



## City Manager's Update March 1, 2024

**To:** Fircrest City Council  
**From:** Dawn Masko, City Manager  
**Date:** March 1, 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 March 4<sup>th</sup> – March 8<sup>th</sup>

- Civil Service Commission Meeting Monday, March 4<sup>th</sup> at 4:00 PM
- Planning Commission Meeting Tuesday, March 5<sup>th</sup> at 6:00 PM

#### 2. February 27<sup>th</sup>, 2024 – Council Meeting Recap

Action items at the Tuesday, February 27<sup>th</sup> regular City Council meeting included:

- Approved liquor license renewal for Fircrest Golf Club.
- Held a Public Hearing to receive comments on an amendment to the City's 6-year Transportation Improvement Plan. There were no public comments.
- Discussed the Comprehensive Plan Update budget overage and the contract with BHC.
- Approved an Ordinance amending Fircrest Municipal Code - Chapter 9.48 relating to controlled substances.
- Approved a Resolution amending the City's 6-year Transportation Improvement Plan.
- Reviewed the 2023 Year-End Financial Report.

#### 3. Council Meeting Agenda Items – March 12<sup>th</sup>, 2024 - Tentative

- Ordinance – Adoption of the 2021 International Building Code (IBC) with Washington State Amendments
- Ordinance – 2024 Budget Amendment #1 – 1<sup>st</sup> Reading
- Resolution – Claremont Overlay TIB Grant
- Resolution – Whittier Park Master Plan Contract Amendment

#### **4. Administration**

Administration highlights include:

- City Manager Dawn Masko, Public Works Director Tyler Bemis, Project Coordinator Bob Jean, and Community Development Director Mark Newman continued to meet to discuss the sewer interlocal agreement. We are continuing to track down information from the Boundary Review Board regarding annexations as well as look for pre-annexation agreements referencing sewer.
- Acting City Clerk Arlette Burkhardt met with a Senior Records Consultant from the WA State Archives Office on Monday, February 26<sup>th</sup>. They discussed record management methodologies, record clean-up, and long-term solutions. Clerk Burkhardt will be meeting with the Records Consultant again within the next month for a Fircrest records management project kick-off.
- The Employee Safety Committee met on February 27<sup>th</sup> to approve their 2024 work plan, post-vehicle accident forms, emergency go-bags inventory, and employee rosters. The 2024 Safety Committee work plan includes establishing yearly training programs and a safety onboarding process for new employees, refining processes for fire drills, earthquake drills, and lockdown drills, and scheduling CPR training for staff.
- The City received eight public records requests this week for a total of 54 requests in 2024.
- Clerk Burkhardt recently met with Risk Manager Blair Kok from Clear Risk Solutions. They discussed training opportunities, City facility reviews, playground inspections, and scholarship opportunities from the City's insurer, CIAW. CIAW offers grants for employees to utilize for risk management-related training. Clerk Burkhardt has already received four training scholarships from CIAW. She will be meeting with Mr. Kok next month to conduct City facility reviews.
- City Manager Masko attended multiple meetings, worked with all departments on a variety of items, issued a grievance decision, assisted with grant applications, and updated the Budget Summary for the 2024 Adopted Budget Document.
- In the last 30 days, the City's website has had 18,033 page views from a total of 5,913 users. Sessions are down 3%, and users are up 1% from the previous 30 days.

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

- Detective Roberts is continuing to work on the stolen John Deere tractor case. He has worked hours on this case, including two search warrants for evidence.
  - We will be bringing forward a Sunnyside Jail contract soon. The daily rate is \$100 lower than our local misdemeanor jail options.
  - We are working with the Puyallup Jail to do video arraignments instead of transporting prisoners to and from our Court. This will be safer for everyone involved and will reduce the workload.
  - We recently learned that South Sound 911 and the radio system owners do not have a radio replacement fund for their partner agency radios. More to come on this issue.
  - The Civil Service Oral Board interviewed one exceptional entry-level applicant on Thursday.
  - Police Chief Ron Schaub is working through Lexipol's recent webinar regarding Undesirable Outcomes. The core principles from Lexipol's Root Cause Analysis are People, Policy, Training, Supervision, and Discipline.
  - Fircrest officers responded to 200 calls for service for the period of 2/18/2024 – 2/25/2024, including 134 traffic stops, which generated 90 notices of infraction. Additional information is provided in the chart below.
-

<b>Police Officer Activity for 2/18/2024 – 2/25/2024</b>			
<b>Call Activity</b>	<b>Number of Calls</b>	<b>Call Activity</b>	<b>Number of Calls</b>
Traffic Stops	134	Miscellaneous	11
Notice of Infraction	90	Outside Jurisdiction Response	3
Citations Issued	12	Parking Tickets	13
Felony Arrests	2	Reports Written	25
Misdemeanor Arrests	10	Security Checks	6
Alarms	5	Subject Stops	1
Citizen Assists	2	Suspicious Vehicles	6
Community Oriented Policing	2	Unwanted Person	2
Domestic Violence	2	Vehicle Prowls	16
Follow-Ups	2	Welfare Checks	3
Foot Patrol	3	911 Calls – Trouble Unknown	2

