



City Manager's Update May 24, 2024



To: Fircrest City Council
From: Dawn Masko, City Manager
Date: May 24, 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 Offices Closed for Memorial Day

City Offices will be closed on Monday, May 27th, in observance of the Memorial Day holiday.

2. Finance Director Recruitment

With the imminent retirement of our long-time Finance Director, Colleen Corcoran, the City of Fircrest is actively seeking a successor. This pivotal role provides leadership to the Finance Department and is instrumental in managing the City's financial operations. The position is open until filled, with the first review of applications on June 4th. For more information, including a comprehensive [position profile](#) and [job description](#), please visit the City's [Employment Opportunities webpage](#).

3. Summer Day Camp Registration

Get ready for a summer full of fun and adventure! Registration for our Kids Summer Camp is now open. We are thrilled to offer six weeks of day camp this summer for kids ages 7-12. Sessions kick off on July 8th. 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 don't miss out on this opportunity to secure your spot for a summer filled with laughter and memories!

4. Council Meeting Agenda Items – May 28th, 2024

- Proclamation Recognizing Planning Commissioner Hamel
- Proclamation – Pride Month
- Centennial Celebration Logo Discussion
- Setting a Public Hearing for the 6-Year Transportation Improvement Program
- Police Year-End 2023 Report
- Resolution – Electron Way/Contra Costa TIB Grant Agreement
- Motion – Display Pride Flag during the month of June

5. Administration Update

Administration highlights include:

- City Manager Dawn Masko attended the Pierce County City Manager's Meeting this week. The guest speaker was an attorney from Summit Law who provided an overview of employment law updates from the 2024 legislative session.
- Acting City Clerk Arlette Burkhart assisted with onboarding Sherry Canavan, our new Public Works Office Coordinator.
- The City conducted a fire drill this week to ensure that all employees are aware of what to do in case of a fire emergency.
- City Manager Masko met with the City's liaison from Pierce County Emergency Management. Topics discussed included resources available to the City during an emergency, tools available to communicate with our citizens, community outreach opportunities, and employee training.
- Acting Clerk Burkhart, Community Development Director Mark Newman, and IT Systems Coordinator Chris Bunger continue to discuss City record-keeping platforms.
- City Manager Masko is working with City departments on professional training and development plans and a mid-year review of department work plans.
- City Manager Masko met with Civil Service Commission Chair Alex Koerger, completed the AWC salary survey, continued updating the City website, and edited the June Town Topics.
- The City received seven public records requests this week for a total of 123 requests in 2024.
- In the last 30 days, the City's website has had 22,677 page views from 7,618 users. Sessions are up 9%, and users are up 11% from the previous 30 days.
- Acting City Clerk Burkhart will be on vacation from May 29th to June 6th. She will also be out of the office from June 9th to June 14th, attending the Northwest Municipal Clerks Institute.

6. Finance Department Update

- Finance staff finished the Annual Report this week. City Manager Masko will now review them, and they also need to be reviewed by at least one Councilmember. The reports are statutorily required to be filed with the State by May 29th.
- The electronic timesheet program is set for training next Tuesday for Finance administrators.

7. Police Department Update

- Police Chief Ron Schaub attended the Spring WA Association of Sheriffs and Police Chiefs Conference from Monday – Thursday this week.
 - Community Service Officer John Truong led the public safety fire drill this week and is happy to report that everything went well.
 - A Police team meeting is scheduled for next Thursday to discuss the upcoming changes to the pursuit law and a brief legal update from City Prosecutory Will Gunderson.
 - Fircrest officers responded to 181 calls for service from 5/12/2024 to 5/19/2024, including 125 traffic stops, which generated 59 notices of infraction. The chart below provides additional information.
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Police Officer Activity for 5/12/24 – 5/19/24			
Call Activity	Number of Calls	Call Activity	Number of Calls
Traffic Stops	125	Miscellaneous	7
Notice of Infraction	59	Motor Vehicle Collisions	1
Citations Issued	7	Outside Jurisdiction Responses	4
Misdemeanor Arrests	8	Parking Tickets	2
Alarms	1	Reports Written	26
Citizen Assists	3	Security Checks	3
Community Oriented Policing	9	Subject Stops	1
Disturbances	2	Suspicious Vehicles	3
Follow-Ups	7	Theft	2
Foot Patrols	5	Vehicle Prowls	7
Information Contacts	2	911 Calls – Unknown	2

