



City Manager's Update

June 28, 2024



To: Fircrest City Council
From: Dawn Masko, City Manager
Date: June 28, 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 Independence Day

City offices will be closed on Thursday, July 4th, in observance of the Independence Day holiday. Police and Fire services are unaffected; however, administrative offices are closed. The Aquatic Center is operating on a holiday schedule with open swim sessions from 12:30 PM to 4:30 PM. There are no swim lessons. Regular operations resume on Friday, July 5th.

2. Reminder – Fireworks are Not Allowed

Please enjoy your 4th of July holiday, but remember – the sale, use, and possession of any fireworks in the City of Fircrest is prohibited except for the display of fireworks discharged by professionals at a permitted community event. Violators are subject to fines of up to \$1,000. While you will have to wait for Fircrest Fun Days to enjoy a public fireworks display in Fircrest, there are other local options to consider. If you wish to attend a public display of fireworks as part of your festivities, please consider visiting one of these 4th of July events:



- [Tacoma Fourth of July Summer Blast](#)
- [Steilacoom's 4th of July Parade & Fireworks](#)
- [City of DuPont's 4th of July Hometown Celebration](#)
- [Red, White & Kaboom - Puyallup Fairgrounds](#) – being held on Wednesday, July 3rd
- [JBLM FreedomFest](#) – being held on Saturday, June 29th

3. Council Meeting Agenda Items – July 9th, 2024 – *All Items are Tentative*

- Ordinance – Budget Amendment #2 – 1st Reading
- Resolution – National Night Out Fireworks
- Resolution – Interlocal Agreement with Tacoma re: Center/Orchard Intersection Project
- Resolution – RCO Grant
- Resolution – Pipe Bursting Contract

4. June 25th, 2024 – Council Meeting Recap

Action items at the Tuesday, June 25th regular City Council meeting included:

- Issued a Proclamation recognizing Finance Director Colleen Corcoran as she retires after 30 years of service with the City of Fircrest.
- Approved the Centennial Celebration logo.
- Approved a Liquor License Request for The Office Boutique LLC.
- Approved the 2025-2030 Transportation Improvement Program.
- Approved the South Orchard Grind & Overlay Construction Contract.
- Approved the South Orchard Water Main Upgrade Contract.
- Approved the Fircrest Park Maintenance Facility Upgrade Contract.
- Approved a Contract Extension for RWJ Consultants.
- Discussed the Comprehensive Plan Update survey responses.

5. Administration Update

Administration highlights include:

- Congratulations to Acting City Clerk Arlette Burkhart on receiving her Certified Public Records Officer designation from the Washington Association of Public Records Officers (WAPRO). This certification acknowledges that she has completed WAPRO's public records training requirements.
 - The Centennial Celebration Committee met this week and discussed the budget, timelines, beautification, and fun community outreach ideas. The next meeting will be in August.
 - The Civil Service Commission held a special meeting on June 24th to certify the lateral police officer eligibility list and discuss proposed amendments to the Civil Service Rules.
 - The Safety Committee met on June 24th to discuss quarterly safety inspections, reassess emergency rally point locations, and upcoming lockdown/situational awareness training. A big thank you to Maintenance Lead Bryce Wakefield as he continues to address potential risks and hazards identified during the City's facilities review by our insurance pool.
 - City Manager Dawn Masko worked with Community Development Director Mark Newman on compiling a list of deliverable items following the June 17th Study Session on Middle Housing. They also collaborated on answering questions from the City Council that emerged from that meeting. These will be incorporated into FAQs that will be added to the City website.
 - Acting City Clerk Burkhart and Public Works Director Tyler Bemis are in discussions for an Active Transportation Program (ATP) grant with the Transportation Improvement Board for sidewalks on Alameda.
 - City Manager Masko virtually attended the Pierce Transit Board of Commissioners Composition Review meeting on June 26th. Mayor Shannon Reynolds also participated in the meeting as the City's voting representative. State law requires that a review of the composition of the governing board be held every four years. The next steps in the process include a proposal being brought forward that would move the City of Gig Harbor to join the cities of Fircrest and University Place, sharing a board seat. The process will also include a public comment period.
 - Acting Clerk Burkhart assisted with onboarding new Public Works summer hires, offboarding our retiring Finance Director, and the internal recruitment process for the Recreation Office Assistant position, which closed today.
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- City Manager Masko attended the Pierce County City Manager's meeting, scheduled Planning Commissioner interviews, continued reviewing Finance Director applications, and worked with attorneys on a variety of issues.
- The City's insurer successfully recovered funds for a damaged fire hydrant claim and has issued a check for the total amount of damages incurred. Acting Clerk Burkhart helped process the claim following the accident.
- City Manager Masko has been meeting with retiring Finance Director Colleen Corcoran to discuss outstanding Finance items and has been working on budget preparation items, the second budget amendment ordinance, and the 1st Quarter Financial Report.
- The City received three public records requests this week, bringing the 2024 total to 151 requests.
- In the last 30 days, the City's website has had 49,067 page views from 17,089 users. Sessions are up 115%, and users are up 111% from the previous 30 days.

