



City Manager's Update

March 29, 2024



To: Fircrest City Council
From: Dawn Masko, City Manager
Date: March 29, 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. The much-anticipated **Easter Egg Hunt** takes place **tomorrow** at 9:30 AM at Fircrest Park. Staff will start setting up at 8:00 AM, with most volunteers arriving around 8:30 AM. Excitingly, both the Easter Bunny and Murphy will be there, ready to greet everyone and even pose for photos!



There are several locations with staggered start times for various ages for the Easter Egg Hunt:

1. 10:00 AM – 4 years & under – Tot Lot
2. 10:15 AM – 5 – 6 years – Fircrest Park Pavilion
3. 10:15 AM – 7 – 9 years – Fircrest Park (Contra Costa beyond the Pool, next to Fir Grove)

Hop on down to join in on the festivities!

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

- Civil Service Commission Meeting Monday, April 1st at 4:00 PM
- Planning Commission Meeting Tuesday, April 2nd at 6:00 PM

3. Council Meeting Agenda Items – April 9th, 2024 - Tentative

- Public Hearing on the Stormwater Management Program Plan
- Ordinance – 2024 Budget Amendment #1 – Adoption
- Resolution –Electron Way/Contra Costa Ave. Intersection Improvement Grant Agreement
- Resolution –Climate Change Planning Grant Agreement
- Resolution – Pierce County System Access & Use Agreement
- Resolution – Sunnyside Jail Interlocal Agreement
- Resolution – Claremont Street Grind & Overlay Professional Services Agreement
- Parks & Recreation Foundation Year-End Report

4. March 26th, 2024 – Council Meeting Recap

Action items at the Tuesday, March 26th regular City Council meeting included:

- Approved a Liquor License Renewal for Stina’s Cellar
- Approved a motion setting a public hearing on April 9, 2024, at 7:15 PM or shortly thereafter to receive comments on the Stormwater Management Program Plan.
- Approved a Resolution authorizing a professional services agreement with Kimley-Horn for middle housing code development.
- Held a 1st Reading on 2024 Budget Amendment #1.
- Approved a Resolution accepting the Community Center project as complete.
- Approved a Resolution authorizing a change order to the professional services agreement with AHBL, Inc. for the Whittier Park Master Plan project.
- Approved a Resolution extending the professional services agreement with RWJ Consultants for project coordinator services.
- Discussed the budget overrun of the BHC Consultants professional services agreement for the Comprehensive Plan Update.

5. Habitat Restoration Work Party

Are you looking to make a difference in our community? Help the environment while building community at Habitat Restoration work parties. The next work party is at Whittier Park on Saturday, April 6th, from 9:00 AM – 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 <https://Piercecd.org> or visit the City [Events Calendar](#) for additional information.

6. Administration

Administration highlights include:

- Acting City Clerk Arlette Burkhart and Public Works Director Tyler Bemis are exploring the WA Transportation Improvement Board Complete Streets Early Opportunity Program to potentially complete the full intersection of Electron Way and Contra Costa Avenue with Rectangular Rapid-Flashing Beacons (RRFB). The City was awarded legislative capital funding for the Electron Way/Contra Costa Avenue Intersection Improvement project, which will include the installation of an RRFB system and upgraded curb ramps on the east side crossing of Electron Way at the intersection of Contra Costa Avenue.
 - Recruitment for Public Works Seasonal Maintenance Workers is now underway. Information on these positions, as well as pool staff positions, is available on the City’s [Employment Opportunities](#) webpage.
 - The City received five public records requests this week for a total of 76 requests in 2024.
 - Staff continues communicating with Facebook Meta to consolidate the City’s social media pages under the Business Meta Suite. Unfortunately, it looks like the City may once again need to create a new page to move forward in this process.
 - A representative from the City’s insurance program conducted a City facilities walkthrough this week for risk management mitigation. The City will be receiving a full report by next month.
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- The City's employee Safety Committee met this week and reviewed their work plan recap from the February meeting. Utility Worker Salvador Marez joined the Safety Committee as a representative for the Public Works crew. Thank you, Sal!
- City Manager Dawn Masko attended the Association of WA Cities Employee Benefits Advisory Committee meeting this week. Topics included potential enhancements to employee benefits, a review of the long-range strategic work plan, a 2023 total health management program review, enrollment and claims experience trends, and dependent verification services.
- Acting Clerk Burkhart attended personnel and employment records training. The MRSC training covered personnel file content, responding to requests for personnel records, and personnel record exemptions.
- In the last 30 days, the City's website has had 21,741 page views from 6,638 users. Sessions are up 4%, and users are up 7% from the previous 30 days.

