



City Manager's Update

February 16, 2024

To: Fircrest City Council
From: Dawn Masko, City Manager
Date: February 16, 2024
Subject: City Manager's Weekly Update



Honorable Mayor and City Councilmembers

Below is the weekly 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 Presidents' Day

City Hall will be closed on Monday, February 19th, in observance of the Presidents' Day holiday.

2. State Building Code Update

⚠️ On March 15, 2024, the City of Fircrest will adopt the 2021 State Building Code as required by the State Building Code Council. Any permits or applications submitted prior to March 15th will be reviewed under the 2018 Code. Any applications submitted on or after March 15th will be reviewed using the 2021 Code. This information has been posted on the [Permit Center's webpage](#). The amendments to the Code can be found on the [State Building Code website](#). **⚠️**

3. Upcoming Meetings – Week of February 19th – February 23rd

- City Council Study Session Tuesday, February 20th at 6:00 PM

4. Council Study Session Agenda Items – February 20th, 2024

- Public Safety Discussion
- 2023 Housing Legislative Updates

5. Administration

Administration highlights include:

- City Manager Dawn Masko, Public Works Director Tyler Bemis, Project Coordinator Bob Jean, and City Attorney Bob Zeinemann continued to meet to discuss the sewer interlocal agreement.
- The Civil Service Commission meeting met on February 13th and recertified the Lateral Police Officer eligibility list. The [eligibility list](#) is posted on the Civil Service Commission [webpage](#).
- The City received six public records requests this week for a total of 35 requests in 2024.

- The Fircrest Employee Safety Committee is working on updating vehicle inspection and auto incident forms.
- City Manager Masko continued to spend a significant amount of time on personnel issues.
- Acting City Clerk Arlette Burkhart is researching upcoming grant cycles and gathering information in preparation for grant applications.
- City Manager Masko, working in conjunction with Court Administrator Samantha Olivarez, finalized the Municipal Judge’s employment agreement.
- Staff continues communicating with Facebook Meta to consolidate the City’s social media pages under one Business Meta Suite.
- City Manager Masko created a searchable Police Officers Guild Collective Bargaining Agreement pdf document to navigate through the document more efficiently.
- Acting City Clerk Burkhart is working with the City’s insurance regarding claims for the City.
- City Manager Masko worked with City departments on drafting agenda bills for the February 20th Study Session, identifying projects for the AARP grant, researching the Fircrest Municipal Code and RCWs regarding code enforcement issues, and the 2024 Budget Document.
- In the last 30 days, the City’s website has had 21,172 page views from a total of 6,035 users. Sessions are up 2%, and users are up 6% from the previous 30 days.

6. Police Department Update

Fircrest officers responded to 199 calls for service for the period of 2/04/2024 – 2/11/2024, including 129 traffic stops, which generated 66 notices of infraction. Additional information is provided in the chart below.

Police Officer Activity for 2/04/2024 – 2/11/2024			
Call Activity	Number of Calls	Call Activity	Number of Calls
Traffic Stops	129	Motor Vehicle Collisions	2
Notice of Infraction	66	Outside Jurisdiction Response	8
Citations Issued	12	Reports Written	16
Misdemeanor Arrests	9	Security Checks	3
Alarms	3	Subject Stops	3
Community Oriented Policing	5	Suspicious Vehicles	4
Disabled Vehicles	2	Vehicle Prowl Complaints	5
Domestic Violence	3	Welfare Checks	5
Follow-Ups	9	911 Calls – Trouble Unknown	2
Foot Patrol	6		

- Detective Roberts assisted Tacoma Fire with a lost juvenile autistic girl. He recognized her from one of our schools and assisted in returning her home.
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- Detective Roberts and Officer Bugarin assisted Tacoma Police detectives in securing critical evidence in a homicide investigation.
- Detective Roberts and Officer Bugarin attended the Kiwanis Terrific Kids Assembly at Wainwright Middle School.
- The Civil Service Commission certified the lateral candidate list on February 13th. One applicant is moving forward into the background investigation phase.
- Chief Ron Schaub attended the Pierce County Chief's Association meeting on February 15th.
- Chief Schaub attended the WASPC Legislative briefing webinar on February 16th.

7. Finance Department Update

Finance Director Colleen Corcoran and City Manager Masko interviewed a finalist for the part-time Accountant position on February 16th. She has been offered the position, contingent on a successful background check, with an anticipated start date in early March.

8. Municipal Court Update

- Judge Meagan Foley completed Judicial College as required by Washington State Courts Rule 26 – Mandatory Continuing Judicial Education.
- The Court is happy to report that the Go Live data for the new statewide case management system is set for March 18th. To read more about the CLJ-CMS Project, click [here](#).
- Judge Foley, Court staff, and Prosecutor William Gunderson met on February 15th to address upcoming changes, court policy and procedures, and local court rules.

