



## City Manager's Update May 17, 2024

**To:** Fircrest City Council  
**From:** Dawn Masko, City Manager  
**Date:** May 17, 2024  
**Subject:** City Manager's Weekly Update



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### 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. Planning Commission Opening

The City is seeking interested residents for appointment to the [Planning Commission](#). This 6-year voluntary position is an opportunity for citizens to play a pivotal role in the development and future vision of Fircrest. Eligible applicants must be residents of Fircrest and registered voters. Letters of interest, along with a resume (optional), are due to the City Clerk no later than 5:00 PM on Thursday, May 23, 2024. Appointments are made by the Mayor and confirmed by the City Council. For more information on how to apply, visit [Planning Commission Opening](#).

#### 2. Finance Director Recruitment

As a result of the impending retirement of long-time Finance Director Colleen Corcoran, the City of Fircrest is actively seeking a Finance Director. This position provides leadership to the Finance Department and is responsible for the City's financial operations. The position is open until filled, with the first review of applications on June 4<sup>th</sup>. For more information, including a [position profile](#) and [job description](#) position profile and job description, please visit the City's Employment Opportunities webpage.

#### 3. Council Study Session Agenda Items – May 20<sup>th</sup>, 2024

- Hazard Mitigation Plan Update
- Pierce County Conservation Futures Program Update

#### 4. Administration Update

Administration highlights include:

- The City of Fircrest is pleased to announce that we have been recognized as a 2024 WellCity Award recipient. Fircrest was one of 117 cities that earned this distinction for 2024. The [WellCity Award](#) is given annually by the Association of Washington Cities (AWC) in recognition of AWC members who achieve quality standards in employee health promotion. By earning this award, the City receives a 2% premium discount on our medical premiums for 2025.

- The enthusiastic Centennial Celebration Committee met today and had great discussions on the Centennial Logo, events, historical items, beautification initiatives, and potential sponsorships. A Centennial website will be launched soon to provide information on this exciting celebration and how people can get involved. The next meeting will be held in late June.
- Acting City Clerk Arlette Burkhart and Community Service Officer (CSO) John Truong attended the Washington Association of Public Records Officers (WAPRO) virtual spring conference this week. Presentations included case law updates, court public records, personnel records, and transferring agency records to the State archives. Acting Clerk Burkhart and CSO Truong will meet next week to continue discussions on City record management and best practices for responding to public records requests.
- City Manager Dawn Masko spent a substantial amount of time finalizing and posting recruitment materials for the Finance Director position.
- Acting Clerk Burkhart and Police Chief Ron Schaub met with Civil Service Commissioner Phillip Wilson to discuss proposed amendments to the Civil Service Rules. Commissioner Wilson has a wealth of knowledge of Civil Service systems from his tenure with the Department of Natural Resources.
- Mayor Pro Tempore Nikki Bufford, Councilmember Jim Andrews, and City Manager Masko were appointed by the City Council as their voting delegates for the Association of Washington Cities 2024 annual board meeting, which will be held in June at the annual conference.
- City Manager Masko is working on a market compensation study for non-represented positions.
- The City received five public records requests this week for a total of 116 requests in 2024.
- In the last 30 days, the City's website has had 21,255 page views from 6,452 users. Sessions are down 1%, and users are down 6% from the previous 30 days.

## **5. Finance Department Update**

- Finance staff continue to work on the Annual Report, which is due to the State by May 29<sup>th</sup>.
- The month-end reports for March and April are on hold until the State reports are filed.

