



City Manager's Update July 5, 2024

To: Fircrest City Council
From: Dawn Masko, City Manager
Date: July 5, 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 – July 9th, 2024

- Resolution – Cooperative Cities Interlocal Agreement
- Resolution – National Night Out Fireworks

2. Administration Update

Administration highlights include:

- City Manager Dawn Masko coordinated with City Attorneys Kendra Rosenberg and Joanna Eide on a letter to the Department of Ecology regarding the lack of communication surrounding the recent mineral oil spill at the Leach Creek Storm Drain Basin. The letter was also sent to the City of Tacoma.
- The Civil Service Commission met on July 1st to approve payroll certifications and discussed the next steps on the proposed amendments to the Civil Service Rules.
- Acting City Clerk Arlette Burkhart received her NW Clerks Institute Professional Development II certificate, which now provides her with sufficient education credits required to apply for her Certified Municipal Clerk designation. There are 187 certified municipal clerks in the State of Washington who work for Cities, Counties, and Special Purpose Districts.
- City Manager Masko, Public Works Director Tyler Bemis, and Acting Clerk Burkhart met with Public Works employees regarding concerns about job descriptions.
- Acting Clerk Burkhart and Public Works Director Bemis filed the City's 6-Year Transportation Improvement Program with the State of Washington Secretary of State.
- City Manager Masko prepared supplemental questions for Finance Director applicants to ascertain candidates' experience with governmental finance operations.
- City Manager Masko worked on the preliminary budget schedule and the 1st Quarter Financial Report, evaluated year-to-date revenues and expenditures, began reviewing the 2nd budget amendment, met with the Mayor and Mayor Pro Tem, and met with attorneys on various issues.

- City Manager Masko communicated with Pierce County Emergency Management regarding the heat advisory and water donations and spoke with City departments about Outdoor Heat Exposure requirements to protect our employees.
- City Council photos will be updated soon on the City website and in the City Hall lobby.
- The City received nine public records requests this week, bringing the 2024 total to 160 requests. At this time last year, the City had received 148 public record requests.
- In the last 30 days, the City's website has had 54,941 page views from 18,465 users. Sessions are up 100%, and users are up 96% from the previous 30 days.

3. Finance Department Update

- Interim Finance Director Julie Dunbar met with IT Systems Coordinator Chris Bunger to discuss past, current, and future information technology issues to assist her with getting up-to-speed.
- Interim Finance Director Dunbar and Accountant I Wanda Wells are working with Department Directors to ensure grant information is up-to-date and to improve the grant accounting process.
- Accountant II Megan Ryan continues to work tirelessly to ensure the successful implementation of the electronic timesheet program and continues to have weekly meetings with the solutions provider UKG Ready. Accountant Ryan has provided several educational tools to staff, including instructions and videos, to streamline their transition to the new system. She has gone above and beyond to support staff and continues to be a resource should they need additional assistance.
- Administrative Assistant Sierra Lee continues to provide exceptional customer service to the citizens of Fircrest as a front-facing representative of the City. She willingly and unconditionally supports staff and is currently coordinating the City's summer wellness activities.
- Staff continue to prepare for the 2025 budget process and are working on bank reconciliations and month-end reports.

4. Planning & Building Update

There is a limited Planning & Building update this week as Community Development Director Mark Newman has been on vacation.

Code Enforcement

- The City received one new code enforcement request this week:
 - Concern regarding soliciting from an unpermitted transient merchant on Fir Park Lane. This merchant has allegedly been requesting that their employees ignore homeowner's "no soliciting" signs. City staff have drafted a notice of violation to send to the business owner.