7. Finance Department Update

- Finance Director Colleen Corcoran and Accountant Julie Dunbar continued taking classes and working on the 2023 Annual Financial Report, which is due to the State by May 29, 2024.
- Finance staff also continued to research new reporting requirements. [GASB Statement No. 96](#), *Subscription Based IT Arrangement* (SBITA), and [GASB Statement No. 94](#), *Public-Private and Public-Public Partnerships* (PPP) are effective for fiscal year 2023 reporting. GASB 96 changes the way that SBITAs are accounted for and disclosed on financial statements. For many governments, information technology software, such as Office 365, Adobe, Zoom, and cloud-based enterprise resource planning (ERP) systems qualify as SBITAs. Still, research is required to delve into contract details to make a definitive determination. A GASB 94 PPP is an arrangement in which an operator (usually a private company, but sometimes another government) pays a government for the right to provide a public service. Again, research is required to determine if any of the City's current agreements or contracts constitute a PPP and, therefore, must be accounted for in the Annual Report.
- Finance Director Corcoran and Accountant Megan Ryan continued meeting with Andrews Technology about the new electronic timesheet program.
- Finance Director Corcoran worked with Springbrook Software to upgrade the payroll program in preparation for the new timesheet program.
- Accountants Megan Ryan and Julie Dunbar have been busy continuing to train part-time Accountant Wanda Wells for when they will be out of the office April 10th-12th.
- The February financial reports were completed, and staff are working on balancing the RecDesk deposit refund spreadsheet.

8. Police Department Update

- Police Chief Ron Schaub met with a potential polygrapher to replace Heath Holden, who is retiring and is also reaching out to another local polygrapher.
 - Chief Schaub, City Manager Masko, Court Administrator Samantha Olivarez, and Councilmember Nikki Bufford met with a NovoaGlobal representative to discuss a photo enforcement pilot program in greater detail. It was a very productive meeting, with many questions being asked and answered.
 - Officer C. Roberts is attending the EVOC (Emergency Vehicle Operations) instructor course.
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- Eight new Lexipol policies were issued this week, and 15 more were provided to the Police Guild for review.
- Chief Schaub worked with the Puyallup Jail to finalize the booking process with them.
- Police supervisors are continuing to work on annual performance evaluations.
- Fircrest officers responded to 274 calls for service from 3/17/2024 to 3/24/2024, including 139 traffic stops, which generated 98 notices of infraction. The chart below provides additional information.

Police Officer Activity for 3/17/2024 – 3/24/2024			
Call Activity	Number of Calls	Call Activity	Number of Calls
Traffic Stops	139	Parking Tickets	13
Notice of Infraction	98	Reports Written	20
Citations Issued	12	Security Checks	7
Misdemeanor Arrests	14	Subject Stops	6
Warrant Arrests	1	Suspicious Persons	4
Alarms	3	Suspicious Vehicles	4
Civil Issues	3	Unwanted Person	3
Community Oriented Policing	7	Vehicle Prowls	15
Follow-Ups	3	Welfare Checks	4
Foot Patrol	6	911 Calls – Trouble Unknown	3
Outside Jurisdiction Response	3		

9. Planning & Building Update

- The Planning & Building Department is currently short-staffed as it searches for a new Permit Coordinator/Assistant Planner. We appreciate your patience during this transition.
 - The Planning Commission will meet on Tuesday, April 2nd, at 6:00 PM in City Hall Council Chambers. Discussion topics include the Comprehensive Plan, Middle Housing consultant contract, staffing updates, and grant updates. As always, the public is welcome to attend and provide public comment.
 - City staff issued one new building permit for a residential remodel and two new residential building permits for a new single-family residence with an attached accessory dwelling unit, along with several over-the-counter mechanical and plumbing permits.
 - There is still time to submit feedback for the [2024 Comprehensive Plan Update](#). Please complete a survey either [online](#) or in person at City Hall or the Community Center by April 30th, 2024.
 - CD Director Newman attended a Department of Commerce webinar on Level 2 EV Charging contract preparation and is coordinating with other department heads to submit pre-contract paperwork.
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- The City received two new code enforcement requests this week and continues to monitor existing complaints and requests.

