



City Manager's Update June 7, 2024

To: Fircrest City Council
From: Dawn Masko, City Manager
Date: June 7, 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 11th, 2024

- Proclamation – Flag Day
- Proclamation – Ride Transit Month
- Public Hearing – 6-Year Transportation Improvement Program
- Resolution – Fun Days Entertainer & Vendor Agreements
- Resolution – Suspension of Comprehensive Plan Docket Requests
- Resolution – Electron Way/Contra Costa Contract Amendment
- Resolution – Water Meter Exchange Program Contract

2. Administration Update

Administration highlights include:

- City Manager Dawn Masko and Police Chief Ron Schaub held a final interview with a lateral Police Officer applicant and are pleased to report that he accepted the City's job offer. He will start work with the City in early July, contingent upon the successful completion of the remaining components of his background check.
- The City received the Notice to Bargain from the Teamsters representing our Public Works employees. The City will begin bargaining a successor contract this summer. The current contract expires on December 31, 2024.
- City Manager Masko prepared the Council agenda packet for the June 11th meeting, researched new legislation surrounding the PERS retirement plan, researched the City's vehicle insurance coverage, and attended the electronic timesheet supervisor training.
- City Manager Masko conducted a preliminary review of Finance Director applications, reformatted the draft Transportation Improvement Plan, reviewed an Interlocal Agreement with the City of Tacoma for the design of the Center Street/Orchard Street intersection project, and prepared a contract for Pape & Sons Construction for water meter installation support.

- City Manager Masko prepared department goals and work plan worksheets and distributed them to department directors to update them with mid-year information.
- City Manager Masko also met with citizens regarding Middle Housing, researched flag compliance concerns, spoke with a developer about signage and building permits, met with the City’s labor attorney, and continued coordinating schedules for the upcoming Planning Commissioner interviews to fill a vacant Planning Commission position.
- City Manager Masko prepared new Hold Harmless and Insurance agreements for our special event vendors.
- In the last 30 days, the City’s website has had 28,446 page views from 10,226 users. Sessions are up 48%, and users are up 62% from the previous 30 days.
- Acting City Clerk Burkhart will be out of the office from June 9th to June 14th, attending the Northwest Municipal Clerks Institute.
- City Manager Masko will be on vacation from June 13th to June 14th and will be attending the AWC Conference from June 18th to June 21st.

3. Finance Department Update

- Administrator training on the electronic timesheet program occurred today. Comments compiled from the training will be incorporated into the program's ongoing modifications to ensure that it meets the City’s needs and unique staffing schedules.
- Staff are preparing for the 2025 budget process and working on bank reconciliations and month-end reports.

4. Police Department Update

- Fircrest officers responded to 231 calls for service from 5/26/2024 to 6/2/2024, including 151 traffic stops, which generated 97 notices of infraction. The chart below provides additional information.

Police Officer Activity for 5/19/24 – 5/26/24			
Call Activity	Number of Calls	Call Activity	Number of Calls
Traffic Stops	151	Motor Vehicle Collisions	1
Notice of Infraction	97	Outside Jurisdiction Responses	2
Citations Issued	8	Reports Written	16
Misdemeanor Arrests	8	Security Checks	8
Alarms	4	Sex Offender Verification	6
Community Oriented Policing	5	Subject Stops	5
Domestic Violence	2	Suspicious Persons	3
Follow-Ups	2	Vandalism	3
Foot Patrols	3	Vehicle Prowls	10
Miscellaneous	9	Welfare Checks	5

- Sergeant Gollinger and Officer Garcia assisted Wainwright Intermediate School with traffic control as they walked to the Tacoma Rainiers game on June 4th.
- City Manager Masko and Police Chief Ron Schaub conducted a final interview with an out-of-state lateral Police Officer candidate. We are pleased to report that he accepted our offer of employment and will be starting in early July, pending a successful outcome on his remaining background items.
- Chief Schaub is representing the City tonight at the Special Olympics Opening Ceremony.
- National Night Out planning is well underway for this year's event, which will be held on August 6th.
- Chief Schaub will be participating in the regional PC Department of Emergency Management Safety Summit in July.
- Officer Bugarin made two DUI arrests this week.