9. Parks & Recreation

General Updates

- We have initiated an audit of the Fircrest Parks and Recreation webpage to ensure ADA accessibility. While our page features several great graphics, they may limit the effectiveness of ADA-assisted web readers. We are committed to addressing this issue and will continue working on it until all Parks and Recreation webpages meet accessibility standards.
- Parks & Recreation Director conducted performance reviews for two employees this week.
- Ongoing efforts include the refinement of Parks & Recreation Policies, including the volunteer policy. Director Grover intends to send a draft to the Acting City Clerk and City Manager for review in the upcoming week.
- Both of last year's pool managers will be returning for another summer season. One of our pool managers, Cooper Posada, is a certified CPR, First Aid, and AED trainer, capable of training other employees. Director Grover will also be enrolling our other pool manager, Madeline Garcia, in a training program enabling her to offer lifeguard training classes at the pool for prospective employees.

Projects

- [Whittier Park Master Plan](#) – We are waiting for draft concepts from AHBL. Once received, we can initiate discussions on potential next steps and the logistics for scheduling an additional meeting. Parks & Recreation Director Jeff Grover will be posting an update soon on the [Whittier Park Master Plan webpage](#), and an additional bulk email will be sent out to those who have opted to receive electronic communications to stay informed on the project.
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- Community Center Close-out - Director Grover will be meeting with Finance Director Corcoran next week to discuss closing out the Community Center project.

Senior Programs

- March Senior Trip – Seniors won't want to miss the March trip to Imagine Monet - The Immersive Exhibition. Tacoma Arts Live is hosting this unique immersive experience on the art of French painter Claude Monet at the Tacoma Armory. This exhibit promises to transport you into Monet's vibrant and dreamlike world by immersing visitors in a journey of more than 200 paintings utilizing state-of-the-art 360° projections on walls and floors. Imagine Monet is the exhibition produced and created by the French directors Annabelle Mauger and Julien Baron, the world's first directors of a digital immersive exhibition.

Registration for this unique experience is now open [online](#). The registration fee of \$45 includes transportation and museum admission. Participants are responsible for their lunch, which will be at the Old Spaghetti Factory. Departure time is 10:45 AM from the Community Center, with an expected return time of 3:00 PM. More information is available online at [Senior Trip - Imagine Monet The Immersive Exhibit \(recdesk.com\)](#).

Events

- The Daddy-Daughter Dance, held last Friday in the Names Family Foundation Gymnasium, was a resounding success, with tickets selling out quickly. Daughters of all ages dressed up and enjoyed a magical evening, feeling like princesses as they created lasting memories with their dads and fatherly figures. Thanks to our volunteers for their fantastic work on this event!
- Medallion Madness – 150 limited edition Fircrest medallions will be hidden around our community on St. Patrick's Day (Sunday, March 17th). Medallions will be hidden in public areas around the City, including the parks. Participants will look for the hidden "treasure" (medallions), and once they find one, they will check in at the appointed location and receive their "bag of gold" prize of chocolate coins. You will also get to keep your medallion. Participants are requested to post a photo with their medallion on social media at [#fircrestmedallionmadness](#). Additional information is available on the City's website at [Medallion Madness](#).



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."

10. Planning & Building Update

- The City received two new code enforcement requests this week:
 - Graffiti on the trash enclosure fence adjacent to the TAPCO Credit Union parking lot along the 6000 block of S. 19th Street. This request is being reviewed by Code Enforcement Officer Kristin Singh.
 - There is a private access gate without an emergency access code along the 300 block of Drake Street. A notice of violation was sent to the property owner.
- Staff continues to monitor code enforcement issues at the 500 block of Golden Gate Avenue and is working on a plan to address the situation.

- Permit Coordinator Singh issued one residential re-roof permit this week.
- Passport Specialist Laura Thompson and Permit Coordinator Singh processed 22 passport applications last week.
- 2024 Comprehensive Plan Update
 - Community Development (CD) Director Mark Newman created a postcard mailer to be distributed to all Fircrest households, notifying them of the upcoming public comment period. The mailer is anticipated to go out in two weeks to kick off the official public comment period.
 - CD Director Newman implemented feedback received from the February 6th Joint City Council/Planning Commission meeting. The [2024 Comprehensive Plan Update website](#) is now available in Spanish and Vietnamese to be more inclusive and to reach residents who do not speak English as their first language.
- CD Director Newman has contacted several consultants from the MRSC Small Works Roster to alert them of the Request for Qualifications (RFQ) for Fircrest’s Middle Housing Ordinance update. This work will be funded by the Department of Commerce grant.
- CD Director is coordinating with the City Manager and Leadership Team on an AARP Community Challenge Grant Program application due in March. One opportunity being considered is applying for the AARP grant to provide ADA-accessible benches and picnic tables throughout the City.
- CD Director Newman completed a sustainability/climate change goals and policies matrix to support future grant applications.

11. 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

- Utility staff are assessing the Environmental Protection Agency’s Lead and Copper Rule Revisions (LCRR) requirements in order to prepare compliance materials by the October 16th submittal deadline. Under the LCRR, the City is required to develop and maintain an inventory of each service line in the water distribution system. The Lead and Copper Rule is a United States federal regulation that limits the concentration of lead and copper allowed in public drinking water and establishes treatment protocols to reduce corrosion of lead and copper within the water distribution system.
- The old bucket truck passed the required dielectric boom test and is now ready for sale. Plans are to post this piece of equipment for sale locally before sending it to auction.