Code enforcement concerns include:

- Concern over multiple inoperable vehicles, garbage accumulation, and burning of trash along the 200 block of Regents Blvd. Staff sent out a notice of violation letter this week.
- Concern over an RV parked long-term in the City’s right-of-way along the 400 block of Harvard Avenue. Staff sent out a notice of violation letter this week.
- There is a concern over the accumulation of trash, food waste, and overgrown vegetation along the 200 block of Alameda Avenue. This is in addition to an existing concern regarding an RV being lived in within a single-family zoning district. Staff sent out a notice letter last week but has not yet received a response from the property owner. Staff will follow up on the issue with the property owner.
- There is a concern about overgrown vegetation blocking the required clear vision triangle along the 600 block of Summit Avenue. Staff met with the property owner, who agreed to trim back the vegetation to improve visibility.
- There are repeated concerns regarding foundation work along the 300 block of Harvard Avenue and the accumulation of junk and debris on the lot. Community Development Director Mark Newman inspected the lot for compliance and is coordinating with the Building Official to discuss the next steps.
- City staff spent time assisting a new business with updating its address with Pierce County, South Sound 911, and USPS.
- CD Director Newman is pleased to announce that the Department of Commerce has awarded the City a \$120,000 grant to implement the required Climate Change Resilience Element into the Comprehensive Plan. Grant work will include an urban tree canopy study, a greenhouse gas emissions report with reduction targets, a critical areas ordinance update, and a low-impact development regulations study. This grant will be presented to the City Council at the April 9th regular Council meeting.
- In the coming months, City staff will work with its consultant, Kimley-Horn, to establish a public participation and community engagement plan to implement Middle Housing requirements required by the State. Please stay tuned for more information, and look out for a sign-up link to stay updated.

10. Parks & Recreation

Community Events

- The 2024 [Let's Go Wild Mom & Son Dance](#) is happening on Friday, May 3rd, from 6:30 to 8:30 PM in the Names Family Foundation Gymnasium. Due to limited space, pre-registration is required. Fircrest residents can purchase their tickets starting on April 1st at 9:00 AM. Non-residents can grab their tickets beginning on April 22nd. Ticket prices are \$25 per couple for residents and \$35 per couple for non-residents. Each additional child is \$10. Tickets will be available for purchase on the Parks & Recreation website. Space is limited, and tickets will sell out quickly! A massive shoutout to Berkshire Hathaway Home Services: South Sound Properties for their generous sponsorship, making this event possible.



- Family Game Night – Join us for an evening of fun and games at our Family Game Night hosted by The Curious Bear Toy & Book Shop. Bring the entire family and get ready for a night of laughter, fun, and some friendly competition. The Curious Bear will bring a variety of family games suitable for all ages and interests. This two-hour event is limited to just 20 families, so ensure your spot by registering early at [Family Game Night](#).
- Teen Late Night – We're excited to collaborate with TeamWrk on our upcoming Teen Late Night, our first of the year! TeamWrk is currently partnering with the Tacoma Community College basketball team to provide fantastic volunteers to assist with supervision and event organization. Our Fircrest staff will handle the food for the evening, while TeamWrk will bring in various technology-based games, gym games, and other activities. More details will be available soon.

Recreation Programs

- Youth Baseball – [Registration](#) for another exciting season of youth baseball opened last Friday for Fircrest residents and will open for non-residents on March 25th. There are leagues for Kindergarten/1st grade, 2nd/3rd grades, Girls 4th/5th grades, and Boys 4th/5th grades. Additional information and registration can be found on the Parks & Recreation [web page](#).
- Drop-In Ping Pong – Grab some friends and head on over to the Names Family Foundation Gymnasium for some table tennis fun. No equipment is needed; we have everything you need! This program runs every Tuesday and Thursday from 8:30 to 10:30 AM. Check the weekly schedule online for the drop-in afternoon ping pong schedule for Wednesday afternoons (from 3:00 to 7:00 PM based on room availability.)
- Explore Sports After School – Have fun and be active after school playing new sports and games. Explore sports like ping pong and pickleball, and play well-known playground games like dodgeball, capture the flag, and kickball. This program is for kids ages 9-13 in the 3rd – 9th grades. The session runs Wednesdays from 4:00 – 5:00 PM from April 17th – May 22nd. The resident fee is \$40, and the non-resident fee is \$55. Register at [Explore Sports After School](#).

