



City Manager's Update June 23, 2024

To: Fircrest City Council
From: Dawn Masko, City Manager
Date: June 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. Council Meeting Agenda Items – June 25th, 2024

- Proclamation – Recognition of Finance Director Colleen Corcoran
- Centennial Celebration Logo Approval
- Resolution – 6-Year Transportation Improvement Program
- Resolution – South Orchard Grind & Overlay Contract
- Resolution – Fircrest Park Maintenance Facility Contract
- Resolution – RWJ Consultants Contract Amendment
- Discussion – City Manager Evaluation Process
- Discussion – Comprehensive Plan Survey Results

2. Administration Update

Administration highlights include:

- City Manager Dawn Masko, Mayor Pro Tempore Nikki Bufford, and Councilmember Jim Andrews attended the AWC Annual Conference and Business Meeting in Vancouver, WA this past week.
- Acting City Clerk Arlette Burkhart attended the Northwest Clerks Institute Municipal Clerk Certificate training last week, which covered topics including records management, leadership goals, and time management.
- On June 3rd, Tacoma Power started performing regularly scheduled maintenance at the Orchard Substation on the 5300 block of Orchard Street. On June 4th, during the maintenance processes, mineral oil was spilled while Tacoma crews were onsite. The oil migrated beyond the catch basin and into the storm drain system. Tacoma Power immediately began emergency spill response and clean-up. The spill was contained that day, and Tacoma is continuing to work with its partners, the WA State Department of Ecology and the Environmental Protection Agency, to remediate the impacts of the mineral oil.

- City Manager Masko began compiling a mid-year update of department goals and work plans provided to her by department directors. This will be instrumental in planning for the 2025 work plans as part of the budget process.
- The City recently underwent a Passport Acceptance Facility Oversight Inspection conducted by the US Department of State. The inspection assessed compliance with passport regulations and ensured that the integrity of the passport application process was maintained. Passport Specialist Laura Thompson received outstanding feedback on the City's processes. Great job, Laura!
- Pierce County Regional Council held a special meeting on June 20th to consider and recommend funding for several important road infrastructure projects, including several in the Fircrest/University Place area, including the 44th Street West Sidewalk Extension Improvements. For a map and project list, please see page 17 of the attached document at [06-20-24-PCRC-Agenda-Packet \(piercecountywa.gov\)](#).
- Acting Clerk Burkhart assisted with onboarding the new Assistant Planner/Permit Coordinator and the two Public Works summer hires.
- Kudos to Utility Office Assistant Holly Veliz for providing outstanding support to a resident who recently experienced a catastrophic water event. The resident emailed City Manager Masko to express their thanks to Holly and wanted to thank her for her efforts publicly.
- City Manager Masko prepared the Council agenda packet for the June 17th study session, prepared and edited the June 25th agenda packet, updated the Parks & Recreation Office Assistant job description, continued reviewing Finance Director application materials, provided information to a local developer, and worked with attorneys on a variety of issues.
- Acting Clerk Burkhart provided a draft Affidavit of Public Official/Employee regarding the search of personal devices/accounts to legal for review.
- The City received 19 public records requests while Acting Clerk Burkhart was out of the office. This week, the City received three more records requests, bringing the 2024 total to 148 requests.
- In the last 30 days, the City's website has had 43,723 page views from 15,186 users. Sessions are up 100%, and users are up 100% from the previous 30 days.

3. Finance Department Update

- Finance Director Colleen Corcoran's last day in the office will be Friday, June 28th. Director Corcoran is retiring after 30 years of service to the City of Fircrest. She will be missed!!
- The electronic timesheet program has been implemented on a limited basis starting this pay period. Staff are continuing to submit paper timesheets alongside the new electronic system to ensure accurate processing. It is anticipated that the dual submission process will continue for the next few pay periods.
- Staff are continuing to prepare for the 2025 budget process and working on bank reconciliations and month-end reports.

4. Police Department Update

- The Lexipol Policy Manual review and transition is nearly complete. Sergeant Gollinger, Sergeant Villamor, and Detective J. Roberts have been assisting with the review of each policy.
 - Sergeant Gollinger and Officer Lease found and arrested a robbery suspect who fled a business on South 19th Street.
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- Fircrest officers responded to 229 calls for service from 6/9/2024 to 6/16/2024, including 136 traffic stops, which generated 75 notices of infraction. The chart below provides additional information on the last two weeks of call activity from 6/2/2024 to 6/16/2024.