Maintenance – Parks & Facilities

- The City Hall fire monitoring equipment installation is still in process.
- Staff are working on a water leak at the Edwards Family Aquatic Center.

Project Updates

- 44th Street West & 67th Ave West Lift Station Upgrade
 - Pre-ordering of the generator and SCADA cabinet is in progress.
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- Well #7 (Claremont)
 - We are seeking multiple bids utilizing the MRSC Small Works Roster.
 - One contractor has committed to providing an estimate next week.
- Fircrest Park Maintenance Facility Structure Upgrade
 - We are seeking multiple bids utilizing the MRSC Small Works Roster.
- Storm Water Pre-Treatment Outfall Grant Project – Emerson Street & Estate Place
 - Final close-out Progress Reports and Payment Requests are in progress.
- AMI Water Meter Exchange Program
 - Meter exchanges are in progress, with program completion currently at 51%.

TOTAL BY YEAR	
2019	11
2020	143
2021	444
2022	283
2023	295
2024	39

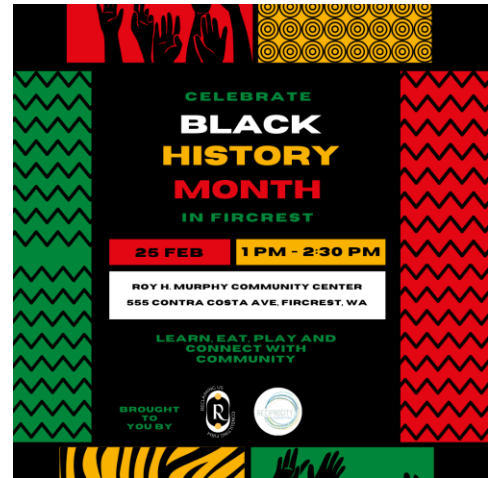
PROJECT UPDATE	
Total City Meter Connections	2,402
New Meters Installed	1,215
Remaining Meters to be Installed	1,187
Percentage of Completion	51%

- Emerson Street Sidewalk Extension (south side) – Woodside Drive to 67th Ave West
 - Engineering design is in process.
 - We are requesting a one-year funding extension from PSRC.
- Regents Blvd (west) Grind & Overlay – Alameda Ave to 67th Ave West
 - City Council approved the engineering design contract on January 9th, 2024.
 - We are preparing a Notice to Proceed with WSDOT.
- South Orchard Street Grind & Overlay – TIB Grant Funded
 - Design is in process for construction in 2024, with a 90% design review on February 12th.
 - Fircrest staff and engineering consultants are continuing communications and coordination efforts with City of Tacoma staff.
- Electron and Contra Costa Intersection Improvement – Legislative Funds
 - All notifications and documentation have been provided to the Department of Commerce (DOC). We will present to the Council once the green light is received from DOC.
- 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.
 - An amendment to the 6-year Transportation Improvement Plan (TIP) will be presented to the Council following a public hearing on February 27th. The amendment would add the Claremont project to the TIP and allow the City to utilize Real Estate Excise Tax (REET) proceeds as local grant match funds.

12. Black History Month Celebration

At its meeting on Monday, January 23rd, the Fircrest City Council issued a proclamation celebrating February as Black History Month. As part of its proclamation, the City Council invites Fircrest residents to join in this special observance through educational programs, celebrations, and activities highlighting Black and African American history.

A group of Fircrest neighbors have collaborated to bring a community-sponsored public event to the City of Fircrest. Hear from local leaders, network with neighbors, participate in a community art project, and meet some fantastic local Black-owned businesses. The event takes place on Sunday, February 25th, from 1:00 PM to 2:30 PM at the Community Center.



A list of other local events in Pierce County can be found at [Celebrate Black History Month](#).

13. Tacoma Public Utilities Assistance Program

Whether you face a short-term financial issue or are on a limited or fixed income, paying your bills can sometimes be challenging. Tacoma Public Utilities and the City of Tacoma Environmental Services offer a Bill Credit Assistance Plan and a Discount Rate Program to help.

Qualifying households on the Bill Credit Assistance Plan receive a monthly automatic bill credit for all services, regardless of payment. Additional monthly credits can be achieved with full and on-time payments. The credit amount you receive depends on the number of services you receive.

To be eligible for assistance, applicants must meet specific income guidelines and other requirements. For additional information, visit [Payment Assistance - Tacoma Public Utilities \(mytpu.org\)](#).

14. Kids 'N' Critters Weekends

Two kids ages 12 and under are FREE, with each paid adult general admission to [Northwest Trek Wildlife Park](#) each weekend in February, plus Presidents' Day. The discount is available only on tickets purchased at the onsite ticket window and does not apply to Wild Drives or Keeper Adventure Tours. For more information, visit [Kids 'n' Critters Weekends](#).