5. Planning & Building Update

- We are excited to welcome Natasha Kolostyak, our new Assistant Planner/Permit Coordinator, who will start work on June 17th. Please remember that we are still short-staffed, and we appreciate your continued patience.
 - Community Development Director Mark Newman appreciates the help that IT Systems Coordinator Chris Bunger has provided in preparing software and hardware for the onboarding of our new Assistant Planner/Permit Coordinator to ensure a smooth transition.
 - Councilmember David Viafore, City Manager Masko, and CD Director Newman met with citizens this past week to review their suggestions and concerns regarding Middle Housing implementation. City staff appreciate this engagement and are happy to meet with the public to continue this important dialogue.
 - The Planning Commission met for its regular meeting on Tuesday, June 4th. Topics of discussion included SB 6015, the Pierce County CLIHP grant award, Middle Housing work updates, the potential annual docket request suspension, and responses to public comments received concerning the Comprehensive Plan. Once feedback from the City Council is obtained on the response to the public comments (slated for the June 25th regular Council meeting), CD Director Newman will send out a response to all involved parties to keep them in the loop.
 - 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.
 - 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.
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- The Planning & Building Department processed 25 new permits in May and managed eight existing permits in the review queue.
- Passport Specialist Laura Thompson and Administrative Assistant Sierra Lee processed an astonishing 177 passports in May!
- The City received two new code enforcement requests this week:
 - Concern regarding road paving, clearing, and grading without a permit along the 1300 block of Contra Costa Avenue. City staff reached out to the person completing the work, and he agreed to apply for street work permits through the Public Works Department.
 - Concern over a building without exterior siding along the 1300 block of Aloha Street. City staff previously sent a violation to the applicant in late May and followed up again through email. The property owner agreed to replace the siding in a timely manner.
- The City continues to monitor existing complaints and requests, but due to short-staffing, we have been unable to follow up on several requests.
- Remember to attend the June 17th City Council study session where our consultant will present on the Middle Housing strategy for Fircrest. City staff will send out an email reminder with the agenda posted prior to the meeting. The email will be sent to all who have [signed up](#) for updates through the [Middle Housing webpage](#) or have directly indicated an interest in attending.
- 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.

6. Parks & Recreation Update

Park Projects

- Public Works finished hanging the acoustic mats at the Fircrest Park Courts. We will continue to monitor the courts and decibel readings to assess the mitigation efforts properly.
- Fred Flintstone has been removed from the Tot Lot for assessment and is currently enjoying the hospitality of the Maintenance Facility at Public Works. He is in worse condition than previously thought, as it appears there is a carpenter ant colony living inside of him. We have a few more options to explore before deeming him unrepairable.

Recreation Programs


- 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!
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- Pickleball League – Staff is finalizing plans to expand indoor pickleball play into the summer months. We hope to offer two leagues this summer – a women’s league and an open league. Stay tuned for more details and registration information.

Aquatic Center

- Pool managers have been working hard with all of our lifeguards since opening the pool last weekend. Although we have been open for almost a week, the weather has been relatively cool and wet. Staff is gearing up for larger crowds and increased attendance this weekend.
- We continue to sell season passes and have currently sold 449 resident Season Passes. As with last year, this is a busy time for both the Pool and Community Center, as all resident season passes must be purchased in person. Our staff have done an excellent job handling this during the extended absence of our Recreation Office Assistant.
- Visit the Edwards Family Aquatic Center [webpage](#) for additional information on pool [admission](#), [schedules](#), [programs](#), and [rentals](#).

Community Events

- Community Yard Sale – We have reached 100 participants for the Community Yard Sale! Staff is in the process of creating an informational flyer that includes a QR code for folks to access the addresses of all participating homes. This information will be posted on our website prior to the event that takes place on Saturday, June 15th, from 9:00 AM to 4:00 PM. In addition, we have scheduled food trucks to be parked on Electron Way, offering a variety of food options throughout the day as part of this event.
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- 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](#).
 - An updated version of the City’s hold harmless agreement has been distributed to all event vendors for our upcoming summer events. Additionally, we continue to follow the volunteer process established last year and are actively creating volunteer opportunities for various events.
 - Planning continues for the [Strawberry Festival](#), [Car Show](#), and [Fircrest Fun Days](#).

Senior Programs

- June Senior Trips – Our seniors enjoyed a great day at the Tacoma Rainiers game on June 4th, even though the weather wasn’t ideal. The Rainiers found their groove in the 6th inning, ending the game with 14 hits and 15 runs, beating their Reno opponent 15-6. The June 27th senior trip to Vashon Island is sold out.
 - July Senior Trip – Only three spots are remaining for the July 25th trip to Downtown Gig Harbor. Explore waterfront shops, indulge in lunch at the infamous Tides Tavern, and peruse the Waterfront Farmers Market. 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.
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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:

- 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.