Police Officer Activity for 6/2/24 – 6/16/24			
Call Activity	Number of Calls	Call Activity	Number of Calls
Traffic Stops	219	Motor Vehicle Collisions	4
Notice of Infraction	115	Outside Jurisdiction Responses	2
Citations Issued	20	Parking Tickets	6
Felony Arrests	1	Reports Written	40
Misdemeanor Arrests	21	Security Checks	20
Warrant Arrests	2	Subject Stops	5
Abandoned Vehicles	2	Suspicious Persons	4
Alarms	4	Suspicious Vehicles	18
Animal Complaints	5	Vehicle Prowls	14
Citizen Assists	5	Welfare Checks	10
Community Oriented Policing	11	911 Calls – Unknown	5
Follow-Ups	3		
Foot Patrols	6		
Miscellaneous	14		

- Officer C. Roberts worked a multi-car hit and run where the driver was also arrested for DUI.
 - Pierce County Sheriff’s Department Lieutenant Kadow provided Accident Review Board training to Fircrest Police.
 - We are working with South Sound 911 information technology staff to deploy new Two-Factor Authenticators for each officer.
 - Chief Ron Schaub is participating in a university survey conducted by Duke University regarding police response alternatives.
 - National Night Out planning is well underway for this year’s event, which will be held on August 6th.
 - Chief Schaub attended a Single System Radio Presentation at the Puyallup Police Department.
 - Fircrest Police attended the Kiwanis Terrific Kids Assembly on June 11th.
 - We are working on securing dates for Defensive Tactics and Firearms training this summer.
 - Chief Schaub met with University Place Police Chief Burke to discuss how our two departments are working together.
 - Chief Schaub also attended the South Sound 911 (SS 911) Public Safety Communications Operations Committee meeting, the SS 911 LEOPC Committee meeting, and the Pierce County Chief’s meeting.
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5. Planning & Building Update

- Our new Assistant Planner/Permit Coordinator, Natasha Kolostyak, started on June 17th. Her arrival brings much-needed staff assistance to the Planning & Building Department. We appreciate your continued patience as she gets up to speed.
 - 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. 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 two new code enforcement requests in the last two weeks:
 - Concern over over-height vegetation along the 1400 block of Evergreen Place. Staff reached out to the property owner to inquire whether any assistance was needed in maintaining the front yard.
 - Concern over over-height vegetation at the southeast corner of Regents Blvd. and Orchard Street. Staff sent a notice of violation to the property owner to correct the issue.
 - The City continues to monitor existing complaints and requests. In the coming weeks, Community Development Director Mark Newman will meet with Code Enforcement Officer Kolostyak to review outstanding issues and follow up on open cases.
 - 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.
 - The City received a \$25,000 reimbursement from the Department of Commerce for the Year 1 Middle Housing grant.
 - CD Director Newman is assisting Tacoma Public Schools with resolving some maintenance issues at Wainwright Intermediate School.
 - CD Director Newman met with a developer interested in developing the Mildred Street property and advised the applicant on the land use applications and building applications needed to move the project forward. CD Director Newman met again with the developers to discuss timelines and related guidelines.
 - CD Director Newman added a new webpage for the [Four Corners/Thriving Communities update](#). 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.
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- There was a strong turnout at the June 17, 2024, City Council Study Session, where the City’s consultant, Kimley-Horn, gave an overview of the Middle Housing project, public outreach steps, and compliance requirements specific to Fircrest. Many citizens came out to express their concerns about the Middle Housing initiative, including density, population growth, preserving the existing community character of Fircrest, existing infrastructure, and local control versus state zoning control, while others cited the need for more housing choices in the City. CD Director Newman is working to respond to a list of questions provided by the Council to staff at the meeting. Please visit the [Middle Housing webpage](#) for continued updates.

6. Parks & Recreation Update

Recreation Programs

- Summer Day Camp Registration – Registration for our Kids Summer Camp is in full swing. 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!
- Youth Baseball Season – The Fircrest Youth Baseball season is coming to a close. We want to extend our thanks to all of our young athletes and parents, with special appreciation to our volunteer coaches.

