



City Manager's Update December 29, 2023



To: Fircrest City Council
From: Dawn Masko, City Manager
Date: December 29, 2023
Subject: City Manager's Weekly Update

Honorable Mayor and City Councilmembers

Below is 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. City Hall Offices Closed For New Year's Holiday

City Buildings will be closed on Sunday, December 31st, and Monday, January 1st, in observance of the New Year's holiday. Happy New Year from all of us at the City of Fircrest!

2. Upcoming Meetings – Week of January 1st – January 5th

- Civil Service Meeting Tuesday, January 2nd at 4:00 PM
- Planning Commission Meeting Tuesday, January 2nd at 6:00 PM

3. Administration

Administration highlights of the past week include:

- City Manager Dawn Masko and Project Coordinator Bob Jean continued internal meetings regarding the next steps for the Draft Sewer Transfer Agreement. Meetings are being coordinated with Pierce County and the City of Tacoma to discuss sewer issues and options.
- City Manager Masko finished the new Councilmember Orientation Handbook and will be meeting with Councilmember-Elect Karen Mauer-Smith next week.
- Acting City Clerk Arlette Burkhart attended AWC's Drug & Alcohol supervisor training earlier this month and received her D&A supervisor certificate. This is required training for City staff overseeing the City's drug testing program.
- City Manager Masko continued working with City attorneys on various personnel issues.
- The Civil Service Commission will meet on Tuesday, January 2nd, and will recertify the lateral police officer eligibility list.
- Clerk Burkhart continues to work on records management and record indexing. She is also working with the City's insurance regarding several claims.
- To date, the City has received 268 public records requests. At the same time last year, the City had processed 223 public records requests.

4. Police Department Update

- Fircrest officers responded to 151 calls for service this past week, including 94 traffic stops, which generated 65 notices of infraction. Officers also wrote two parking tickets, issued four criminal citations, and conducted three security checks. Officers also responded to various calls, including three motor vehicle collisions, two alarms, four disturbance calls, two domestic violence calls, six subject stops, and seven 911 calls. Officers had several community policing events (foot patrols, citizen assists, security checks, COP activities, welfare checks, and suspicious people and vehicles), worked on four follow-up investigations, and assisted with one outside jurisdiction response. There were seven misdemeanor arrests.
- Vehicle prowls continue to be a problem. We ask that people remove valuables from their vehicles and secure the locks when vehicles are unoccupied.
- We are continuing to work on background checks for our lateral police candidates. We expect to make a decision about who to move to the final stage in the process next week.
- We have received additional entry-level police officer inquiries this week. Police Chief Ron Schaub will be speaking with the Civil Service Commission next week regarding changing our rules to allow entry-level applicants. Several entry-level applicants will be doing ride-alongs with our officers in the coming weeks.
- Police Chief Schaub has begun exploring the 800 MHz radio option. He sent a letter to the Executive Director of the CCN (Combined Communication Network) to let them know we are exploring other radio options due to the skyrocketing costs of the 700 MHz system. More information will be forthcoming over the next month.
- The food baskets and gifts were all delivered last week. Thank you to everyone who participated this year – from shopping, wrapping, and delivering everything to the families. This was a great team effort and greatly appreciated by the recipient families.

5. Parks & Recreation

- The Community Center will be closed on December 31st, and January 1st for the New Year's holidays.
- Parks & Recreation Director Jeff Grover will be on vacation from December 26th to 29th.



Recreation Programs

- There will be no Tot Story Time during Winter Break from December 19th to January 2nd. Story Time will resume on January 9th. Tot Story Time is typically held on Tuesday mornings at 10:30 AM in the Multipurpose Room at the Community Center.
 - January Senior Trip – Registration is now open for the January Senior Trip happening on Thursday, January 11th, 2024. The [Tour of the State Capitol](#) is a guided tour spanning approximately 50 minutes and will explore notable areas such as the North Foyer, Rotunda, State Reception Room, and Legislative Galleries. Following the tour, enjoy a delightful lunch at Meconi's Italian Subs, with an extra treat from Wagner's European Bakery across the street. Departure time is 9:45 AM from the Community Center, with an expected return time of 3:30 PM. The registration fee is \$35.
 - 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.
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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."

