



City Manager's Update

February 23, 2024

To: Fircrest City Council
From: Dawn Masko, City Manager
Date: February 23, 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. Upcoming Meetings – Week of February 26th – March 1st

- City Council Meeting Tuesday, February 27th at 7:00 PM

2. Council Meeting Agenda Items – February 27th, 2024

- Public Hearing – 6-Year Transportation Improvement Plan Amendment
- Comprehensive Plan Update Budget Discussion
- Ordinance Amending Fircrest Municipal Code 9.48 – Controlled Substances
- Resolution – 6-Year Transportation Improvement Plan Amendment
- 2023 Year-End Financial Report

3. February 20th, 2024 – Study Session Recap

The Fircrest City Council met for a Study Session on Tuesday, February 20th. Agenda items were:

- A representative from NovoaGlobal provided the results of a traffic speed study they recently conducted for automated enforcement cameras and their feasibility within our city. The locations studied were Whittier Elementary School (Alameda Avenue), Wainwright Intermediate School (South 19th Street), Thelma Gilmur Park (Emerson Street), and Fircrest Park. Data was collected for one week in January during posted school zone hours by the schools and from dawn to dusk by the parks. Information regarding a potential traffic enforcement camera pilot program will be brought back at a future Council meeting.
- Police Chief Ron Schaub discussed the Police Department's Body Worn Camera Policy and Pierce County's Rapid Response (active shooter) protocols and stressed the importance of officer training for rapid response situations.
- Community Development Director Mark Newman covered how the state laws could be integrated into Fircrest's existing policies. These discussions will continue as part of the Comprehensive Plan Update process and development regulations update process.

4. 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.
- Acting City Clerk Arlette Burkhart will be meeting with a representative from the Washington State Archives Office on Monday, February 26th, for an on-site consultation regarding best practices for record management, employee training strategies, and filing systems.
- The Centennial Steering Committee met today and discussed theme options, sub-committees, and potential activities and events. The next meeting is scheduled for March 15th.
- City Manager Masko met with the University Place City Manager, Public Works Director, and NPDES Coordinator on Thursday to discuss recreational partnership opportunities.
- The City received six public records requests this week for a total of 46 requests in 2024.
- The Fircrest Employee Safety Committee will be meeting on February 27th to discuss upcoming CPR and First Aid training. This training will occur on April 29th and 30th. Thank you to Community Service Officer John Troung for coordinating the training.
- City Manager Masko continued to spend a significant amount of time on personnel issues.
- Staff has continued working with Facebook Meta to consolidate the City's social media pages under one Business Meta Suite.
- The new AV system in Council Chambers is now fully functional. Staff continues to work through training on the new system and developing troubleshooting documentation.
- The Administration and Finance Departments are reviewing additional part-time Accountant applications and will be coordinating an interview date in the near future. The City has received 31 applications to date.
- City Manager Masko drafted the agenda summary regarding required updates to the Fircrest Municipal Code regarding controlled substances to be in compliance with new state statutes.
- City Manager Masko attended the Pierce County City Manager's meeting, worked with all departments on a variety of items, and updated the Budget Message and Overview for the 2024 Adopted Budget Document.
- In the last 30 days, the City's website has had 20,724 page views from a total of 5,962 users. Sessions are up 2%, and users are up 7% from the previous 30 days.

5. Police Department Update

- Sergeant Gollinger and Officer Bugarin apprehended a vehicle prowler Thursday morning for a felony-level case.
 - Chief Ron Schaub attended the South Sound 911 Board meeting and the Regional Radio Communications Steering Group meetings on February 21st.
 - Sergeant Gollinger is working on getting Officer Bugarin Taser certified. He was released from his Field Training and started working solo this past Monday.
 - Sergeant Villamor and Sergeant Gollinger are working to get officers scheduled for EVOC (Emergency Vehicle Operations Course) in the next available session. EVOC allows officers to hone their skills and practice driving in emergency situations.
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- Detective Roberts is working with Crimestoppers for the stolen John Deere tractor stolen from the Fircrest Golf Course.
- Our three newest officers are scheduled for ARIDE (Advanced Roadside Impaired Driving Enforcement) training on April 18th and 19th at JBLM. This course is intended to assist law enforcement officers in enhancing proficiency in detecting, apprehending, testing, and prosecuting impaired driving.
- Detective Roberts is working to get scheduled for the Basic Collision Investigation class. Currently, there are no classes scheduled statewide.
- Fircrest officers responded to 224 calls for service for the period of 2/11/2024 – 2/18/2024, including 150 traffic stops, which generated 106 notices of infraction. Additional information is provided in the chart below.