8. 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 17th 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.
 - Pierce County, in coordination with the cities of DuPont, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Puyallup, Steilacoom, and University Place, has been awarded a \$50,000 Department of Commerce Coordinating Low-Income Housing Planning (CLIHP) Grant. South Sound Housing Affordability Partners (SSHA³P) will be managing the grant program to create development regulations to implement [HB 1998](#) – planning for co-living housing, such as micro-units and studios. The development regulations will be drafted to take into account Fircrest’s existing built environment and density. While the City is mandated to adopt the development regulation policy changes, we are not mandated to build the housing itself.
 - We know that summertime can be busy with vacations, holidays, and also home renovation projects. Just a friendly reminder to check with the Planning & Building Department ahead of time before you start construction on your new deck, covered patio, or accessory structure to first verify whether a permit is required. For new plumbing and mechanical work, a good rule of thumb is that a remodel permit will be required when any drywall is removed. Exposed framing, pipes, and insulation all indicate that a remodel permit is required, along with floor plans showing where the work is located. You can contact Community Development Director Mark Newman at 253-238-4129 or email at mnewman@cityoffircrest.net with any questions.
 - CD Newman created a flowchart sheet for City staff to use for routing public phone calls and permitting/planning questions to the appropriate person or department.
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- We continue to be busy issuing over-the-counter (OTC) building, mechanical, plumbing, and reroofing permits. Applicants receive same-day or one-business-day turnaround time for OTC permits. For larger projects and remodel permits, the turnaround time from the City's building reviewer is about 4-6 weeks. Please check in with our team for status updates and to ensure that your project stays on schedule.
- The City received one new code enforcement request this week:
 - Concern over a residential property along the 700 block of Dartmouth Street with overgrown vegetation. Staff reached out to the property owner and current residents with a notice letter to maintain and trim the vegetation.
- The City continues to monitor existing complaints and requests, but due to short-staffing, we have been unable to follow up on several requests.
- City Manager Masko and CD Director Newman met with an architectural firm under contract to design a proposal for the Orchard Street Properties (commonly referred to as the Bourgaize Property). Discussions included design proposals and issues related to ingress/egress and site design/topography.
- The intersection of S. 19th Street and S. Mildred Street is expected to see growth in future years. By 2041, Sound Transit plans to extend the Tacoma Link light rail to this intersection, and new housing is already on the horizon. While these plans and associated development will bring exciting economic opportunities to the area, we also know that growth and change can be challenging for local businesses and residents. That's why a group of local partners, including Pierce Transit, Tacoma Community College, Tacoma Housing Authority, and the surrounding local cities, are coming together now in 2024 to think through a vision and alternatives for equitable transit-oriented development in the area. Please tell us your hopes, vision, and concerns for the area in this survey <https://www.surveymonkey.com/r/4CornersPC> and help us share this information with other community members.
- CD Director Newman responded to several public records requests and focused on permitting records management. This involved making sure that our permitting system and electronic property files were up-to-date with accurate information by cataloging inspection reports, plans, applications, and issued permits.

9. Parks & Recreation Update

Park Projects

- Last week, we purchased acoustic mats from the Kitsap Humane Society for use at the Fircrest Park Courts. Due to their prolonged exposure to the elements, the Public Works team is using a pressure washer to clean the mats. Once they are cleaned and prepped, they will be affixed to a 70-foot-long area along the back of the fence.
- Despite short staffing, the Facility Maintenance team continues to keep up with the heavy cleaning and minor wear and tear that occur at the Community Center due to the high traffic we receive daily. Recreation staff is pitching in by taking on some aspects of cleaning, such as facility vacuuming, sweeping, and furniture spot removal.

Recreation Programs

- In addition to our [Summer Day Camp](#), we are teaming up with fantastic partners like Skyhawks and Snapology to bring you an array of exciting programs all summer long! Stay tuned to our [Youth Programs webpage](#) for updates on these additions.
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Aquatic Center

- The Edwards Family Aquatic Center's 2024 season kicks off tomorrow! Our [webpage](#) has additional information on pool [admission](#), [schedules](#), [programs](#), and [rentals](#).
- Our front counter at the Community Center has been bustling with activity as we assist returning season pass holders in renewing their Family Season Passes for the 2024 season. We are also continuing to process new season pass sales. As of now, we have sold 241 season passes.
- Our pool managers are diving into the fun by planning a lineup of themed swim nights to make your summer splash-tastic! Get ready for a wave of excitement at these special events throughout the season, promising endless fun and laughter at the pool.