Long Range Planning

- The Planning Commission will hold a special meeting on July 8th at 6:00 PM at City Hall Council Chambers to discuss middle housing alternative options provided by the Department of Commerce and the SSHA³P CLIHP Grant presentation materials. As always, the public is invited to attend. This is noticed as a special meeting because it was moved from its regular date to July 8th to accommodate the Independence Day holiday.
 - The City's middle housing consultant, Kimley-Horn, will host an Open House on Tuesday, July 30th, at the Roy H. Murphy Community Center from 6:00 to 9:00 p.m. The purpose of the open house is to share middle housing strategies, engage in small discussion groups, and obtain community feedback. Stay tuned to the Middle Housing [webpage](#) for more information.
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5. Police Department Update

- The Civil Service Commission met on July 1st and continued reviewing the potential Civil Service Rules language updates. We hope to have the language changes finalized in August.
- Police Chief Ron Schaub will be in attendance at the Car Show on Sunday, July 7th.
- Chief Schaub is continuing to compile information for City Manager Masko regarding the June 30th police vehicle accident.
- Planning continues for the National Night Out event, which will be held on August 6th.
- Our new lateral Police Officer, Shaine Towe, will start on July 8th. He comes to us from North Dakota, where he has 10 years of law enforcement experience working for City departments and County Sheriff's offices, including as a K-9 officer and training officer. Officer Towe also has 8 ½ years of corrections officer experience.
- Fircrest officers responded to 873 calls for service for the month of June, including 492 traffic stops, which generated 293 notices of infraction. The chart below provides additional information on call activity.

Police Officer Activity for June 2024			
Call Activity	Number of Calls	Call Activity	Number of Calls
Traffic Stops	492	Medical Aid Responses	36
Notice of Infraction	293	Miscellaneous	33
Citations Issued	35	Motor Vehicle Collisions	9
Felony Arrests	1	Outside Jurisdiction Responses	6
Misdemeanor Arrests	37	Parking Tickets	16
Warrant Arrests	2	Reports Written	76
Abandoned Vehicles	5	Security Checks	35
Alarms	11	Subject Stops	11
Animal Complaints	5	Suspicious Persons	10
Citizen Assists	5	Suspicious Vehicles	20
Community Oriented Policing	16	Vehicle Prowls	28
Domestic Violence	7	Welfare Checks	21
Follow-Ups	12	911 Calls – Unknown	13
Foot Patrols	13		

6. Parks & Recreation Update

Administration

- AHBL will be presenting the preferred Whittier Park Master Plan design to the City Council at the July 16th Study Session.
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- Parks & Recreation Director Jeff Grover and Lead Maintenance Worker Bryce Wakefield met with the Pierce Conservation District on July 2nd. They are pleased with the current state of the trails and both parties believe that the park trails at Whittier and Thelma Gilmur look the best they have in decades.

Recreation Programs

- Summer Day Camp Registration – Our Kids Summer Camp kicks off on Monday, July 8th. There are still spots available for kids ages 7 – 12. The weekly price is \$165 for residents and \$195 for non-residents. Register at <https://fircrest.recdesk.com> or the Community Center. Don't miss out on this opportunity to secure your spot for a summer filled with laughter and memories!

Aquatic Center

Pool season is in full swing! Below are some highlights:

- The second session of swim lessons is filled and will begin on Monday, July 8th.
- We anticipate large crowds as the warm weather continues. While we realize waiting in line can be frustrating, ensuring the safety of our swimmers is paramount. Overcapacity can lead to overcrowded swimming areas, increasing the risk of accidents and reducing the enjoyment for all visitors. For these reasons, we will continue to ensure that we remain within our pool capacity limits. We appreciate your patience and understanding.
- Weekend open swim times are 11:00 AM – 2:00 PM, 2:30 – 5:30 PM, and 6:00 – 8:00 PM. Weekday open swim times are 12:30 – 4:30 PM and 6:30 – 8:30 PM. Lap swim is Monday, Wednesday, and Friday from 6:30 – 7:30 AM.



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

Community Events



- 36th Annual Fircrest Picnic & Rod Run – We will once again have sunny weather for this annual event that broke records last year with over 400 cars participating. Don't miss out on your chance to ogle the amazing array of vehicles on display while enjoying food and music with your neighbors. The 36th Annual Fircrest Picnic & Rod Run is this Sunday, July 7th, from 10:00 AM – 3:00 PM at Fircrest Park. The Fircrest Kiwanis will be on hand serving breakfast (pancakes,




sausage, eggs, coffee, and orange juice) and lunch (deluxe hamburgers and hotdogs with chips) for a nominal cost and will also have pop and water for sale. Admission is free for spectators. Registration cost for vehicles is \$20. Thank you to Fircrest Towing for their sponsorship!