## 6. Finance Department Update

- Finance Director Colleen Corcoran presented the 2023 Year-End Report at the February 27<sup>th</sup> City Council meeting.
- Finance Director Corcoran is working on the first 2024 budget amendment. She is also working with Finance staff and City Manager Masko to finalize the 2024 budget document.
- Following additional interviews this week, we are pleased to announce that we have hired a new part-time Accountant. She will be starting soon after completing a background check.

## 7. Parks & Recreation

### *Projects*

- Community Center Close-out – Parks & Recreation Director Jeff Grover and Finance Director Corcoran are working on closing out the Community Center project, including preparing a Resolution for City Council approval and compiling a comprehensive report on final financials.
- Whittier Park Master Plan – An amendment to the AHBL contract will be presented to the Council at the March 12<sup>th</sup> Council meeting. This amendment would add a third community meeting to the Whittier Park Master Plan scope of work. Pending approval of the contract amendment, staff will commence outreach efforts for the third meeting. The Council’s support and collaboration in this endeavor is appreciated and is invaluable to the success of the project.

### *Grants*

- Maintenance Lead Bryce Wakefield and Director Grover are currently researching potential projects for the upcoming Recreation and Conservation (RCO) grant cycle. Aligning with our strategy to finalize projects at Fircrest Park, they are focusing on enhancements to the three
-

youth baseball fields. The initial concept entails upgrading the fields with new backstops, dugouts, and improved hardscape, along with ADA access enhancements. They are diligently exploring this avenue to ensure the best possible outcome for our community. Grant applications are due on May 1<sup>st</sup>.

### ***Recreation Programs***

- Youth Basketball – Parks & Recreation Director Grover expresses his gratitude to our Recreation Coordinator, Ryan Brown, for his outstanding efforts in coordinating a successful youth basketball season. With nearly 400 kids participating this season, the league has been a resounding success! We've received numerous positive comments from parents, highlighting the enjoyment and value their children have gained from the program. Thank you, Ryan!
- Pee Wee Indoor Soccer – Registration is underway for the Pee Wee Indoor Soccer program. This is an instructional 6-week league introducing Pre-Kindergarten kids ages 4-5 years old to indoor soccer. Games and practices will be held on Saturdays, beginning on March 18<sup>th</sup>. For additional information and to register, visit [Pee Wee Indoor Soccer \(Pre-K\) \(recdesk.com\)](http://recdesk.com).
- Youth Baseball – Registration is just around the corner for another exciting season of youth baseball. Registration begins on March 15<sup>th</sup> for Fircrest residents and March 25<sup>th</sup> for non-residents. There are leagues for Kindergarten/1<sup>st</sup> grade, 2<sup>nd</sup>/3<sup>rd</sup> grades, Girls 4<sup>th</sup>/5<sup>th</sup> grades, and Boys 4<sup>th</sup>/5<sup>th</sup> grades. Additional information and registration will be on the website soon.

### ***Senior Programs***

- March Senior Trip – There are still spots available for the March 21<sup>st</sup> 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 \(recdesk.com\)](#).

- April Senior Trip – Join fellow seniors on April 18<sup>th</sup> to explore the [Suquamish Museum](#) located on the Port Madison Indian Reservation near Bainbridge Island. The Suquamish Museum preserves and displays relics and records related to the Suquamish Tribe. After touring the museum, participants will head on over to the Suquamish Clearwater Casino for some fun slots, table games, and lunch at the Agate Pass Deli. The \$35 fee includes transportation and museum admission. Participants are responsible for their own lunch. Visit [Senior Trip - Suquamish Museum & Suquamish Clearwater Casino \(recdesk.com\)](#) for more information and to register.

### ***Community Events***

- Mark your calendars for the [Let's Go Wild Mom & Son Dance](#) on May 3<sup>rd</sup>. The roaring event will be held at the Community Center from 6:30 to 8:30 PM. Registration for Fircrest residents begins on April 1<sup>st</sup> at 9:00 AM, with non-resident registration beginning on April 22<sup>nd</sup>. Space is limited, and tickets will sell out quickly! Ticket prices are \$25 per couple for residents and \$35 per couple for non-residents. Each additional child is \$10. This event is sponsored by Berkshire Hathaway Home Services: South Sound Properties.
-

- Event Coordinator Judy Schmidtke, along with our staff and volunteers, are currently gearing up for our upcoming [Medallion Madness](#) event. So what is Medallion Madness? 150 limited edition Fircrest medallions will be hidden around our community on St. Patrick's Day (Sunday, March 17<sup>th</sup>). 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](#).



