th</sup> Study Session to a Special City Council Meeting to be held at 7:00 PM.
- Approving a sponsorship agreement with Umpqua Bank for the Time and Temperature sign at Regents Boulevard and Alameda Avenue.
- Approving a Salary Plan Amendment to add a Community Development Director.
- First Reading of an Ordinance Amending the 2023 Budget. Second reading will occur at the August 8, 2023 Council meeting.

The next Council meeting is scheduled for Tuesday, August 8<sup>th</sup> at 7:00 PM. Tentative agenda items include:

- Planning Commission Appointment
- Ordinance Amending the 2023 Budget – 2<sup>nd</sup> Reading
- 2<sup>nd</sup> Quarter Financial Report
- Emerson West Sidewalk Project – Engineering Design Consultant Contract
- Prose Project Memorandum of Understanding
- Resolution Amending Pierce County Urban Community Development Agreement
- Letter of Understanding - Stormwater Agreements

### 6. Election Reminder

Ballots for the August 1, 2023 Primary Election have been sent to registered voters and must be mailed or dropped off in postage-free drop boxes by Election Day to be counted. Ballot drop boxes are open 24 hours a day during elections and will continue to accept ballots until 8:00 PM on Election Day. For your convenience, there is a ballot drop box in front of Fircrest City Hall.

## 7. Volunteer Opportunities

Are you looking to make a difference in our community? The City offers plenty of opportunities to volunteer your time and talents to support City programs, projects, and events. Upcoming events needing volunteers include the following:

- Help the environment while building community at Habitat Restoration work parties. The next work party is at Whittier Park on Saturday, August 5<sup>th</sup> from 9:00 AM – 12:00 PM. Work party activities include caring for existing plants and removing invasive species. This work supports water quality, our local wildlife, and pollinators. Sign up at <https://Piercecd.org> or visit the City [Events Calendar](#) for additional information.
- The Conservation Futures & Open Space Citizens Advisory Board (CAB) is looking for an at-large board member to serve a four-year term. The [Advisory Board](#) evaluates properties that are eligible for acquisition through the [Conservation Futures](#) fund and makes an advisory recommendation to the Pierce County Council. Pierce County residents interested in helping preserve open space, wetlands, wildlife habitat, timber land, and agricultural lands are encouraged to apply using the [online application form](#).

## 8. Free Sports Physicals & Immunizations

Tacoma Public Schools and MultiCare are partnering to provide free sports physicals and vaccines for students on Thursday, August 3<sup>rd</sup> from 3:00 PM – 6:00 PM at Mount Tahoma High School, located at 4634 S. 74<sup>th</sup> Street in Tacoma. Middle and high school students can get a free sports physical which includes distance eye screening, height/weight check, blood pressure check, and a physical exam provided by a doctor. Students ages 5 years and up can get free back-to-school vaccinations at the event, including TDAP, HPV, MCV4 and more.

This event is for children ages 5 – 18. All children are welcome – they do not need to be current students in Tacoma Public Schools. Vaccines for adults or younger children will not be available at this event. Students under 18 must be accompanied by a parent or guardian. Paperwork must be completed at the event. Register for immunizations only with this [registration form](#). For more information, email [communityoutreach@multicare.org](mailto:communityoutreach@multicare.org).

## 9. Administration Update

Nine quality candidates applied for the vacant Planning Commissioner position. Five candidates will be interviewed on July 31<sup>st</sup>. The Mayor will bring forward his recommended appointment for Council confirmation at the August 8<sup>th</sup> Council meeting.

Administration highlights of the past week include:

- The Civil Service Commission certified the the Police Chief eligibility list. Staff have been busy preparing for the Police Chief interviews and Community Meet & Greet. Thank You Arlette, Sierra, Kristin and Selena for your hard work with this!
- August Town Topics was finalized and sent to the printers.
- Met with Tacoma Public Schools representatives regarding the Whittier school project. A follow-up meeting is being scheduled in the near future to discuss options. Council will be briefed once more information is available.
- Responded to citizens on traffic enforcement, sign code violations, and noise issues.
- Ongoing review of City operations and organizational needs.

Finance Director Colleen Corcoran will be out of the office on vacation from July 31<sup>st</sup> – August 4<sup>th</sup>. Accountant II Julie Dunbar will be acting Finance Director.