6. Planning & Building Update

- Permit Coordinator Kristin Rosario issued 214 permits in 2023.
- Passport Specialist Laura Thompson and Permit Coordinator Rosario processed a staggering 2,307 passport appointment requests this year!
- Community Development (CD) Director Mark Newman finalized the Customer Service Feedback survey to solicit ideas and feedback from users of our services involving the processing of building permits and land use applications.
- The City received two new code enforcement requests in the past two weeks. One was for a motorhome parked more than 72 hours in the right-of-way along Estate Place. The second request was regarding a large pothole along the 1300 block of Berkeley Avenue. Code enforcement forwarded the pothole request to the Public Works Department for review.
- Staff opened 31 code enforcement cases in 2023. Code Enforcement Officer Kristin Rosario was able to resolve 30 of the cases or 97% of them.
- The Planning Commission meets for its regular meeting on Tuesday, January 2nd, 2024. The Commission will continue its work reviewing draft Comprehensive Plan elements and auditing existing development code regulations to compare them with the new Missing Middle Housing Model Ordinance. Special focus will be on how these new regulations, like setback, height, and design standards, will impact a typical home in Fircrest over time. The public is encouraged to attend.
- CD Director Newman met with the owner of the future business, Fircrest Bottle Shop, to be situated at 618 Regents Boulevard, to discuss zoning and licensing requirements.
- CD Director Newman provided edits to the Tacoma Tree Foundation's *Pierce County Tree Policy Checklist Draft*, which is a comparison of many Pierce County cities and their tree preservation policies. The checklist is slated to be published in mid-January.

7. Public Works Update

Public Works is operating under winter hours from 8:00 AM to 4:30 PM.

Highlights include: (in addition to routine daily tasks)

Utilities – Water, Sewer, Streets, and Stormwater

- Well house chlorination and fluoridation pump repairs.
- The old bucket truck passed the dielectric boom test and is now ready to post for sale. Staff is coordinating with Terex, as they sell this equipment nationwide.

Maintenance – Parks & Facilities

- Staff continued the office painting project.
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Project Updates

- Well #7 (Claremont)
 - We received the structural assessment report and recommendation for repairs. We are awaiting repair estimates to present to the insurance company.
- Fircrest Park Maintenance Facility Structure Upgrade
 - We are awaiting construction estimates to present to the City Manager.
- 44th Street West & 67th Ave West Lift Station Upgrade
 - The Council approved the Pape & Sons construction contract on December 12th.
 - We are providing a Notice to Proceed and identifying dates for preconstruction meetings.
- Storm Water Pre-Treatment Outfall Grant Project – Emerson Street & Estate Place
 - Final close-out Progress Reports and Payment Requests are in progress.
- Emerson Street Sidewalk Extension (south side) – Woodside Drive to 67th Ave West
 - The Council approved the engineering design contract on December 12th.
- AMI Water Meter Exchange Program
 - Program completion is at 49%. Exchanges are on hold due to reduced staffing over the holidays and inclement weather response efforts.

TOTAL BY YEAR	
2019	11
2020	143
2021	444
2022	283
2023 YTD	295

PROJECT UPDATE	
Total City Meter Connections	2,402
New Meters Installed	1,176
Remaining Meters to be Installed	1,226
Percentage of Completion	49%

- Claremont Street Grind & Overlay TIB Grant
 - The City was awarded a Transportation Improvement Board (TIB) grant in the amount of \$677,409 for the Claremont Street Overlay project. The City’s local grant match requirement is \$124,543.
 - Grant agreement documents will be brought forward to the Council for acceptance on January 8th, 2024.
- Regents Blvd (west) Grind & Overlay – Alameda Ave to 67th Ave West
 - We are communicating with PSRC and WSDOT regarding the funding shortfall.
- South Orchard Street Grind & Overlay – TIB Grant Funded
 - Design is in process for construction in 2024.
 - City of Tacoma staff are identifying funds for this project.
 - Fircrest engineering consultants are coordinating with Tacoma engineering staff.
- Electron and Contra Costa Intersection Improvement – Legislative Funds
 - We received a \$153,000 appropriation of funds from the State Legislature.
 - We received notification from the Department of Archeology and Historic Preservation (DAHP) that this project is clear to move forward without any further action by DAHP.