6. Finance Department Update

- Finance Director Colleen Corcoran's last day in the office is today. 🥲 Director Corcoran is retiring after 30 years of service to the City of Fircrest. She will be missed!!
- Accountant Julie Dunbar will be serving as the Interim Finance Director while we continue the recruitment process.
- Staff are preparing for the 2025 budget process, working on bank reconciliations and month-end reports, and continuing to implement the electronic timesheet program.
- Finance staff also spent considerable time working with Finance Director Corcoran to try to download her institutional knowledge.



7. Police Department Update

- The Lexipol Policy Manual review and transition is 95% complete. The manual will be fully implemented within the next week or two.
- Police Chief Ron Schaub attended the South Sound 911 Board meeting. He also prepared a memo to Pierce County and the City of Tacoma, again requesting to fully explore moving Fircrest's police operations to the City of Tacoma's 800 MHz system.
- Chief Schaub is working on updating the mid-year department goals for City Manager Masko.
- The Civil Service Commission met on Monday. After two hours of working through the Civil Service Rules update, we hope to complete the final updates by August.
- Planning continues for the National Night Out event, which will be held on August 6th.
- Chief Schaub will be visiting Rainier Arms in Auburn this afternoon to test our rifle suppressors.
- Our new lateral Police Officer will start on July 8th.
- Fircrest officers responded to 259 calls for service from 6/16/2024 to 6/23/2024, including 157 traffic stops, which generated 95 notices of infraction. The chart below provides additional information on call activity.

Police Officer Activity for 6/16/24 – 6/23/24			
Call Activity	Number of Calls	Call Activity	Number of Calls
Traffic Stops	157	Outside Jurisdiction Responses	2
Notice of Infraction	95	Parking Tickets	5
Citations Issued	8	Reports Written	18
Misdemeanor Arrests	8	Security Checks	8
Abandoned Vehicles	3	Subject Stops	4
Alarms	6	Suspicious Persons	4
Community Oriented Policing	6	Suspicious Vehicles	5
Follow-Ups	3	Vehicle Prowls	8
Foot Patrols	6	Welfare Checks	6
Miscellaneous	9	911 Calls – Unknown	4
Motor Vehicle Collisions	2		

8. Planning & Building Update

- **Holiday Schedule:** No building inspections will be conducted on July 4th as City Hall will be closed in observance of Independence Day.



Permitting & Current Planning

- This week has been focused on training. Community Development Director Mark Newman and Assistant Planner/Permit Coordinator Natasha Kolostyak have reviewed processing over-the-counter permits, business licenses, and standard operating procedures for routing calls from the public. Director Newman also conducted a City tour with Planner Kolostyak to view upcoming development projects and existing public facilities.
- We continue to be busy issuing over-the-counter (OTC) building, mechanical, plumbing, and reroofing permits. We have processed 19+ applications so far in June. Applicants are receiving same-day or one-business-day turnaround time for OTC permits. For larger projects and remodel permits, the City's building reviewer is running about 2-3 weeks behind schedule. Please check in with our team so 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 Assistant Planner Natasha Kolostyak at 253-238-4125 or email at nkolostyak@cityoffircrest.net with any questions.