- 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. Fun activities include live entertainment with bands, roving entertainment, vendor booths, food trucks, a beer garden, field competition and games, an 80's Dance Party, the FirCRUST pie contest, a watermelon eating contest, junior baking competition, Kids Zone, Yoga in the Park, a dog adoption event, and the Furry 4K Pet Walk. The Saturday festivities will conclude with a spectacular fireworks show. The event runs from 5:00 – 7:00 PM on Friday, July 19th, and 8:00 AM – 11:00 PM on Saturday, July 20th. A schedule of events is available on the City's website at [Fircrest FUN DAYS](#). You won't want to miss the showcase event of the summer!

The following events are part of Fircrest Fun Days and require pre-registration to participate:

- [FirCRUST Pie Bake-Off](#) – Calling all bakers! Do you have what it takes to bring home a Blue Ribbon? Enter the 4th Annual FirCRUST Pie Bake-Off and find out! There is no registration fee to sign up, but don't delay as the deadline to register is Friday, July 12th at 5:00 PM (or until registration is full). Register by scanning the  QR code. Additional details and official rules are online at [FirCRUST Pie Bake-Off](#). The bake-off is a part of the Fircrest Fun Days, with judging happening on July 20th. Thank you to Espresso Yourself for your generous sponsorship of this event. 

- [Fircrest Furry 4K](#) – Gather up your furry pets and join us for a fun morning around Fircrest! Check-in begins at 7:30 AM on July 20th, with the Furry 4K starting at 8:30 AM. If your furry friend needs a little more time or space to participate, you can start a little earlier. Each furry participant will receive a “WAG” bag (while supplies last), which can be picked up at check-in or on Friday, July 19th, at the Fircrest FUN Booth. Thank you to our Title Sponsor, Unleashed Doggie Daycare, and our Swag Sponsor, Chopper's Holistic Pet Foods, for their generous contributions. Registration is required and can be accessed using the QR code. Rules of participation and additional information are online at [Fircrest FURRY 4K](#). 

- [Junior Bake-Off](#) – Registration is now open for junior bakers ages 6 – 17 years old who want to participate in a baking competition just for kids and teens. Categories and age groups are:

- 6 – 9 years old – Cookies
- 10 – 13 years old – Cupcakes
- 14 – 17 years old – Layer Cake



Registration is limited to the first 20 registrants in each age category. Additional contest information and rules can be found at [Junior Bake-Off](#). Scan the QR code to register. The entry deadline is Friday, July 12th at 5:00 PM or until spaces are filled. Special thanks to our generous sponsor, Mama's Brittle.

- [Blood Drive](#) – The Bloodworks NW Bloodmobile will be onsite at the Community Center on Monday, July 8th. They have already filled available slots with 41 donors and are working to recruit additional staff to open up another ten slots for donors. They are appreciative of the City's great work promoting this event. Future blood drives are scheduled for September 24th and December 9th. Additional information can be found on the City's website at [Blood Drive](#).

For more details about our Fircrest Fun community events, visit the Parks & Recreation Community Events page at [Community Events - City of Fircrest](#).

Senior Programs

- [Senior Trips](#) – We have some great trips planned for the summer season. These trips are filling up fast, so make sure to sign up soon! There are still a few spots remaining for the Senior Trips to [Downtown Gig Harbor](#) on July 25th, [Lakewold Gardens](#) on August 15th, and the [Tacoma Rainiers](#) baseball game on July 30th. 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.

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

- Utility Foreman Jeff Davis met with the Department of Ecology at the Leach Creek Holding Basin spill site. The contractor is awaiting final testing results and has left the oil-absorbing pads and booms in place. The mitigation project contractor has yet to start mobilizing equipment.
- Staff continued to focus on typical seasonal maintenance and routine activities.

Maintenance – Parks & Facilities

- The Facilities staff is currently operating down one Maintenance Worker.
- The hoop height adjusting system and court divider at the Community Center stopped functioning and staff were able to triage the system and get it back up and running.
- The Tacoma-Pierce County Health Department visited the Pool House for an inspection. Preliminary notification indicates that everything successfully passed inspection.
- The fresh air unit of the HVAC system at the Community Center had a failed relay, rendering this system nonfunctional. ATS Solutions made the necessary repairs, and the system is back up and running efficiently.
- Staff assisted with set up for the annual Car Show at Fircrest Park.