	SAT	SUN	MON
11AM	OPEN SWIM	OPEN SWIM	OPEN SWIM
12PM			
1PM	MID-DAY SESSION 11AM-2PM	MID-DAY SESSION 11AM-2PM	MID-DAY SESSION 11AM-2PM
2PM			
3PM	OPEN SWIM	OPEN SWIM	OPEN SWIM
4PM	AFTERNOON SESSION 2:30-5:30PM	AFTERNOON SESSION 2:30-5:30PM	AFTERNOON SESSION 2:30-5:30PM
5PM			
6PM	EVENING SWIM 6-8PM	EVENING SWIM 6-8PM	EVENING SWIM 6-8PM
7PM			
8PM			

OPEN SWIM	EVENING SWIM	10 ENTRIES PUNCH PASS	FIRCREST RESIDENT SEASON PASS
RESIDENT \$5	RESIDENT \$4	RESIDENT \$45	1ST PASS \$70
NON-RES \$10	NON-RES \$9	NON-RES \$90	ADDITIONAL \$40

THIS SCHEDULE IS A REFERENCE SCHEDULE AND PRICES ARE SUBJECT TO CHANGE. FOR THE MOST UP TO DATE INFORMATION, PLEASE CALL OR VISIT OUR WEBSITE: 253-564-1100 | CITYOFFIRCREST.NET

Community Events

- Community Yard Sale – Mark your calendars for the annual Community Yard Sale, being held on Saturday, June 15th, from 9:00 AM to 4:00 PM in yards all around Fircrest. There are currently 70 homes signed up to participate, and their addresses will be included on our official yard sale list. The deadline to sign up is June 6th. There is no cost to participate in this community-wide event. Register now at [2024 Fircrest Community Yard Sale Registration](#).
- Parks & Recreation Director Jeff Grover and Events Coordinator Judy Schmidtke are continuing to collaborate on ideas for the 2025 Centennial Celebration. Coordinator Schmidtke is also assisting with the Centennial Logo, which will be discussed at the May 28th Council meeting.



Senior Programs

- 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 25th, 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.
- August Senior Trip - Registration is also open 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.

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. Public Works Update

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

This week's highlights include:

- On May 22nd, Public Works was pleased to welcome back Sherry Canavan as the new Public Works Office Coordinator.
- We are still seeking applicants for our 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.
- Public Works Director Tyler Bemis had a wonderful learning experience this week as an observer to the Transportation Coordinating Committee while the Scoring Committee assessed each of the Puget Sound Region Council grant applications. This process provided great insight into what different agencies' applications looked like and how other agencies analyze applications. This also offered an opportunity to see firsthand how our neighbors viewed the City of Fircrest's application for the 44th Street W. Sidewalk Improvement Project. Director Bemis looks forward to being an independent scorer for the committee in the coming years.

Utilities – Water, Sewer, Streets, and Stormwater

- Utility Workers Jim Marzano and Sal Marez are prepping summer hire trucks for flower watering and street marking.
- The contractor pulled the pump at Wellhouse #9 on May 16th and discovered a broken pump shaft. The new pump has been ordered, and we are awaiting confirmation of the delivery date.
- Flags and pole mounts were prepped this week so that flags could be installed today. Utility Foreman Jeff Davis is contacting vendors and coordinating tree trimming work in preparation for bringing back flags and flower baskets on Emerson Street. Today, four flags were installed at the intersection of Emerson and Alameda. He is also working with contractors to get bids on overhead vegetation removal and new bracket installs for the remaining 13 poles.
- Hanging flower baskets will be delivered on Tuesday morning, and staff will begin installing them immediately, barring any utility emergencies. We are also awaiting a price quote for 17 additional hanging baskets.
- GreenLeaf planted flowers today at all entry islands and the big island at Regents and Alameda.
- Communications are continuing with The Lookout developer and City of Tacoma staff regarding ADA work being performed at Stanford Street and South Orchard Street. Discussions continued regarding potential traffic impacts when the contractor grinds and paves the intersection, which is tentatively scheduled for May 29th and 30th.
- The replacement pump for The Commons Lift Station is expected to arrive by the end of June.
- Final asphalt patching at the site of the damaged fire hydrant at El Dorado and Regents Blvd. is scheduled for next week.