- As we gear up for the [Easter Egg Hunt](#) on Saturday, March 30<sup>th</sup>, a volunteer work party is scheduled for Thursday, March 7<sup>th</sup>, to stuff Easter eggs.
- Video highlights from the Daddy-Daughter Dance are now available on the Parks & Recreation [webpage](#).

### ***Promotions & Marketing***

- Our readerboard continues to be a key asset for engaging with the local community. We consistently utilize its visibility to showcase upcoming events, programs, and important announcements. Additionally, we will be collaborating with other City departments to include other City events and meetings on the readerboard.
- Our [Parks and Recreation Department webpage](#) serves as a central hub for information dissemination. We ensure that it is updated regularly with detailed program descriptions, schedules, and registration information to cater to the diverse needs of our community members.
- Social media platforms like [Facebook](#) and [Instagram](#) offer unparalleled reach and engagement. We actively maintain our presence on these platforms, sharing engaging content, event updates, behind-the-scenes glimpses, and user-generated content to foster a sense of community and encourage participation.
- Our utilization of [Rec Desk](#) for online registration and management streamlines the participant experience. We capitalize on its convenience and accessibility to facilitate easy registration for our programs and events, catering to the preferences of our tech-savvy community members.

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 five new code enforcement requests this week:
  - Two requests to investigate a barking dog at the 500 block of Buena Vista Avenue. Code Enforcement (CE) Officer Kristin Singh has contacted the property owner and provided a helpful handout to control dog barking. She is also coordinating with the Fircrest Police Department Community Service Officer to share information.

- A concern about overgrown blackberry bushes/vegetation creating a nuisance on a vacant lot on the 500 block of Ramsdell Street. CE Officer Singh has reached out to the property owner, who has agreed to trim the blackberry bushes.
  - A concern regarding an over-excavated foundation along the 300 block of Harvard Avenue. CE Officer Singh has reached out to the building permit applicant for more information.
  - A concern regarding unpermitted residential remodel work along the 1000 block of Brentwood Place. Permit Coordinator Singh is working with the property owner to pull permits for the job.
  - Permit Coordinator Singh issued three new permits this week for residential mechanical and plumbing work.
  - Permit Coordinator Singh has been hard at work processing City business licenses and transient merchant applications. She coordinated with the Parks & Recreation Department to exempt vendors who are participating in City-sponsored events and streamlined the process for application review.
  - 2024 Comprehensive Plan Update
    - Fircrest addresses should have received a postcard mailer asking for public comment on the Draft Plan, which will be accepted through April 30<sup>th</sup>. If you did not receive a postcard mailer or have questions, please contact Community Development (CD) Director Mark Newman at [mnewman@cityoffircrest.net](mailto:mnewman@cityoffircrest.net) or (253) 238-4129.
    - The City has received 15 online responses so far, with the preliminary results indicating that the Vision Statement aligns with the community's wishes and that the public is satisfied with the City's public outreach efforts overall. While surveys may be submitted anonymously, not providing your contact information prevents City staff from engaging in important follow-up questions to address issues or concerns. Both paper and online survey data will be collected on a rolling basis and shared during City Council and Planning Commission meetings as well as on the [2024 Comprehensive Plan Update webpage](#).
    - CD Director Newman submitted the [Draft Public Plan](#) to the Puget Sound Regional Council for their review prior to the formal certification process at the end of this year.
  - We are pleased to announce that the Department of Commerce revised its grant award to the City for Level-2 EV Charging Stations from \$22,500 to \$30,000. Location and number of chargers is still being discussed to make sure they are placed in an area that works for the public.
  - The Public Comment period on the 2024 Comprehensive Plan Update will kick off next week on Monday, February 26<sup>th</sup>. 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 the [2024 Comprehensive Plan Update website](#) to learn more!
  - CD Director Newman applied on the City's behalf for the AARP Community Challenge Grant Program. The City requested \$50,000 to install approximately 15 new ADA-accessible benches and picnic tables throughout City parks in preparation for next year's Centennial Celebration.
  - CD Director Newman met with City Manager Masko, Project Coordinator Bob Jean, and Public Works Director Tyler Bemis on sewer service options for the City's northwest corner.
  - The Planning & Building Department received the Prose project site plan design review resubmittal and will begin processing it for review.
-

- The City of Fircrest was awarded bronze-level EVAL (Electric Vehicle Adoption Leadership) certification for its commitment to investigating clean energy solutions like electric vehicle charging stations.

## **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)

### ***Emergency Management Training***

- We are starting the process for all Public Works staff to complete National Incident Management System (NIMS) training through FEMA. These are free training courses and provide the framework for responding to large-scale emergencies and disasters.

