



## City Manager's Update September 8, 2023

**To:** Fircrest City Council  
**From:** Dawn Masko, City Manager  
**Date:** September 8, 2023  
**Subject:** City Manager's Weekly Update



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### Honorable Mayor and City Councilmembers

I'm happy to utilize the City Manager's update to provide an overview of upcoming events, meetings, and other items of interest for the City. The update includes reports from City departments on various programs, projects, and achievements.

#### 1. Patriot Day & National Day of Service and Remembrance

Patriot Day is the designated date to stop and remember what happened on September 11, 2001, in New York City, Washington, D.C., and in a Pennsylvania field and to honor the memory of the nearly 3,000 innocent victims who died. Known as "Patriot Day" since an act of Congress in 2001, September 11<sup>th</sup> has also been designated as a National Day of Service and Remembrance since 2009.

It is hard to believe it has been 22 years since terrorists launched this devastating attack on American soil. 2,977 victims died that day, including 71 law enforcement officers and 343 firefighters, and over 6,000 were injured. On September 11<sup>th</sup>, please take a moment to reflect on those we lost and give thanks to the brave first responders who risked their lives to save others.

#### 2. Comprehensive Plan Visioning Survey

Time is running out to submit your Comp Plan Survey to the City. The [Comp Plan Survey](#) was mailed to all City residents to receive community input for the update of our Comprehensive Plan Update. We have received around 800 survey responses to date! The survey is anonymous; therefore, all answers are confidential and not identifiable to any person. Copies of the survey are available at City Hall and the Community Center. Additional information is also available on the City's Comprehensive Plan [webpage](#).

#### 3. Council Agenda Items – September 12<sup>th</sup>, 2023

- Resolution – Fircrest Park Athletic Field Improvement Contract
- Resolution – Centennial Steering Committee

\*Council Agenda Packets are available on the City's [website](#).

#### **4. Administration Update**

Administration highlights of the past week include:

- City Manager Masko spent significant time working on budget narratives, working on labor relations issues, and assisting with code compliance issues. She also finalized the draft Centennial Celebration Steering Committee Charter, prepared and edited Council agenda items, met with the Teamsters regarding a desk audit, and worked on the MOU with the Fircrest Parks & Recreation Foundation.
- City Manager Masko prepared a conditional job offer for the 9<sup>th</sup> Police Officer and continued working with contractors on the Police Chief background process.
- Civil Service Examiner Arlette Burkhart posted the Lateral Police Officer eligibility list following certification by the Civil Service Board on September 5<sup>th</sup>.

#### **5. Police Department Update**

- Fircrest officers received 114 calls for service this past week, including 34 traffic safety-related contacts (stops, collisions, parking violations). There were 4 reports including vandalism at the Fircrest Park restrooms, driving with a suspended license, DV (telephone harassment), and 2 misdemeanor person crimes – one involving juveniles. Officers had 37 community policing events (foot patrols, citizen assistance, security checks, community policing activities, vehicle contacts, and suspicious people).
- The department was ready for the first day of school on September 7<sup>th</sup> with presence patrols and school zone speeding deterrence (education and enforcement).
- Our department completed our firearm rifle and handgun training on August 30<sup>th</sup>. The top shot went to Officer Jacob Lease with a 98%. Firearms accuracy is extremely important to reduce city liability in the unfortunate event one of our officers must use deadly force to protect life. Every bullet fired we are accountable for and must be accounted for.
- Officers continue to complete the State’s mandated online training, including “Duty to Intervene” and “Crisis Intervention Training (CIT)”.
- An Officer was recognized by a citizen for demonstrating compassion and empathy during a juvenile bullying (assault and theft) investigation at the Community Center.
- Officer candidate Miguel Bugarin met with City Manager Masko and Interim Police Chief LaTour on September 6<sup>th</sup> and accepted a conditional offer of employment. We are optimistically planning for a start date of September 18<sup>th</sup>, pending the successful completion of his polygraph, psychological screening, medical assessment, and drug testing.
- The Civil Service Commission certified the Lateral Police Officer eligibility list this week. All commissioned police officer positions will be filled once the 10<sup>th</sup> officer is hired, with a contingent of one Police Chief, two Sergeants, and seven Police Officers.
- Interim Chief LaTour recently met with Finance Director Corcoran and City Manager Masko to discuss 2024 budget needs. Some capital expenses recommended are:
  - Dash cameras for each of the marked police vehicles – we are awaiting a price quote from AXON, the vendor who provides our body-worn cameras.

- Noise-suppressing canisters for each commissioned officer's assigned patrol rifles. In the unfortunate need to use the rifle on-duty, the canisters will greatly prevent hearing loss of officers and nearby members of the public.