Aquatic Center

As the official start of summer is upon us, we are preparing to begin our full schedule of summer swim lessons, classes, and other activities at the Edwards Family Aquatic Center.

- Lap Swim – Beginning Monday, June 24th, lap swim will be held Monday, Wednesday, and Friday from 6:30 AM to 7:30 AM. Lap swim is for those 18 and older who wish to swim on their own and at their own pace. There is no coach on deck, and lanes are first come, first served.
- Group Swim Lessons – Group swim lessons begin on Monday, June 24th, for children ages four and up who are 32 inches tall at the top of the shoulder. All lessons are offered every half hour. If your child has not participated in swim lessons before or has minimal experience with swimming, we recommend starting in Level 1. If your child can swim but needs work on basic strokes or treading water, please consult with one of our head lifeguards for guidance on what level to sign them up for.

As of right now, swim lesson student-to-instructor ratios are 5:1. Each session is five days a week for two consecutive weeks. Morning classes are offered from 9:30 AM to 12:00 PM Monday through Friday, and evening swim lessons will be offered from 5:00 PM to 6:00 PM Monday through Friday.

Swim lesson sign-ups will take place the Thursday and Friday before each session begins, with the exception of Session 2. Fircrest residents can sign up for lessons starting Thursday evening at 7:00 PM, and non-resident sign-ups begin at 7:00 PM on Friday.

- Lap Swim Schedule: June 24th to August 16th, Monday, Wednesday, and Friday, 6:30 AM to 7:30 AM.

Water Aerobics Schedule: June 25th to August 15th, Tuesday & Thursday from 8:00 to 9:00 AM.

Visit the Edwards Family Aquatic Center [webpage](#) for additional information on pool [admission](#), [schedules](#), [programs](#), and [rentals](#).

Community Events

- [Community Yard Sale](#) – The Community Yard Sales was a resounding success last weekend, with 102 homes participating despite the unpredictable spring weather. The event brought neighbors together and provided a fantastic opportunity for everyone to declutter, find great deals, and enjoy the community spirit. We sincerely thank all of our participants who made this event a great success. Your enthusiasm and participation are what make our community events so memorable!
- [Strawberry Festival](#) – Kick off the Summer Season and enjoy a fun summer evening in the sun at the Annual Strawberry Festival at Fircrest Park this Sunday! The Strawberry Festival runs from 5:00 PM to 9:00 PM with an evening full of music, food, and community fun. Enjoy live music by the Hook Me Up Band and Meldrop, bringing toe-tapping tunes to keep the energy high all evening. Browse the offerings from local artists and makers, and satisfy your hunger with a variety of food trucks. Don't forget to indulge in the famous Fircrest Kiwanis Strawberry Shortcakes! Keep an eye out for a special guest, as there are rumors that the Strawberry Princess might be fluttering around. We extend our heartfelt thanks to Harborstone Credit Union for their generous Title Sponsorship of this event and to Renewal by Anderson for their supporting sponsorship. And, of course – a big thank you to the Fircrest Kiwanis! See you at the park!
- [Fircrest Fun Days](#) – Mark your calendars for Fircrest Fun Days, the City of Fircrest's signature summer community event, taking place on July 19th and 20th. Prepare to enjoy two days filled with exciting activities, entertainment, and community spirit. For more details about Fircrest Fun Days and all of our community events, visit the Parks & Recreation Community Events page at [Community Events - City of Fircrest](#).
- Judy has coordinated with Bloodworks NW to host the Bloodmobile at the Community Center on July 8th, September 24th, and December 9th. Information can be found on the City's website calendar at [Blood Drive - City of Fircrest](#).