Police Officer Activity for 2/11/2024 – 2/18/2024			
Call Activity	Number of Calls	Call Activity	Number of Calls
Traffic Stops	150	Outside Jurisdiction Response	8
Notice of Infraction	106	Parking Tickets	10
Citations Issued	13	Reports Written	18
Felony Arrests	1	Security Checks	7
Misdemeanor Arrests	12	Subject Stops	1
Alarms	2	Suspicious Persons	2
Community Oriented Policing	11	Vehicle Prowls	12
Follow-Ups	1	Welfare Checks	5
Foot Patrol	6	911 Calls – Trouble Unknown	2
Motor Vehicle Collisions	1		

6. Finance Department Update

- Finance and IT have created a streamlined process for disposing of surplus technology. The new process was distributed to all City departments.
- Finance will be presenting the 2023 Year-End Report at the February 27th City Council meeting.
- The top three candidates for the part-time Accountant position have taken other jobs. We are starting a review of the 15 new applications that have been received since the first review date.

7. Parks & Recreation

Programs

- Parks & Recreation Director Jeff Grover met with TeamWRK Foundation last week to continue planning for our first Teen Late Night of the year. We're currently finalizing details such as insurance, staffing, and programming and will continue to refine our plans as we approach the April 12th event.
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- Youth basketball is nearing its end, with just two weekends left in the season. These final weekends promise exciting matchups for both players and spectators alike. We extend our gratitude to all the fantastic volunteer coaches and parents who have contributed to making the second season of youth basketball in the Names Family Foundation Gymnasium a huge success!

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 \(recdesk.com\)](#).

- A group of seniors recently visited the Museum of Glass on a special trip to commemorate Black History Month. During the visit, the group took part in a guided tour of the featured exhibition "Two-Way Mirror," delving into the representation of Black individuals in glass art over time. Special thanks to Mayor Pro Tempore Nikki Bufford for the suggestion; all participants thoroughly enjoyed the experience.

Events

- Staff and volunteers are actively preparing for the upcoming [Medallion Madness](#) event. Banners are being installed on tennis court fences, and flyers are being distributed to local businesses. To keep the community engaged, we've been sharing event updates on social media. Coordination with volunteers involved in medallion branding is ongoing. So what is 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](#).
- Additionally, we are in the midst of organizing the [Strawberry Festival](#), collaborating with sponsors, and processing the numerous vendor applications we've received so far. The Strawberry Festival will be held on Sunday, June 23rd, 2024 at Fircrest Park.
- Progress is also being made with planning for [Fircrest Fun Days](#) and the Furry 4K. Fircrest Fun Days are July 19th – 20th, with the Furry 4K on Saturday, July 20th.
- As we gear up for the [Easter Egg Hunt](#) on Saturday, March 30th, a volunteer work party is scheduled for Thursday, March 7th, to stuff Easter eggs.



- Lastly, we captured highlights from the Daddy-Daughter Dance and have shared them on the Fircrest Parks & Recreation [Facebook](#) page.

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."

8. Planning & Building Update

- The City received two new code enforcement requests this week:
 - A concern about emergency vehicles using compression brakes at the Fire Station. The Tacoma Fire Department was notified about this request.
 - A concern about a mobile home being used as a livable unit in a single-family residential zoning district along the 200 block of Alameda Avenue. Code Enforcement Officer Kristin Singh is investigating this request with the assistance of Community Development Director Mark Newman.
 - 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.
 - CD Director Newman provided an overview of the 2023 Housing Laws passed by the State Legislature at the February 20th City Council Study Session. His presentation focused on how state laws requiring accessory dwelling units (ADUs), duplexes, streamlined permitting processes, condominiums, and unit-lot subdivisions can be integrated into Fircrest's existing development regulations. This work will be funded by the Middle Housing grant from the Department of Commerce. 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.
 - The Public Comment period on the 2024 Comprehensive Plan Update will kick off next week on Monday, February 26th. Please look out for a mailer in your mailbox with more information on how to review the draft plan and submit comments. Hard copies of survey materials are available at both City Hall and the Community Center. Visit [2024 Comprehensive Plan Update website](#) to learn more!
 - CD Director Newman 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 is also investigating an Energy Efficiency and Conservation Block Grant from the Department of Commerce. The Block Grant is geared to helping smaller cities and counties plan for future energy conservation and efficiency projects. Jurisdictions can use these funds to work towards meeting state requirements, such as the [Clean Buildings Performance Standards](#) or for the [Growth Management Act](#). He is coordinating with Public Works Director Tyler Bemis on HVAC improvements for City facilities.
 - CD Director Newman attended the Four Corners/Thriving Communities meeting to discuss inter-jurisdictional coordination at the vital intersection of South 19th Street and Mildred Street West. He also attended both the SSHA3P staff workgroup meeting and a Youth Transportation in Tacoma webinar.
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9. 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 cleared a sewer backup at the 700 block of Pasadena with no reported damages.
- Monthly coliform and fluoride samples were collected for analysis.
- The old bucket truck will be posted for sale on Monday, February 26th, with a minimum sale price set at \$30,500. Sealed bids are required.