## 6. Parks & Recreation

Parks & Recreation Director Jeff Grover has been working on several projects, including:

- *Fircrest Park Court Resurfacing Project*

The tennis court resurfacing project was completed on Saturday, September 2<sup>nd</sup>. Following the time needed for the courts to cure, the courts reopened at noon on September 5<sup>th</sup>. There will be a limited number of pickleball nets available starting on Monday, September 11<sup>th</sup>. Details on the net check-out system will be posted on the City's website. Thanks again to the public for their patience during the resurfacing project.

- *Athletic Field Improvement Project at Fircrest Park*

The construction contract is on the September 12<sup>th</sup> City Council meeting agenda for approval. Construction is anticipated to begin in mid-September.

- *Whittier Park Master Plan*

Parks and Recreation Director Grover will be meeting with consultant AHBL next week.

- *Community Center*

Our ongoing collaboration with Kassel Construction involves addressing warranty matters pertaining to the Community Center. We are working on a timeline for addressing the outstanding issues.

- *City Mascot – Murphy*

- We returned the Murphy mascot final questionnaire to Looney Times Mascot Company.
- We received fabric samples for the mascot costume. Murphy is going to be super soft, fluffy, and huggable!!
- Planning has started for the "Where's Murphy" event.

- *Other Items*

- The solar panel subcontractor arrived this Tuesday to set up the monitoring service. We will receive the link within a few days and will be able to generate reports on the performance of the solar panels. His initial findings shows that the panels are working great and are performing better than expected.
- Parks and Recreation staff are continuing to work on a social media plan.
- Staff continued to work on P-1's.

Other Parks & Recreation highlights include:

### *Community Events*

- Scarecrows of Fircrest – We have confirmed Paper Luxe as our Title Sponsor (\$1,000).
- Haunted Trails – A kick-off meeting for the Haunted Trails team will be held on Thursday, September 14<sup>th</sup> at 6:30 PM in the Gathering Room. We recruited two new volunteers for this event.

- Lights of Fircrest – We have confirmed Floss & Fido as our Title Sponsor (\$1,000). The design for the 2023 Lights of Fircrest signs has been created.
- Tree Lighting – We have confirmed Floss & Fido as our Title Sponsor (\$1,000). A kick-off meeting for the Tree Lighting team has been scheduled. We recruited four new volunteers for this event.
- Daddy-Daughter Dance – We have reached out to a potential Title Sponsor for this event.
- Rod Run – We started working with Sir Speedy to update the 2024 poster and submitted the 2024 car show date to the NW Car Calendar.

### ***Recreation Programs***

- Youth Cross Country for ages 5-11 began today. This program runs from September 8<sup>th</sup> – October 27<sup>th</sup> on Fridays from 4:00 – 5:00 PM and is a fantastic opportunity for all levels of runners to engage in fitness and fun. Participants will play games and learn drills and workouts that will increase their aerobic fitness and coordination and introduce healthy competition. Age-level races will be held on Friday evenings, October 6<sup>th</sup>, and October 20<sup>th</sup>. Other races will be scheduled with dates to be announced.
- Fall Skyhawks program registration is currently underway. All programs are held at the Community Center. Register at [Skyhawks.com](https://www.skyhawks.com). Current programs include:
  - Skyhawks Basketball Camp: September 11<sup>th</sup> - October 2<sup>nd</sup>. Ages 5 – 8 years is from 5:00 – 5:45 PM and ages 9 – 12 years is from 6:00 – 6:45 PM.
  - SoccerTots registration for kids ages 3 – 4 years old is filling up quickly! This program is held on Wednesdays from 5:00 – 5:40 PM from September 13<sup>th</sup> – October 4<sup>th</sup>.
  - HoopsterTots begins on September 11<sup>th</sup> and goes through October 2<sup>nd</sup>. This program for ages 3 years – 4 years/11 months is held on Mondays from 4:15 – 4:50 PM.
- Our Weekly Schedules [webpage](#) includes a comprehensive list of activities and programs for all age groups. Information about our adult programming can be found at [Adult Classes & Sports](#), and youth programs can be found on our [Youth Programs](#) webpage.

### ***Aquatic Center***

- Our **Barbie** movie-themed swim event last Friday night was a hit! Over 150 people were in attendance to celebrate the end of a fantastic summer swim season.
- The last day of public swimming was Monday, September 4<sup>th</sup>. The pool was rented on Tuesday and Wednesday for Rescue Swimmer Training.