Code Enforcement

- The City received one new code enforcement request this week:
 - Concern regarding a potentially unpermitted structure on the 400 block of Alameda Avenue. City staff sent the property owner a notice letter to contact the City and provide details on the project.
- Code Enforcement Officer Kolostyak provided CD Director Newman with an update on several of the 35 code enforcement cases in 2024. The following cases have been closed:
 - CE24-001 – Stove left in right-of-way along 400 block of Buena Vista Avenue.
 - CE24-005 – Burning of trash along the 500 block of Golden Gate Avenue.
 - CE24-010 – Excessive glare and floodlights along the 500 block of Golden Gate.
 - CE24-012 – Potholes, wear and tear at the Orchard Street/ Center Street intersection.
 - CE24-014 – Emergency access requirement along the 1200 block of Drake Street.
- CD Director Newman and Code Enforcement Officer Kolostyak completed several site inspections on open cases this week and are working on addressing them. Note that this is not an exhaustive list of all cases as staff are working through them based on the date filed, in addition to other work duties.
 - CE24-004 – Sidewalk hazard along 1100 block of Paradise Parkway.
 - CE24-007 – Unpermitted ADU at the 100 block of Panorama Court.
 - CE24-008 – Overparked cars along the 400 block of Contra Costa Avenue.
 - CE24-011 – Overparked car along the 1500 block of Cherry Avenue.
 - CE24-013 – Graffiti on a dumpster at the 6300 block of 19th Street West.
 - CD24-015 – Overgrown vegetation and RV used as a residence along the 200 block of Alameda Avenue.
 - CD24-034 - Overgrown vegetation along the intersection of Regents Blvd./Orchard Street.

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.
 - Assistant Planner Kolostyak compiled plat CC&Rs to allow the City of Fircrest to review those plats with middle housing restrictions in place. Once all data has been compiled, it will be added to a map and provided to the City Council and the public to show where middle housing rules will be effective.
 - CD Director Newman briefed the City Council on the responses received from the Draft Comprehensive Plan public outreach survey, which was open to the public from February 26th through April 30th, 2024. The results will be posted on the City's website and are also available on page 93 or 151 in the June 25, 2024, City Council meeting [agenda packet](#).
 - 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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- CD Director Newman assisted City Manager Masko with responding to City Council questions following the June 17, 2024, Study Session on Middle Housing.
- A group of local partners, including Pierce Transit, Tacoma Community College, Tacoma Housing Authority, and the surrounding local cities, are coming together to think through a vision and alternatives for equitable transit-oriented development near the intersection of S. 19th Street and S. Mildred Street. This area is expected to see growth in future years as a result of Sound Transit's plans to extend the Tacoma Link light rail to this intersection by 2041. While these plans and associated development, including new housing already on the horizon, will bring exciting economic opportunities to the area, we also know that growth and change can be challenging for local businesses and residents. 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. Additional information is available on the new webpage for the [Four Corners/Thriving Communities update](#).

9. Parks & Recreation Update

Administration

- Parks & Recreation Director Jeff Grover continues to work on the reporting process for the Fircrest Park Athletic Field Improvement grant.
- Director Grover is also working on an RCO grant to replace the three backstops on the baseball fields at Fircrest Park. This grant, totaling \$413,000, requires no matching funds. The next step is submitting the entire application. The technical completion deadline is August 15th. Project evaluation will take place in September, with funding announcements expected in October.

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!

Aquatic Center

Pool season is in full swing! Below are some highlights

- Swim Lessons for Session 1 are fully booked, with only the exception of a few spots remaining in our Level 6 and 7 classes.
- Water Aerobics started this week with 18 participants! They were delighted with the instruction provided by two of our senior lifeguards, Jackson Elliot and Emily Cooper. Water Aerobics classes are held in the pool on Tuesdays and Thursdays from 8:00 AM to 9:00 AM.
- The 80's themed Pool Party on June 21st was a great success. We were at capacity for the evening swim session, which was the first time one of our themed swim nights had been at capacity. The next themed pool party is scheduled for July 19th. The pool managers plan on incorporating a flyer design contest for this "Hawaiian Pool Party" evening swim.

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

Facilities

- Community Center – Thanks to Maintenance Lead Bryce Wakefield and his team, several minor issues were resolved this week at the Community Center. There was a minor system malfunction with the gym controls for the curtain and basketball hoops that needed reprogramming. Additionally, there was an issue with the air circulation. ATS, the company that programmed the system, was on-site Wednesday and resolved the issue. We had the same problem two months ago, so we are hopeful that it has now been permanently resolved. Lastly, we had to repair the faucet in the pool office as the fixture unexpectedly broke.
- Fircrest Park Courts – After installing the acoustic mats, we recorded decibel readings ranging from 55 to 61.5. We plan to conduct additional decibel readings to ensure accuracy and measure the effectiveness of the mats. According to our records, the installation of the acoustic mats appears to have resulted in an approximately 10-decibel decrease in noise levels.