Maintenance – Parks & Facilities

- The City Hall fire monitoring equipment installation is 80% complete.
- Staff repaired the ping pong table at the Community Center.
- Small equipment preparation is underway for the Spring vegetation season.

Project Updates

- 44th Street West & 67th Ave West Lift Station Upgrade
 - Pre-ordering of the generator and SCADA cabinet is in progress.
- Well #7 (Claremont)
 - We are seeking multiple bids utilizing the MRSC Small Works Roster.
 - A second contractor provided a bid for a complete rebuild and is preparing a bid for a partial rebuild (if possible).
- Fircrest Park Maintenance Facility Structure Upgrade
 - Staff are meeting to finalize the size, style, wants versus needs, and timeline.
 - We will seek multiple bids utilizing the MRSC Small Works Roster or issue a Request for Proposals (RFP).
- 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%

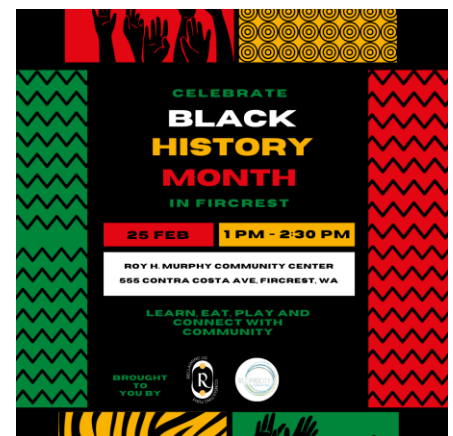
- Emerson Street Sidewalk Extension (south side) – Woodside Drive to 67th Ave West
 - Engineering design is in process.
 - We are requesting a one-year funding extension from PSRC.
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- Regents Blvd (west) Grind & Overlay – Alameda Ave to 67th Ave West
 - We are working with WSDOT on preparing a Notice to Proceed.
- South Orchard Street Grind & Overlay – TIB Grant Funded
 - Design is in process for construction in 2024.
 - A 90% design review took place 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.

10. Black History Month Celebration

A group of Fircrest neighbors have collaborated to bring a community-sponsored Black History Month 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 this Sunday, February 25th, from 1:00 PM to 2:30 PM at the Fircrest Community Center.

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



11. Habitat Restoration Work Party

Help the environment while building community at Habitat Restoration work parties. The next work party is at Whittier Park on Saturday, March 2nd, from 9:00 AM to 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 [Whittier Park Work Party](#) or visit the City [Events Calendar](#) or the [Pierce Conservation District](#) for additional information.

12. 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](#). ⚠️

13. EV Charging Residential Incentives

Whether you're thinking about buying an electric vehicle (EV) or own one but charge with a Level 1, now is the time to install faster Level 2 charging at home. EV charging options are now easier and more affordable. Even better, you don't have to own your home to be eligible. Consider taking advantage of one or more of the residential incentives that Tacoma Public Utilities (TPU) is offering for EV charging. Information can be found at [EV Charging - Tacoma Public Utilities \(mytpu.org\)](https://www.mytpu.org/ev-charging).

Are you new to EVs and need more info about the differences in charging levels? Click [here](#) to view Tacoma Public Utilities guide to chargers and plugs. TPU also offers a host of information on electric vehicles, tax credits, and more on their website at [Electric Vehicles \(EVs\)](#).

14. Pierce County 2024 Career Fair

Pierce County has dozens of full-time, part-time, and seasonal job opportunities available right now. Representatives from many departments, including the Assessor-Treasurer's Office, Parks, Courts, Sheriff's Department, Planning and Public Works, will be on hand at the 2024 Career Fair being held on Wednesday, March 6th. The event is free and open to the public and is being held from Noon to 3:00 PM at the Pioneer Park Pavilion, located at 330 S. Meridian in Puyallup. For additional information, visit [2024 Career Fair | Pierce County, WA \(piercecountywa.gov\)](https://www.piercecountywa.gov/2024-career-fair). To apply ahead of time for an on-the-spot interview for temporary maintenance and landscaping positions, go to [Job Opportunities | Pierce County Employment Opportunities \(governmentjobs.com\)](https://www.governmentjobs.com).

15. Flood Control District Vacancy

Pierce County is currently accepting applications to fill a vacant position on the Pierce County [Flood Control Zone District Advisory Committee](#) (FCZD AC) representing Water Resource Inventory Area (WRIA) 12 (Chambers/Clover). The City of Fircrest is located within the WRIA 12 boundaries.

The FCZD AC is integral to the governing structure of the Pierce County Flood Control Zone District and is generally responsible for formulating recommendations on various budget, policy, and project priority matters to the FCZD Board of Supervisors and its Executive Committee. For more information about the FCZD or its governance, please visit [Pierce County Code, Chapter 11.06](#). Click on the following link to apply: [Flood Control Zone District Advisory Committee Application](#), and select WRIA 12 position from the drop-down menu at the top of the application.