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

## 7. Planning & Building Update

- The September 5<sup>th</sup> Planning Commission meeting was a “dress rehearsal” prior to the September 18<sup>th</sup> Special Council Meeting/Community Comp Plan Update Open House. Items discussed were:
  - Preparation of an Executive Summary of RCW changes regarding “middle housing” options and zoning/code “tools” available to regulate ADUs and duplexes under the new laws.
  - BHC summary of housing data, Comprehensive Plan work to date, and the Fall 2024 work plan.
  - City Attorney memo on new RCW middle housing changes and impacts.
  - Planning consultant Jeff Boers’ memo on middle housing “tools”.
  - Development of community discussion questions for September 18<sup>th</sup>.
- Project Coordinator Jean and Public Works Director Bemis have been working on an I&I program for Council discussion in October. This is in coordination with Pierce County regarding a Sewer Basin Map Amendment ILA to take to the Boundary Review Board.
- Staff continued to tabulate the data and text comments from the Community questionnaire.
- Code compliance continues to be busy. Code enforcement complaints this past week included trees and weeds growing in an easement behind a home, an abandoned vehicle, a complaint about a Bible study with at least 10 adults and children at the Tot Lot, and conditions of the tennis court.

## 8. Finance/Information Technology Update

### *Finance*

- Finance Director Corcoran is continuing to prepare for Council budget workshops.
- Staff reviewed an online time recording software program and awaiting a cost estimate.

### *Information Technology*

- Installation of the video portion of the new AV system is occurring on September 7<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup>. Sound cabling was not included in the original scope of work and will be replaced after we receive the bid. The rechargeable batteries and docking station for the wireless microphone are still on order.

## 9. Public Works Update

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

Highlights include: (in addition to routine daily tasks)

### *Utilities – Water, Sewer, Streets, and Stormwater*

- The utility crew repaired a water service leak on the city side of a meter on Regents Blvd. The old galvanized line was replaced and service was restored.
- All hanging flower baskets have been removed. The flags will come down after 9/11.

- The Well #7 pump and motor, which continue tripping the breaker, are scheduled to be pulled today from the bottom of the 157-foot deep well. The new pump and motor are still under warranty.
- Repair planning is in process for the damage sustained to Well #7 (Claremont) as a result of a vehicle vs. structure collision. All labor hours, communications, and recent maintenance activities are continuing to be tracked. Replacement of the perimeter fence is on hold pending further discussions.
- The damaged tree on Emerson at Edwards was replaced and final documentation was submitted. This damage was the result of a vehicle vs. landscaping tree accident.

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

- The Fircrest Park Tennis Courts resurfacing project was completed on September 2<sup>nd</sup>. Sound mitigation materials are still being researched.
- Winterization of the Fircrest Pool started on Tuesday, September 5<sup>th</sup>.
- Vandalism of a public restroom at Fircrest Park occurred over Labor Day weekend. Maintenance staff removed graffiti and cleaned up the restrooms.

### ***Project Updates***

- 44<sup>th</sup> Street West & 67<sup>th</sup> Ave West Lift Station Upgrade
  - Preparing to post for construction bid.
  - We identified supply chain constraints for the SCADA control cabinet, which, once approved and ordered, could result in upwards of a 52-week delivery delay.
- Water System Plan Update
  - All necessary agencies have now signed off on the plan. Final approval from the Department of Health (DOH) is anticipated by the end of September.
- AMI Water Meter Exchange Program
  - Water meter replacement is ongoing. We completed the remaining 15 meters on the 300 block of Berkeley.
- Storm Water Pre-Treatment Outfall Grant Project – Emerson Street & Estate Place
  - Change orders have been submitted and approved by Ecology.
  - Final close-out Progress Reports and Payment Requests are in progress.
- Emerson Street Sidewalk Extension (south side) – Woodside Drive to 67<sup>th</sup> Ave West
  - We are meeting with the selected consultant on September 11<sup>th</sup> to discuss the Scope of Work and Fee Schedule. The consultant contract will come before the Council on September 26<sup>th</sup> for approval.
- Regents Blvd (west) Grind & Overlay – Alameda Ave to 67<sup>th</sup> Ave West
  - We are preparing the consultant contract to be brought to Council on September 26<sup>th</sup> for approval.
- South Orchard Street Grind & Overlay – TIB Grant Funded
  - Design is in process for construction in 2024.

- Continuing communications with Tacoma staff to coordinate the paving of the entire intersection.
- Electron and Contra Costa Intersection Improvement – Legislative Funds
  - We received a \$153,000 appropriation of funds from the State Legislature.
  - We received communication from the Department of Commerce on August 21<sup>st</sup> outlining steps and documents moving forward.
- Claremont Street TIB Grant Application
  - The grant application certification identified total TIB funds of \$677,409 and total Local Funds of \$124,543.

***Equipment***

- Bucket Truck (utilities) – The truck has been delivered to the vendor and is undergoing fabrication. Delivery is tentatively scheduled for delivery by the end of September 2023.