Senior Programs

- [Senior Trips](#) – We have some great trips planned for the summer season. The Fircrest Senior Bus will be traveling to Vashon Island on June 27th, the Downtown Gig Harbor Farmers Market on July 25th, and Lakewold Gardens on August 15th. Each trip accommodates up to 13 participants. For more information, visit [Adult Classes & Sports | Active Adult Programs | City of Fircrest](#), and to register, go to [Programs \(recdesk.com\)](#) or register in person at the Roy H. Murphy Community Center located at 555 Contra Costa Avenue in Fircrest. Participants must have a valid RecDesk account to register. Registration for each trip opens at 9:00 AM the next business day after the previous trip. In-person registration operates on a first-come, first-served basis alongside online registrations. For additional information, please contact parksandrec@cityoffircrest.net.
- [Senior Self-Defense Session](#) – A free Self-Defense Empowerment Session will be offered on Friday, June 28th, from 11:30 AM to 12:30 PM in the Tom and Meg Names Family Multi-Purpose Room at the Community Center. This is a free, 60-minute verbal seminar on self-defense for senior citizens, during which attendees will learn about criminal psychology, intent, and basic self-defense skills.

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."

7. 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

- Two summer hires started on Monday, June 17th. They have been working on right-of-way vegetation removal and watering of hanging flower baskets.
- Xfinity is performing underground boring in the City's north end to run fiber to the Overlook multi-family housing project.

Maintenance – Parks & Facilities

- The facilities staff is currently operating down one Maintenance Worker.
- Staff began watering the Fox Property at the SE corner of Electron and Contra Costa.
- Staff assisted with preparations for the Strawberry Festival happening this Sunday.

Project Updates

- Wellhouse #7 (Claremont)
 - Final contract documents have been signed, and we are preparing to provide the notice to proceed to commence construction.
 - Fircrest Park Maintenance Facility Structure Upgrade
 - The responsive low bidder has been selected, and contract documents will be presented to the Council for approval at the June 25th Council meeting.
 - 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.
 - 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 met with the design consultant and submitted documents to WSDOT on June 12th.
 - Electron and Contra Costa Intersection Improvement – Legislative Funds
 - Design is in process.
 - Claremont Street Grind & Overlay TIB Grant
 - Design is in process.
 - South Orchard Street Grind & Overlay – TIB Grant Funded
 - Construction bids were opened on May 28th, and a responsive low bidder was identified.
 - The construction contract will come forward to the Council on June 25th.
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- South Orchard Street Water Main Upgrade – Ramsdell Street to Holly Drive
 - Bids were opened on May 31st, and a responsive low bidder was identified.
 - The construction contract is being brought forward to Council on June 25th.
- AMI Water Meter Exchange Program
 - Meter exchanges are in progress, with program completion currently at 58%.
 - Meter boxes prep continued in preparation for installs in the area of Alameda and Regents Blvd.
 - The City Council approved a contract for supplemental water meter installation services on June 11th.

TOTAL BY YEAR	
	Total
2019	11
2020	143
2021	444
2022	283
2023	296
2024	214

PROJECT UPDATE	
Total City Meter Connections	2,402
New Meters Installed	1,391
Remaining Meters to be Installed	1,011
Percentage of Completion	58%

8. Sustainable Solutions Weekly Classes

Pierce County offers a free class series – Sustainable Solutions – designed to equip you with the knowledge and tools to create a more livable community for everyone. Weekly environmental education topics include gardening, composting, and energy conservation. The classes are led by experts from Pierce County Planning & Public Works, with each session offering practical insights and valuable tips for reducing your eco-footprint. Whether you’re new to sustainability or a seasoned enthusiast, these classes will empower you with the resources to contribute to a healthier, more vibrant Pierce County.

New Pierce County Food/Yard Waste Program – Thursday, June 27th from 6:00 – 7:00 PM; Virtual on Zoom. Did you know that you can now put all food waste in your yard waste cart across Pierce County to help reduce greenhouse gases at the landfill? Learn what you can put in your residential curbside food/yard waste cart and ways to help prevent wasted food in the first place! To register, visit [Sustainable Solutions Series: New Pierce County Food/Yard Waste Program](#).

DIY Green Cleaning – Wednesday, July 10th, from Noon – 1:00 PM; Virtual on Zoom. Explore eco-friendly cleaning that’s better for home air quality, your pipes, pets, persons, and pocketbooks! Learn the story behind simple, non-toxic ingredients and recipes. To register, visit [Sustainable Solutions Series: DIY Green Cleaning](#).

To view more upcoming classes, visit [Sustainable Solutions | Pierce County, WA - Official Website \(piercecounitywa.gov\)](#).