## **6. Police Department Update**

- Police Chief Ron Schaub and Civil Service Examiner Arlette Burkhart met with Civil Service Commissioner Phillip Wilson to discuss the proposed Civil Service Rules updates in depth. Commissioner Wilson offered valuable insight into some of the language changes.
  - An out-of-state candidate passed the Civil Service oral board this past week and will now move forward into the preliminary background process.
  - Community Service Officer John Truong attended the WA Association of Public Records Officers (WAPRO) records training this week.
  - The planning process for National Night Out (NNO), which will be held on Tuesday, August 6<sup>th</sup>, has begun. As planning progresses, more details will be provided.
  - Some of our newer officers are being scheduled to attend the Pierce County regional active shooter training exercise.
  - We are examining our department's records retention process in relation to [RCW 10.122.140](#) — Handling and Preserving Electronic Recordings of Custodial Interrogations.
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- Chief Schaub attended the South Sound 911 Board Meeting and the South Sound 911 Regional Steering Radio Communications Group meeting this week.
- Chief Schaub and other stakeholders attended a virtual meeting with Representative Mari Leavitt to discuss the difficulties that small police agencies face in hiring and retaining officers. The attendees discussed ways to assist small agencies with recruitment and retention. 60% of police departments in Washington State have 15 or fewer officers. The issues and concerns discussed were echoed by the Washington Association of Sheriffs & Police Chiefs (WASPC), Washington Council of Police & Sheriffs (WACOPS), Fraternal Order of Police (FOP), and the Chair of the House Public Safety Committee, State Representative Roger Goodman.
- Fircrest officers responded to 177 calls for service from 5/5/2024 to 5/12/2024, including 103 traffic stops, which generated 61 notices of infraction. The chart below provides additional information.

<b>Police Officer Activity for 5/5/24 – 5/12/24</b>			
<b>Call Activity</b>	<b>Number of Calls</b>	<b>Call Activity</b>	<b>Number of Calls</b>
Traffic Stops	103	Miscellaneous	6
Notice of Infraction	61	Parking Tickets	6
Citations Issued	6	Reports Written	13
Felony Arrests	1	Security Checks	2
Misdemeanor Arrests	5	Subject Stops	3
Alarms		Suspicious Persons	5
Community Oriented Policing	7	Suspicious Vehicles	3
Follow-Ups	4	Vehicle Prowls	8
Foot Patrols	3	Welfare Checks	3
Medical Aid	8	911 Calls – Unknown	5

## **7. Planning & Building Update**

- The new [Middle Housing webpage](#) has launched! Please take a look at it and [sign up](#) to stay involved. Remember to attend the June 17<sup>th</sup> City Council study session, where our consultant will present on the Middle Housing strategy for Fircrest.
  - The Planning & Building Department is currently short-staffed as it searches for a new Permit Coordinator/Assistant Planner/Code Enforcement Officer. We appreciate your patience during this transition.
  - Community Development Director Mark Newman, Finance Director Colleen Corcoran, and Parks & Recreation Director Jeff Grover interviewed three applicants this week for the Permit Coordinator/Assistant Planner position. We intend to bring the top candidate in for a second interview next week.
  - CD Director Newman provided City Manager Masko with an update on Planning and Building-related topics from the May 13<sup>th</sup> AWC Legislative Bulletin.
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- We continue to be busy issuing over-the-counter (OTC) building, mechanical, plumbing, and reroofing permits. Applicants are receiving same-day or one-business-day turnaround time for OTC permits.
- CD Director Newman is working with the Department of Commerce on a contract amendment in order to receive our Year 2 grant reimbursement for the Comprehensive Plan Update grant before the June 15, 2024, deadline.
- The City received one new code enforcement request this week:
  - Concern over an abandoned home along the 500 block of Berkeley Avenue with overgrown vegetation, litter, and broken windows. City staff inspected the property and confirmed it was vacant. Staff reached out to the property owner using multiple methods to establish contact and issued a notice of violation.
- The City continues to monitor existing complaints and requests, but due to short-staffing, we have been unable to follow up on several requests.
- CD Director Newman met with Jason Gauthier, Manager of South Sound Housing Affordability Partners (SSHA<sup>3</sup>P), and Council Committee Liaisons Hunter George and Brett Wittner to discuss the SSHA<sup>3</sup>P 2025 work plan and budget.
- City staff meet with Kimley-Horn to discuss the Middle Housing draft public participation plan.
- An architectural firm is under contract to design a proposal for the Orchard Street Properties (commonly referred to as the Bourgaize Property.) The architect will be meeting with City staff next week to discuss draft design proposals and examine issues related to ingress/egress and site design/topography.

## 8. Parks & Recreation Update

### *Park Projects*

- Fircrest Park Courts – This week, the Public Works Maintenance team, along with Parks & Recreation Director Grover, retrieved acoustic mats purchased from the Kitsap Humane Society. We purchased 18 mats at \$50 each, totaling \$900. The mats, measuring 9 feet in height and 4 feet in width, are being cleaned by the Public Works team, utilizing a pressure washer due to prolonged exposure to the elements. Next week, they will be affixed to a 70 linear foot area along the back of the fence. Prior to installation, additional decibel meter tests will be conducted, and ongoing decibel testing will continue post-installation.