Parks

- April 25th is the tentative date for the 3rd Whittier Park Master Plan community meeting. More details will be available soon.
- The Fircrest Park Athletic Field project is progressing well, with the first round of fertilizer applied to the new turf on Tuesday.
- The Public Works maintenance crew successfully installed the new sign at Alice Peers Park on Wednesday. A big thank you goes out to Tapco Credit Union for generously sponsoring the sign! Additionally, the City is grateful to long-time past resident Sommer Stockinger for her guidance and hard work in removing a struggling rose bush and relocating another to fill the space. Her contributions are truly appreciated!



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."

11. Public Works Update

Public Works' current winter operating winter hours are 8:00 AM to 4:30 PM.

Highlights include: (in addition to routine daily tasks)

Administration

Your patience is appreciated as Public Works is currently short-staffed and is working to fill the vacant position of Public Works Office Coordinator.

Utilities – Water, Sewer, Streets, and Stormwater

- Utility Workers Russ Parsons and Tim Piercy attended training this week as part of maintaining their Water Continuing Education credits.
- Winter snow and ice equipment has been cleaned and salt neutralized.
- Trucks are being prepared for summer staff and watering.
- A pump was pulled at the Alameda Lift Station to inspect for pump efficiency. As a result of the inspection, a new impellor and wear rings have been ordered.
- “Sidewalk closed” barricades are in place near the Claremont rock wall failure site. The property owner is currently performing the repairs and will keep Public Works informed throughout the process.

Maintenance – Parks & Facilities

- Staff participated in the Citywide facility assessment with our insurance provider. We will be receiving a final report soon, but onsite indications are that there were minimal findings.
- Pool preparation for the upcoming 2024 season is underway.
- Public Works staff installed the new sign at Alice Peers Park.

Project Updates

- Well #7 (Claremont)
 - Bids for this project were due today.
 - Fircrest Park Maintenance Facility Structure Upgrade
 - We are seeking multiple bids utilizing the MRSC Small Works Roster. The bids for this project are due April 12th.
 - 44th Street West & 67th Ave West Lift Station Upgrade
 - Equipment submittals for the generator and SCADA cabinet have been approved.
 - 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
 - Engineering design is in process.
 - We changed from a one-year funding extension request to a 45-day extension per guidance from PSRC.
 - Regents Blvd (west) Grind & Overlay – Alameda Ave to 67th Ave West
 - We are working with WSDOT to prepare a Notice to Proceed.
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- AMI Water Meter Exchange Program
 - Meter exchanges are in progress, with program completion currently at 54%. No meters were exchanged this week due to staff training.

TOTAL BY YEAR	
	Total
2019	11
2020	143
2021	444
2022	283
2023	296
2024	120

PROJECT UPDATE	
Total City Meter Connections	2,402
New Meters Installed	1,297
Remaining Meters to be Installed	1,105
Percentage of Completion	54%

- Claremont Street Grind & Overlay TIB Grant
 - We received the Scope of Work and Fee from the consultant, and the professional services agreement will be coming to the Council for approval on April 9th.
- South Orchard Street Grind & Overlay – TIB Grant Funded
 - The design is in the process of construction in 2024.
 - Communication and coordination with City of Tacoma staff is continuing.
- Electron and Contra Costa Intersection Improvement – Legislative Funds
 - We are still awaiting the Department of Commerce (DOC) paperwork.
 - We are exploring the option to apply for additional funds for this project from TIB.

12. 28th Legislative District Community Meeting

Senator T’wina Nobles is hosting a Community Meeting to hear diverse opinions about what residents find important in the 28th Legislative District. All ages are welcome to attend. The meeting will be held at Watson’s Event Center, 11521 Bridgeport Way SW in Lakewood, on Thursday, April 11th, from 6:30 to 7:30 PM. Please RSVP using this link: bit.ly/noblescm. Residents are encouraged to use the link to submit any questions they may have. Senator Nobles will do her best to answer as many questions as possible during the meeting.