Community Events

- Strawberry Festival – We once again ran out of strawberry shortcakes this year, with over 1,000 being sold at this year's Strawberry Festival. The weather cooperated, and over 2,000 people enjoyed the evening of music, great food, delicious shortcakes, shopping, and camaraderie to kick off the Fircrest Fun summer season. 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!
- 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. There are still a few spots remaining for the Senior Trips to [Vashon Island](#) on July 12th, [Downtown Gig Harbor](#) on July 25th, and [Lakewold Gardens](#) on August 15th. An additional trip to the [Tacoma Rainiers](#) for the July 30th baseball game has also been added. 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.

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:



Utilities – Water, Sewer, Streets, and Stormwater

- The City's Water Sanitary Survey with the Department of Health was completed. This is a required survey every five years.
- Xfinity is performing underground boring in the City's north end to run fiber to the Overlook multi-family housing project.
 - Utility Foreman Jeff Davis worked with the contractor to ensure the road was swept correctly and that construction activities did not impact the storm system.
 - The contractor still needs to cross So. Orchard St. at Stanford and complete concrete and asphalt repairs.
- Right-of-way vegetation control occurred on So. 19th Street, Columbia, and So. Orchard St.

Maintenance – Parks & Facilities

- The facilities staff is currently operating down one Maintenance Worker.
- Staff continued to focus on typical seasonal maintenance and routine activities.
- Staff assisted with set up and tear down for the Strawberry Festival.

Project Updates

- Wellhouse #7 (Claremont)
 - The notice to proceed to commence construction has been provided.
 - Fircrest Park Maintenance Facility Structure Upgrade
 - The contract with the responsive low bidder, Creative Custom Construction, LLC, was approved by Council on June 25th.
 - Contract documents have been signed, 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.
 - Regents Blvd (west) Grind & Overlay – Alameda Ave to 67th Ave West
 - Documents were submitted to WSDOT on June 12th.
 - South Orchard Street Grind & Overlay – TIB Grant Funded
 - Council approved the responsive low bidder, Miles Resources, LLC, contract on June 25th.
 - Contract documents have been signed, and a notice to proceed is being prepared.
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- South Orchard Street Water Main Upgrade – Ramsdell Street to Holly Drive
 - The responsive low bidder, Pape & Sons Construction, Inc., contract 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 58%.
 - Summer hires continued meter box prep for exchanges.
 - We are coordinating with the contractor to begin scheduling meter exchange support.

TOTAL BY YEAR	
	Total
2019	11
2020	143
2021	444
2022	283
2023	296
2024	223

PROJECT UPDATE	
Total City Meter Connections	2,402
New Meters Installed	1,400
Remaining Meters to be Installed	1,002
Percentage of Completion	58%

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

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

12. WASPC 2023 Crime Report

The Washington Association of Sheriffs & Police Chiefs (WASPC) annual crime report was recently released. The annual Crime in Washington report tracks crime and arrest data from contributing law enforcement agencies throughout Washington. It is designed to give residents, elected officials, and law enforcement agencies data-driven information about crime in their communities. The numbers are derived from the National Incident-Based Reporting System submissions. Fircrest's portion of the report is provided below:

2023 Washington NIBRS Submission Agencies

FIRCREST PD

Pierce County

Population: 7,235
Months Reported: 12

Offense Overview

Offense Total 311
of Cleared Offense 43
Percent Cleared 13.8%

Group A Arrest Overview

Arrest Total 37
Adult Arrest Total 35
Juvenile Arrest Total 2

Group A Offenses	Reported 2022	Reported 2023	% of Change*	Crime Rate per 1,000	Total Arrests	DV Offense Totals
Murder	0	0		0.0	0	0
Manslaughter	0	0		0.0	0	0
Rape	0	1		0.1	0	0
Sodomy	0	0		0.0	0	0
Sexual Assault w/Object	1	0	-100.0%	0.0	0	0
Fondling	8	1	-87.5%	0.1	0	0
Aggravated Assault	7	18	157.1%	2.5	8	7
Simple Assault	19	14	-26.3%	1.9	6	8
Intimidation	0	2		0.3	1	0
Kidnapping	1	0	-100.0%	0.0	0	0
Incest	0	0		0.0	0	0
Statutory Rape	0	0		0.0	0	0
Human Trafficking Offenses	0	0		0.0	0	0
Violation of No Contact/Protect.	21	12	-42.9%	1.7	6	4
Robbery	4	4	0.0%	0.6	1	0
Burglary	23	18	-21.7%	2.5	0	0
Larceny-Theft Offenses	94	91	-3.2%	12.6	2	1
Motor Vehicle Theft	46	41	-10.9%	5.7	1	1
Arson	2	2	0.0%	0.3	0	0
Destruction of Property	86	80	-7.0%	11.1	4	5
Counterfeiting/Forgery	2	2	0.0%	0.3	0	0
Fraud Offenses	16	15	-6.3%	2.1	1	1
Embezzlement	0	0		0.0	0	0
Extortion/Blackmail	1	1	0.0%	0.1	0	0
Bribery	0	0		0.0	0	0
Stolen Property Offenses	11	6	-45.5%	0.8	6	0
Animal Cruelty	0	0		0.0	0	0
Drug/Narcotic Violations	0	2		0.3	1	0
Drug Equipment Violations	0	0		0.0	0	0
Gambling Offenses	0	0		0.0	0	0
Pornography	1	0	-100.0%	0.0	0	0
Prostitution Offenses	0	0		0.0	0	0
Weapon Law Violations	0	1		0.1	0	0
Grand Total	343	311	-9.3%	43.0	37	27

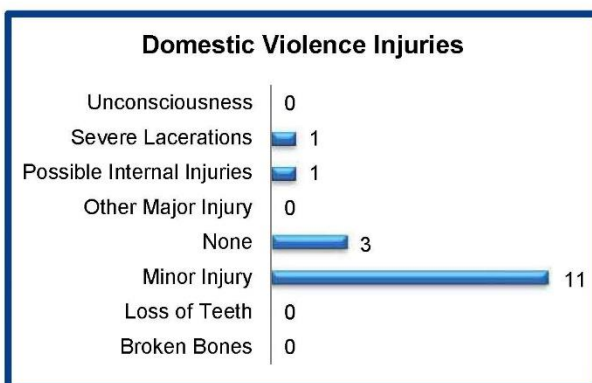
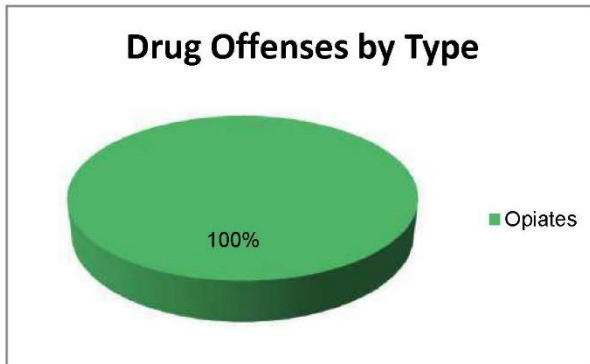
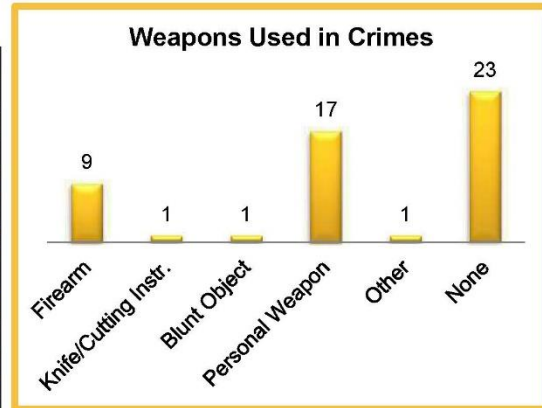
2023 Washington NIBRS Submission Agencies

FIRCREST PD

Continued

2023 Group B Arrests

Offense	Adult	Juvenile
Bad Checks	0	0
Curfew/Vagrancy	0	0
Disorderly Conduct	0	0
Drunkenness	0	0
DUI	8	0
Family Offenses	0	0
Liquor Law Violations	0	0
Peeping Tom	0	0
Trespass	12	0
All Other Offenses	110	0
Total	130	0



2023 Property Values by Type

Type	Value
Seized	\$0
Burned	\$1,000
Counterfeited/Forged	\$440
Destroyed/Damaged	\$393,464
Recovered	\$198,761
Stolen	\$140,663
Total	\$734,328