Maintenance – Parks & Facilities

- Sound-dampening mats were picked up from the Kitsap Humane Society on May 15th. Facilities staff are cleaning and prepping them for installation at the Fircrest Park Courts.
 - Crews worked on cleaning up tree debris at Thelma Gilmur Park.
 - The Whittier Trail bridge was repaired.
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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
 - Construction bids are due on June 4th.
- 44th Street West & 67th 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.
 - Trees were removed from the construction site on May 21st.
- 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 67th Ave West
 - The engineering design is being submitted for the required National Environmental Policy Act (NEPA) review.
- Regents Blvd (west) Grind & Overlay – Alameda Ave to 67th 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%.
 - Meter boxes were cleaned out with the Vac truck in preparation for installs next week.
 - Quotes were received for contractor assistance with the water meter installations.

TOTAL BY YEAR	
	Total
2019	11
2020	143
2021	444
2022	283
2023	296
2024	199

PROJECT UPDATE	
Total City Meter Connections	2,402
New Meters Installed	1,376
Remaining Meters to be Installed	1,026
Percentage of Completion	57%

- Electron and Contra Costa Intersection Improvement – Legislative Funds
 - The City was notified on May 17th that we were awarded \$11,954 in additional TIB funds. The grant acceptance paperwork will be presented to Council on May 28th.
- Claremont Street Grind & Overlay TIB Grant
 - Design is in process.
- South Orchard Street Grind & Overlay – TIB Grant Funded
 - Construction bids are due on May 28th.
- 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 31st.

11. Whittier Park Work Party

The next Whittier Park Work Party will be held on Saturday, June 1st, from 9:00 AM to 12:00 PM. Activities will include caring for existing plants and removing invasive species such as Himalayan blackberry and thistle. This work supports water quality, our local wildlife, and pollinators. Email BryanM@pierced.org at Pierce Conservation District for more information. Sign up for the work party at [RSVP here](#). The exact meeting location will be provided after signing up.

12. Senior Farmers Market Program

The 2024 Senior Farmers Market Program (SFMNP) for Pierce County residents opened on May 1st. SFMNP provides fresh fruit and vegetables to lower-income seniors to improve their health and nutritional status. It also supports local farming by increasing the use of farmer's markets and roadside stands.

Eligible seniors will receive one electronic benefits card with \$80 to spend at local farmer's markets and farm stores. To qualify for the benefits card, you must be a Pierce County resident, 60 years old or older (or 55+ if you are Native American/Alaska Native), and your income is below 185% of the federal poverty level. Additional information can be found at the [Senior Farmers Market Program](#) webpage or by emailing seniorfarmersmarket@piercecountywa.gov. FAQ flyers will also be posted at City Hall and the Community Center.

13. Animal Enrichment Family Craft Workshop

Join the Humane Society for Tacoma & Pierce County for a family-friendly event open to kids and families of all ages. The Animal Enrichment Family Craft Workshop offers kids and adults the opportunity to craft a variety of enrichment toys for the shelter's dogs, cats, and rabbits. Enrichment toys play a vital role in the mental well-being of dogs, cats, and critters awaiting their loving homes. The workshop will be held on Monday, June 3rd, from 4:00 to 6:00 PM at the Humane Society, located at 2608 Center Street in Tacoma. This fun and educational experience is perfect for families of all ages. To learn more and RSVP, visit [Animal Enrichment Family Craft Workshop](#).

14. Safe Sitter Class

West Pierce Fire & Rescue is offering Safe Sitter babysitting classes over the summer to teach students ages 11-13 how to care for younger children safely. It is common for this age group to stay home alone or watch younger siblings. Even if they are not babysitting outside the home, the skills they will learn in this course are very informative and helpful. Students will learn childcare skills, basic first aid, CPR, choking rescue, and how to run babysitting as a business.

Two courses will be held this summer:

- June 26th – 28th: Station 20, located at 10928 Pacific Highway SW in Lakewood
- July 10th – 12th: Station 31, located at 3631 Drexler Drive W in University Place

Each three-day class runs from 8:00 AM to 12:00 PM and costs \$45. Space is limited, and pre-registration is required. Students must attend the entire time to complete the class successfully.

Please visit the [Safe Sitter page](#) for more information and to register.