## **10. Police Department Update**

Fircrest officers completed 125 calls for service this past week, including traffic safety related contacts (stops, collisions, suspicious vehicles), one arson arrest, 4 domestic violence responses, one DUI arrest, and three motor vehicle thefts. Officers also provided citizen assists, welfare checks, and foot patrols.

Interim Chief LaTour, Sergeant Villamor, and three police officers were in attendance to support the Fircrest Fun Days event. Police conducted foot patrols as well as provided crowd control during the fireworks display.

There is one lateral police officer candidate going through the background check process. It is expected to be completed no later than the end of August. As a reminder, at the present time we are still short staffed.

The Automated External Defibrillators (AEDs) have arrived and will be issued soon. The Police Department has been trained on the use of the AEDs and officers will have them in their police vehicles in case of an emergency.

## **11. Parks & Recreation**

We are excited & looking forward to the many community events and recreational opportunities happening this summer!

### ***Community Events***

- *August Concert, Market and Picnic in the Park* – Staff continues to prepare for the two events that will take place on August 10<sup>th</sup> and August 24<sup>th</sup> from 5:00 – 8:00 PM. These events will include a free concert, food trucks, and market vendors.
- Fircrest Fun Days was a great success. Vendors, volunteers, staff, and attendees all enjoyed a wonderful experience. A survey is being circulated about the event, and we look forward to reviewing the results to build on for next year.

### ***Summer Recreation Programs***

- Adult women's pickleball (12 teams) and co-ed kickball (5 teams) leagues are currently meeting on Wednesday nights in the gym and at the park. Players in both programs report having lots of fun!
- Drop-in programs like volleyball and the chess club continue to maintain a steady following and have drawn up to 20 participants in one night.
- The Senior Mornings program celebrated its 1-year anniversary last Friday with decorations and poster boards showing photos from the past year. Amber, our Senior Programs Specialist, has done a great job building community among the group.
- Senior trips have also been popular, with the second trip to Seattle Center's Chihuly Garden scheduled today. This trip was added due to lots of demand. The August trip to Poulsbo sold out within 11 minutes of registration being open.

- Youth Summer Camp will be held in August. Registration has filled up with 26 of 36 registered children being Fircrest residents.

### *Aquatic Center*

Take advantage of the sunny weather to check out the Edwards Family Aquatic Center. Lap swim, open swim, and evening swim schedules are posted on the City website at [Swimming Pool - City of Fircrest](#).

- The 3<sup>rd</sup> session of swim lessons began this week at full capacity at all levels. Resident registration for Session 4 lessons opens on Thursday, August 3<sup>rd</sup> at 7:00 PM. Non-resident registration starts on Friday, August 4<sup>th</sup> at 7:00 PM. Registration closes when full or on August 6<sup>th</sup> at 6:00 PM. The resident fee is \$50 and non-resident fee is \$75. Must have a valid account at [Fircrest.recdesk.com](http://Fircrest.recdesk.com) for child and guardian to register.
- Open swim sessions have continued to attract a large number of swimmers daily, with some entry lines on days when temperatures are over 80°. Pool capacity differs between sessions and is set by pool management with an emphasis on swimmer and patron safety. Factors impacting pool capacity include the swimmer-to-lifeguard ratio, existence of visual obstructions, and the capability of swimmers using the pool.

Please call (253) 564-8177 or visit the City's website at [Parks and Recreation Department - City of Fircrest](#) for events and program information, class registration, facility rentals, questions on Parks & Recreation activities, or for volunteer opportunities. Want to know more? Like us on Facebook at "City of Fircrest, Washington".

## **12. Planning & Building Update**

### *Code Compliance*

- Our Code Compliance Officer has been busy fielding code compliance complaints including sign code violations, off leash dog, unkept front yards, and noise complaints. and abandoned cars.
- Right-of-Way (ROW) permit for 509 Golden Gate was submitted and approved for removal and installation of new driveway approach. This has been a collaborative effort with Public Works.
- Tacoma Public Schools has committed to replacing the three dead trees at Wainwright in September. Once the trees are replaced, the City will consider the matter resolved and the Notice of Violation satisfied.

### *Project Updates*

- Alliance/Prose Project
  - The full site plan package is slated to be completed by August 2<sup>nd</sup>. We will be meeting with representatives from Alliance on August 3<sup>rd</sup> to discuss that as well as the MOU. More updates to come following that meeting.
  - We haven't received follow-up on the Interlocal Agreement (ILA) with Pierce County regarding amending the Sewer Basin. Bob Jean contacted them again.