Project Updates

- Wellhouse #7 (Claremont)
 - Construction is underway.
 - Fircrest Park Maintenance Facility Structure Upgrade
 - The contract with Creative Custom Construction, LLC was approved by Council on June 25th, and a notice to proceed is being prepared.
 - 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 100% design was submitted for National Environmental Policy Act (NEPA) review.
 - South Orchard Street Grind & Overlay – TIB Grant Funded
 - Council approved the contract with Miles Resources, LLC, on June 25th, and a notice to proceed is being prepared.
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- Regents Blvd (west) Grind & Overlay – Alameda Ave to 67th Ave West
 - Documents were submitted to WSDOT on June 12th.
- South Orchard Street Water Main Upgrade – Ramsdell Street to Holly Drive
 - The contract with Pape & Sons Construction, Inc., was approved by Council on June 25th.
 - Contract documents have been signed, and a notice to proceed is being prepared.
- AMI Water Meter Exchange Program
 - Meter exchanges are in progress, with program completion currently at 61%.
 - The contractor has mobilized and is actively exchanging meters.
 - Summer hires continued meter box prep for exchanges.

TOTAL BY YEAR	
	Total
2019	11
2020	143
2021	444
2022	283
2023	296
2024	288

PROJECT UPDATE	
Total City Meter Connections	2,402
New Meters Installed	1,465
Remaining Meters to be Installed	937
Percentage of Completion	61%

- Electron and Contra Costa Intersection Improvement – Legislative Funds
 - Design is in process.
- Claremont Street Grind & Overlay TIB Grant
 - Design is in process.

8. Heat Advisory

The National Weather Service has issued a Heat Advisory through 10:00 PM Tuesday, July 9th. Hot conditions with temperatures in the upper 80s and 90s are expected. This will pose a moderate to major risk of heat-related illness, especially for those who are heat-sensitive or those without effective cooling or adequate hydration.

People are reminded to drink plenty of fluids, stay in an air-conditioned space or shade during this time, and check on relatives and neighbors who might struggle in this weather. Do NOT leave pets or children in unattended vehicles under any circumstances.

Take extra precautions if you work or spend time outside. When possible, reschedule strenuous activities to early morning or evening. Know the signs and symptoms of heat exhaustion and heat stroke. Wear lightweight or loose-fitting clothing when possible.

Temperatures will remain well above normal next week, with only gradual cooling expected. If you need a cool place during the day, the Community Center is open weekdays from 8:00 AM to 9:00 PM and weekends from 9:00 AM to 5:00 PM. Libraries and large stores are also options during their business hours for staying inside a climate-controlled environment. For sheltering information and other human services resources, dial 211 during business hours or visit <https://wa211.org>.

9. Summer Lunch Program

Metro Parks Tacoma is offering a lunch program for youth 18 and younger. Meals are served at various Tacoma parks on a first-come, first-served basis from 12:30 – 1:30 PM and must be eaten on-site. Additional information is available online at [Free Summer Playground & Lunch Program](#).

10. Annual Water Quality Report

In accordance with the federal Safe Drinking Water Act, the City provides a Water Quality Report each year to all residential and commercial customers. Fircrest's drinking water meets or exceeds all state and federal drinking water standards. We encourage you to read this report which contains information about monitoring, testing results, and answers to frequently asked questions about the quality of drinking water delivered to the community. The report is available on the City's website as the [2023 Annual Water Quality and Water Use Efficiency Brochure](#).

11. Summer Late Nights

Summer Late Nights is a free drop-in program for middle school and high school students across the Tacoma area. Teens can get dinner and participate in open gym, art and music activities, and hang out with friends in a safe and supportive environment. Students can attend as often as they like and can drop in at the site assigned to them or the location nearest their home. This program is offered Monday through Friday from 5:00 – 10:00 PM. Parents/guardians are encouraged to register their child on the [Compass/TPS Family App](#). More information is available at [Summer Late Nights](#).

12. 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.

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 \(piercecountywa.gov\)](#).