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

- One pump is currently being repaired at the Commons lift station due to jammed wastewater debris and worn brass ring screws. Upon return of the repaired pump, the opposite pump will be pulled and inspected for repair needs.
- The old bucket truck was posted for sale on Monday, February 26<sup>th</sup>, with a minimum sale price set at \$30,500. Sealed bids are due by Monday, March 11<sup>th</sup>.

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

- The City Hall fire monitoring equipment installation is approaching completion.
- This week marked the first mowing of the grass at Fircrest Park. The crew also performed clean-up work and repairs around picnic tables, park benches, and baseball fields.
- A water leak was repaired at the pool on a domestic water line. Staff is currently working on the leak adjustment.

### ***Project Updates***

- Well #7 (Claremont)
    - We received an exorbitant bid from the first contractor that we communicated with.
    - A second contractor provided a bid for a complete rebuild and is preparing a bid for a partial rebuild within the constraints of the structural assessment, if possible.
    - We are continuing to seek other bids utilizing the MRSC Small Works Roster.
  - 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).
  - 44<sup>th</sup> Street West & 67<sup>th</sup> Ave West Lift Station Upgrade
    - Equipment submittal review of the generator and SCADA cabinet is in progress.
  - Storm Water Pre-Treatment Outfall Grant Project – Emerson Street & Estate Place
    - Final close-out Progress Reports and Payment Requests are in progress.
  - Regents Blvd (west) Grind & Overlay – Alameda Ave to 67<sup>th</sup> Ave West
    - We are working with WSDOT on preparing a Notice to Proceed.
-

- AMI Water Meter Exchange Program
  - Meter exchanges are in progress, with program completion currently at 52%.

TOTAL BY YEAR	
	Total
2019	11
2020	143
2021	444
2022	283
2023	296
2024	71

PROJECT UPDATE	
Total City Meter Connections	2,402
New Meters Installed	1,248
Remaining Meters to be Installed	1,154
<b>Percentage of Completion</b>	<b>52%</b>

- Emerson Street Sidewalk Extension (south side) – Woodside Drive to 67<sup>th</sup> Ave West
  - We are requesting a one-year funding extension from PSRC while the engineering design is in process.
- South Orchard Street Grind & Overlay – TIB Grant Funded
  - Design is in process for construction in 2024.
  - We continued communication and coordination with City of Tacoma streets, signal, and ADA staff.
- Electron and Contra Costa Intersection Improvement – Legislative Funds
  - We are still awaiting the green light from the Department of Commerce (DOC) and will bring forward approval paperwork to the Council once it is received.
- 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.
  - The Council adopted an amendment to the 6-year Transportation Improvement Plan (TIP) following a public hearing on February 27<sup>th</sup>. The amendment added the Claremont project to the TIP, allowing the City to utilize Real Estate Excise Tax (REET) proceeds as local grant match funds.
  - Grant acceptance documents, including a Fuel Tax Agreement, will be presented to Council on March 12<sup>th</sup>.

**10. Masko Park Improvements**

Since early 2021, Public Works and Parks staff have been actively involved in discussions aimed at enhancing George Masko Park. New benches at the park entrance, funded by the Masko family, were recently installed, and painting and planting have occurred. These improvements have been well-received by the community. The family is now proposing the installation of a swing set, similar to a playset that was in the park years ago and has committed to raising \$25,000 for this project.

Fircrest staff supports the Masko family’s vision to enhance this park, providing additional recreational opportunities for residents while preserving its natural beauty. Next steps include reviewing the proposal, planning the project to consider factors such as site preparation, safety regulations, and ongoing maintenance, providing administrative support to facilitate the project, encouraging community involvement in the project, and supporting fundraising efforts. Staff will keep the Council informed about the project’s fundraising efforts and any City support needed.



## **11. 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 15<sup>th</sup> will be reviewed under the 2018 Code. Any applications submitted on or after March 15<sup>th</sup> 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](#). ⚠️

## **12. Passing of Denny Richards**

Our condolences to the family of Denny Richards, who passed away this week. Mr. Richards was the Fircrest City Manager from September 1995 to November 1999. In addition to the City of Fircrest, his long tenure in City government included the Vancouver Police Department, Kelso, Sammamish, Long Beach, Liberty Lake, Battle Ground, Jefferson County, Gig Harbor, and SeaTac.

## **13. Pierce Transit Service Changes**

There are many changes coming to Pierce Transit at the end of March. Bus routes and how customers ride them will be adjusted to make the most of the resources available. Changes include schedule improvements to most bus routes, launching an on-demand service zone in Gig Harbor, and adding a high-capacity transit service between Spanaway and downtown Tacoma. Additional information can be found at [What's New > Pierce Transit](#).

## **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 6<sup>th</sup>. 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 \(piercecountywa.gov\)](#). 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 \(governmentjobs.com\)](#).

---