Utilities – Water, Sewer, Streets, and Stormwater

- The Water Use Efficiency report was submitted to the WA State Department of Health and will be provided to all residents and posted to the City's website this month.
- Seven (7) delinquent utility bill water shutoffs were performed on June 3rd.
- Water meter reading began on June 3rd.
- Various dips, potholes, and cracked locations in the Fir Park area were prepped and repaired.
- The replacement pump for Wellhouse #9 has been ordered, and we are awaiting confirmation of the delivery date.
- Communications are continuing with The Lookout developer and City of Tacoma staff regarding ADA work being performed at Stanford Street and South Orchard Street. The intersection was ground and paved on Wednesday, June 5th.
- The new pump for The Commons Lift Station was installed on Monday, June 3rd, and is functioning correctly.
- Final asphalt patching at the site of the damaged fire hydrant at El Dorado and Regents Blvd. was completed on June 4th.

Maintenance – Parks & Facilities

- The facilities staff is currently operating down one Maintenance Worker.
- Facilities staff have now installed all sound-dampening mats at the Fircrest Park Courts. Staff will continue to monitor and conduct additional decibel testing.
- Exterior LED lighting upgrades were completed at the Tot Lot and Whittier bathrooms.
- Staff replaced a failed motherboard at the swimming pool on May 31st. The heater is now functioning properly.

Project Updates

- Wellhouse #7 (Claremont)
 - Staff worked with the contractor on clarifying contract language and are preparing the notice to proceed to commence construction.
 - Fircrest Park Maintenance Facility Structure Upgrade
 - Construction bids are due today.
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- 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 are working with WSDOT to prepare a Notice to Proceed.
- Electron and Contra Costa Intersection Improvement – Legislative Funds
 - Design is in process.
 - The City was notified on May 17th that we were awarded \$11,954 in additional TIB funds. The Council accepted the additional TIB grant funds on May 28th.
 - A contract amendment will be presented to the Council at the June 11th meeting to approve the additional design encompassing the entire intersection.
- Claremont Street Grind & Overlay TIB Grant
 - Design is in process.
- 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.
 - A contract for supplemental water meter installation services is being brought forward to the Council on June 11th.

TOTAL BY YEAR	
	Total
2019	11
2020	143
2021	444
2022	283
2023	296
2024	212

PROJECT UPDATE	
Total City Meter Connections	2,402
New Meters Installed	1,389
Remaining Meters to be Installed	1,013
Percentage of Completion	58%

- 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.
 - South Orchard Street Water Main Upgrade – Ramsdell Street to Holly Drive
 - Bids were opened on May 31st, and a responsive low bidder was identified.
 - Construction contract documents are being prepared to bring to Council on June 25th.
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8. Pierce Transit Development Plan

Pierce Transit is inviting the public to comment on its draft 2024-2029 Transit Development Plan (TDP). The plan is now posted on the agency's website at PierceTransit.org/documents. The public comment period will close on Friday, June 21st. Those wishing to submit comments may provide them in writing to Brittany Carbullido, Planner, via email at bcarbullido@piercetransit.org or mail at 3701 96th Street SW, Attn: Brittany Carbullido, Lakewood, WA 98499, no later than June 21st. The TDP is scheduled for a public hearing at the Pierce Transit Board of Commissioner's June 10, 2024, meeting, and formal adoption will be considered at the Board of Commissioner's July 8, 2024, meeting. Pierce Transit Board meeting information may be found at PierceTransit.org/StayConnected. Enter your email address and subscribe to the "Planning Pierce Transit's Future Services" newsletter to receive future information.

9. Working Families Tax Credit

[Making a Difference Foundation](https://www.makingadifferencefoundation.org) is in partnership with the WA Department of Commerce and WA Department of Revenue to perform community outreach, education, and awareness around Washington State's new [Working Families Tax Credit](https://www.wa.gov/working-families-tax-credit) (WFTC) and the Federal Earned Income Tax Credit (EITC). These programs repay a percentage of the sales tax paid by low-income families by offering a cash refund of up to \$1,255. These tax refund opportunities will allow residents of Washington who qualify to receive a substantial tax refund over the previous year. For more information, visit <http://themandf.org/taxes>.