- Once we receive the Interlocal Agreement (ILA) with Pierce County, the City is ready to issue a Sewer Availability Letter and follow-up letter to the City of Tacoma regarding an I&I commitment.
- Comprehensive Plan Update
  - Continued work on Comp Plan coordination and housing infill options in preparation of August 15<sup>th</sup> Planning Commission meeting and September 18<sup>th</sup> Special City Council meeting presentations.

### **13. Finance/Information Technology Update**

#### ***Finance***

- 2024 Budget preparation continues with department head meetings scheduled for mid to late August.
- 2023 Budget Amendment #2 – second reading of ordinance on August 8<sup>th</sup>.
- Finalized Quarterly Report for period ending June 30, 2023.
- Cross-training on payroll to ensure coverage.
- Contract with Umpqua Bank (current contract expires October 2023).

#### ***Information Technology***

The AV system installation has started! The audio portion was completed last Friday and had its inaugural debut this past Tuesday at Civil Service and City Council meetings. The audio quality is significantly enhanced as long as everyone remembers to speak into the microphones. Project completion for the video portion has been delayed slightly to accommodate Council meeting and Court proceedings.

#### ***Wellness Program***

The next wellness event will be the annual employee picnic. This will take place at the Fircrest Park Pavilion after work on Wednesday, August 16<sup>th</sup>.

### **14. Public Works Update**

Public Works is operating under summer hours from 7:00 AM – 3:30 PM.

Highlights include:

- Communicating with the Transportation Improvement Board (TIB) to apply for potential early funding for the Regents “West” Grind and Overlay project. This project has yet to be funded for construction through Puget Sound Regional Council (PSRC).
- Umpqua Bank Time and Temperature Agreement was approved by Council.
- Summer hire Diego Garcia’s last day was today. Thank you Diego for your hard work!

#### ***Maintenance – Parks & Facilities***

- The Fircrest Park Tennis Courts resurfacing preparation is completed. Resurfacing is tentatively scheduled for the end of July to early August. Staff are looking at noise mitigation options in conjunction with this project.



- The Alice Peers park sign has been ordered and is in production. Thank you to Tapco Credit Union who has committed to covering the cost.

### ***Utilities***

- The Public Works outreach booth at Fircrest Fun Days was a great success. We have nearly liquidated all water conservation and stormwater handouts. The Public Works outreach program will be revamped for 2024 events with new merchandise.
- Water shutoffs for delinquent utility accounts took place on Monday, July 24<sup>th</sup>. Five properties were shutoff and as of Wednesday morning, all accounts were paid and water service was restored.

### ***Project Updates***

- 44<sup>th</sup> Street West & 67<sup>th</sup> Ave West Lift Station Upgrade
  - Met with property owner & executed temporary and permanent utility easements.
  - Preparing to post for construction bid.
- Water System Plan Update
  - Received final approval from Department of Ecology, Pierce County, and Tacoma Water. Still waiting on final approval from Department of Health (DOH).
  - Letter has been prepared for Department of Health regarding updated Wellhead Protection Area maps.
- AMI Water Meter Exchange Program
  - Meters continue to be swapped out.
- Storm Water Pre-Treatment Outfall Grant Project – Emerson Street & Estate Place
  - Close out site visit with the Department of Ecology (DOE) occurred on July 25<sup>th</sup>.
  - Progress reports were submitted to both DOE and Pierce County Flood Control Zone District.
- Emerson Street Sidewalk Extension (south side) – Woodside Drive to 67<sup>th</sup> Ave West
  - Consultant interviews with WSDOT’s participation took place on July 24<sup>th</sup>. A unanimous decision was made and consultant approval will come before Council on August 8<sup>th</sup>.
- Regents Blvd (west) Grind & Overlay – Alameda Ave to 67<sup>th</sup> Ave West
  - RFQ for design has been posted with responses due by August 4<sup>th</sup>.
- South Orchard Street Grind & Overlay – TIB Grant Funded
  - Design process and ongoing communication with KPG PSOMAS are occurring for construction in 2024.
  - Continuing communications with Tacoma staff to coordinate paving of the entire intersection.

### ***Equipment***

- Bucket Truck (utilities) – tentatively scheduled for delivery by end of August 2023.