### *Community Events*

- Community Yard Sale – Mark your calendars for the annual Community Yard Sale, which will be held on Saturday, June 15<sup>th</sup>, from 9:00 AM to 4:00 PM in yards all around Fircrest. Sign-ups are now underway to be included on the list of participating homes. There is no cost to participate in this community-wide event. Register now at [2024 Fircrest Community Yard Sale Registration](#). The registration deadline is June 6<sup>th</sup>.



This year, we've added some yummy food options to add to the Fircrest FUN and energize our shoppers. We're excited to welcome Boss Mama's Kitchen, Makin' lil Donuts, Starvin' Marvin, and Teresaita's Kitchen food trucks, which will be at Fircrest Park from 11:30 AM to 2:30 PM.



**Strawberry Festival** – There's not much better than a fun summer evening in the sun! Come kick off the summer event season at the **Fircrest Strawberry Festival**! All the Fircrest FUN happens on Sunday, June 23<sup>rd</sup>, from 5:00 to 9:00 PM. Jam to the toe-tapping tunes of the Hook Me Up Band and Meldrop live in concert. We'll have artists, makers, food trucks, and, of course, the famous Fircrest Kiwanis strawberry shortcake! There are even rumors that the Strawberry Princess might be fluttering around. You won't want to miss this! Thank you to Harborstone Credit Union for your generous title sponsorship and Renewal by Anderson for your supporting sponsorship of this event. Visit our [Community Events webpage](#) for more information.

### ***Recreation Programs***

- **Summer Day Camp** – Registration for Kids Summer Camp is now open. We are excited to offer six weeks of day camp for kids ages 7-12, with sessions beginning on July 8<sup>th</sup>. The weekly price is \$165 for residents and \$195 for non-residents. Register at <https://fircrest.recdesk.com> or the Community Center. Our camps fill up quickly, so make sure to sign up soon to secure your spot for summer fun!
- **Barre Classes** – When our barre classes resumed this May, we were pleased to welcome several new attendees along with returning participants. Our collaboration with the instructor remains strong, and we've received excellent feedback on her teaching style. Information on classes and fees can be found on our [Active Adult](#) webpage.
- **Dance Movement Flow Class** – Although we had a new instructor lined up, we did not receive enough registrations to proceed with the class. While we had to cancel this session, we plan to reintroduce the class at a later date.
- **Teen Late Night** – Over 90 teens attended last Friday's Teen Late Night event. The teens thoroughly enjoyed playing basketball, receiving dance instruction, playing video games, and simply hanging out with their friends. Senator T'wina Nobles even stopped by for a surprise visit to check out the event and expressed her gratitude for hosting the event and providing a safe space for teens. Thank you to our recreation staff and TeamWrk team, who did an excellent job putting on this event.

### ***Senior Programs***

- **May Senior Trip** – There are only a few spots left for the Tuesday, May 21<sup>st</sup> senior trip. Don't miss out on a guided tour of the [LeMay Collections](#) at Marymount. A guide will lead the tour through the Main Exhibit Building, Union Station, and the White Building, where you will see over 500 vehicles along with other exhibits. After the tour, participants will enjoy lunch at Krickitt's Bar & Grill. The \$25 fee includes transportation and admission to the LeMay Collections. Participants are responsible for their lunch. Visit [Senior Trip - The Lemay Collections @ Marymount](#) for more information and to register. Thank you to our generous anonymous donor for making the reduced cost of \$25 possible!
  - **Senior Trips** – While the June senior trip to the Tacoma Rainiers is already full, don't miss your opportunity to join in the fun for the July and August trips.
    - **July Senior Trip** – Registration is now open for the July trip to Downtown Gig Harbor. Explore waterfront shops, indulge in lunch at the infamous Tides Tavern, and peruse the Waterfront Farmers Market. The fun is happening on Thursday, July 25<sup>th</sup>, from 9:15 AM to approximately 4:00 PM. The cost is \$30 per person, which includes transportation. Visit [Senior Trip - Downtown Gig Harbor](#) for more information and to register.
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- [August Senior Trip](#) - Registration opens on Monday, May 20<sup>th</sup>, for the August trip to [Lakewold Gardens](#). Seniors will enjoy the enchanting beauty of this breathtaking property, filled with vibrant flowers, serene ponds, and stunning landscapes. After working up an appetite while exploring the gardens, lunch will be at Carrs Restaurant before heading back home. The cost is \$30 per person, which includes transportation. [Senior Trip - Lakewold Gardens](#) for more information and to register.

### *Aquatic Center*

- The Edwards Family Aquatic Center's 2024 season kicks off on Saturday, May 25<sup>th</sup>. Information on pool [admission](#), [schedules](#), [programs](#), and [rentals](#) is available on our [webpage](#).

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."

## **9. Public Works Update**

Public Works' current summer operating hours are 7:00 AM to 3:30 PM.

This week's highlights include:

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

- Summer hire applications are being reviewed, with plans to hire 2 - 4 Utilities summer hires. The [job posting](#) will remain open until all positions are filled.
- It was determined that the soft start was not the issue with the pump at Wellhouse #9. The contractor pulled the pump on May 16<sup>th</sup> to inspect the column, wiring, pump motor, and check valve. Repairs or replacements will be scheduled following the outcome of the inspection.
- Additional sweeping was performed on main arterials.
- Utility Foreman Jeff Davis met with The Lookout developer and City of Tacoma staff regarding ADA work to be performed at Stanford Street and South Orchard Street. They also discussed potential traffic impacts when the contractor grinds and paves the intersection, which is tentatively scheduled for May 29<sup>th</sup> & 30<sup>th</sup>.
- Utility Foreman Davis met with Xfinity regarding new fiber installation from Princeton Street at Berkeley Avenue to South Orchard Street for service to The Lookout.
- The replacement pump for The Commons Lift Station is expected to arrive by the end of June.
- We are awaiting final asphalt patching at the site of the damaged fire hydrant at El Dorado and Regents Blvd., which was repaired in mid-April.
- We are still seeking applicants for our utility summer hire positions. Information and the online application link is available on the City's [Employment Opportunities](#) webpage. The [job posting](#) will remain open until all positions are filled.

### *Maintenance – Parks & Facilities*

- Sound-dampening mats were picked up from the Kitsap Humane Society this week. Facilities staff are cleaning and prepping them for installation at the Fircrest Park Courts next week.
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**Project Updates**

- Wellhouse #7 (Claremont)
  - The notice to proceed to commence construction is being prepared.
- Fircrest Park Maintenance Facility Structure Upgrade
  - Staff are preparing a Request for Proposals for posting on Monday, May 20<sup>th</sup>.
- 44<sup>th</sup> Street West & 67<sup>th</sup> Ave West Lift Station Upgrade
  - The contractor is procuring equipment and materials in preparation to start construction, with Public Works staff continuing to review material submittals.
  - Tree removal is being coordinated to begin the site prep process.
- Stormwater 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 67<sup>th</sup> Ave West
  - Engineering design is in process.
- Regents Blvd (west) Grind & Overlay – Alameda Ave to 67<sup>th</sup> Ave West
  - We are working with WSDOT to prepare a Notice to Proceed.
- AMI Water Meter Exchange Program
  - Meter exchanges are in progress, with program completion currently at 57%.

<b>TOTAL BY YEAR</b>	
	<b>Total</b>
<b>2019</b>	11
<b>2020</b>	143
<b>2021</b>	444
<b>2022</b>	283
<b>2023</b>	296
<b>2024</b>	195

<b>PROJECT UPDATE</b>	
Total City Meter Connections	2,402
New Meters Installed	1,372
Remaining Meters to be Installed	1,030
<b>Percentage of Completion</b>	<b>57%</b>

- Electron and Contra Costa Intersection Improvement – Legislative Funds
  - City Council approved the design contract on April 23<sup>rd</sup>.
  - The City was notified today that we were awarded \$11,954 in additional TIB funds.
- Claremont Street Grind & Overlay TIB Grant
  - Design is in process.
- South Orchard Street Grind & Overlay – TIB Grant Funded
  - Design is in process for construction in 2024.
  - The advertisement for construction bids was posted on May 13<sup>th</sup>.
- South Orchard Street Water Main Upgrade – Ramsdell Street to Holly Drive
  - Invitation to Bid was sent out to five contractors selected from the MRSC Small Works Roster. Bids are due on May 31<sup>st</sup>.