

To:Fircrest City CouncilFrom:Dawn Masko, City ManagerDate:August 9, 2024Subject:City Manager's Weekly Update

City Manager's Update August 9, 2024



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. Traffic Impacts on South Orchard Street

Work on the South Orchard Street asphalt grind and overlay project begins on Monday, August 5th, spanning from just south of Holly Drive through the intersection at Regents Boulevard/Center Street. Work is expected to take approximately two months (42 working days). During this work, there will be times when lanes are reduced or closed. The grinding and paving portion of the project will occur at night during off-peak commute times to mitigate traffic impacts. Drivers can expect delays when this occurs. More information on exact dates for paving will be shared once available.

2. National Night Out

A huge thank you to our Fircrest Police Department for hosting a fantastic National Night Out this past Tuesday evening. The weather was beautiful, and the vendors and food trucks were busy all night. The fireworks display was truly spectacular!

Attendees had the opportunity to interact with representatives from the Tacoma Fire Department, Washington State Patrol, Pierce County Sheriff's Department, Fish & Wildlife, Liquor & Cannabis Board, Pierce County Department of Emergency Management, the US Army, and our very own Fircrest police officers, along with other local organizations and businesses. Kids of all ages enjoyed face painting, water balloon tossing,



interactive displays, tours of a SWAT vehicle and a mobile command center, and, yes – even giant human hamster ball races! National Night Out events are designed to build police and community partnerships, and we are proud that our event achieved just that.

Many thanks to the Fircrest Police Department, Parks & Recreation, and Public Works, who worked tirelessly before, during, and after the event. We are also grateful to our generous sponsors who funded National Night Out – Voss Insurance, Systems for Public Safety, Liberty Towing, Epic Events, Tapco Credit Union, Westside Disposal, Justin Roffe, Evergreen Golf Center, the Kiwanis, Edward Jones, Umpqua Bank, Diane Names, Classy Chassis, and Cost Less Pharmacy, as well as numerous individual donors. This event would not be possible without your support!

3. Council Meeting Agenda Items – August 13th, 2024

- Motion Setting Special Budget Meetings
- Resolution KPG Psomas Contract Amendment So. Orchard Grind & Overlay
- Motion Letter of Understanding City Manager Employment Agreement
- Ordinance Budget Amendment #2 1st Reading
- Resolution Finance Consulting Contract tentative

4. Council Study Session Agenda Items – August 19th, 2024 - Tentative

- Hanover Group Project Overview
- Sign Code Discussion
- Police Pursuit Policy Discussion

5. Administration Update

Administration highlights include:

- The Centennial Celebration Historical Research Subcommittee met on August 5th with volunteer members John Bechtholt and Blake Surina to discuss volunteer recruitment, budget, and special events. The Historical Subcommittee will meet again in early September, with the goal of recruiting additional volunteers by then. If you are interested in serving as a volunteer for this committee, please email City Clerk Arlette Burkhart at <u>aburkhart@cityoffircrest.net</u>.
- City Manager Masko worked with the City's insurer, CIAW, and broker, Leavitt Group Northwest, to update vehicle and equipment lists to facilitate the purchase of comprehensive and collision insurance for all City vehicles.
- The Civil Service Commission met on August 5th to further discuss the Fircrest Civil Service Rules amendments with the Fircrest Police Officers Guild President, Officer John Roberts. City Manager Dawn Masko and legal counsel are currently reviewing the proposed amendments. The Commission also recertified the Lateral Police Officer Eligibility List. The Commission set a special meeting for August 19th to adopt the Fircrest Civil Service Rules. The September 3rd regular meeting has been canceled. Please visit the Civil Service Commission page on the City website at <u>Civil Service Commission</u> for meeting agendas and up-to-date information.
- City Clerk Burkhart and Public Works Director Tyler Bemis worked together on sidewalk grant applications for the Transportation Improvement Board's Active Transportation Program and Complete Streets Program for Alameda Avenue West from Cypress Point to Emerson Street. The grant applications were submitted today.
- City Manager Masko continued working on the 2025 budget, finalized the 2024 budget amendment, updated the 2024 salary and benefit projections, began working on the 2025 salary and benefit projections, and continued working on the salary survey.
- City Clerk Burkhart attended the Cultural Shift to Active Transportation (CSAT) project kick-off meeting on August 7th to discuss grant details, project schedule, and educational resources. In 2018, Fircrest partnered with the cities of Tacoma, Puyallup, and University Place to apply for a \$425,000 Department of Transportation Congestion Mitigation and Air Quality (CMAQ) grant that focused on transportation demand management programs. The grant was awarded but placed on hold during COVID.
- City Manager Masko prepared a professional services agreement for a finance consultant, began reviewing supplemental questions from Finance Director candidates, reviewed the updated Middle Housing Q&A, and met with attorneys on various issues.

- City Clerk Burkhart met with Utility Service Person II Jim Marzano to begin his offboarding process. Jim will be retiring at the end of August, following 35 years of service with the City.
- Happy Birthday to Utility Worker II Jim Marzano, Passport Specialist Laura Thompson, and Public Works Director Tyler Bemis, who all have birthdays this week!
- The City received seven public records requests this week, bringing the total for 2024 to 197 requests. At this time last year, the City had received 167 public records requests.
- In the last 30 days, the City's website has had 50,855 page views from 18,862 users. Sessions are down 9%, and users are down 6% from the previous 30 days.

6. Finance Department Update

- Interim Finance Director Julie Dunbar continued working on bank reconciliations and month-end reports and reviewed daily cash, utility billing transactions, accounts payable, and payroll.
- IT Systems Coordinator Chris Bunger continues working with Locke Systems on the development of the network diagram, scheduled to be completed by the end of August. Locke Systems was also recently onsite to assist with the remote device management effort.
- IT Coordinator Bunger will be transitioning staff computers from Windows 10 (whose support expires in 2025) to Windows 11. This will be an ongoing effort until the transition is complete.
- The electronic timesheet program went "live" on August 5th. The vendor is still finishing up the system's configuration. Until that is complete, paper timesheets are still required. The project is anticipated to wrap up in early September.
- Administrative Assistant Sierra Lee implemented office efficiency improvements, streamlining the office supply re-ordering process to ensure staff have the supplies they need to do their work.
- Administrative Assistant Lee has been busy coordinating upcoming wellness meetings and activities to finish off the Well City Application standards that must be met to receive the 2% insurance premium discount. She is in the final stages of planning the Wellness Summer Family BBQ, which is scheduled for August 14th and is the biggest wellness event of the year.
- Interim Director Dunbar and Accountant Wanda Wells completed the preparation of budget expenditure worksheets for department directors, which were distributed this week. They are now beginning work on the revenue worksheets and budget narratives.

7. Police Department Update

- The Civil Service Commission met on August 5th and reviewed the proposed amendments to the Civil Service Rules. Detective John Roberts represented the Fircrest Police Officers Guild at the meeting.
- Police Chief Ron Schaub attended a presentation on StarChase a GPS-based solution to terminate vehicle pursuits.
- We received lots of positive feedback about the well-attended National Night Event on August 6th. There were representatives from the US Army, Pierce County Sheriff's Department, Washington State Patrol, Fish & Wildlife, Liquor and Cannabis Board, Pierce County Department of Emergency Management, and other local organizations and businesses. Thank you to our Fircrest Police Officers and staff for putting on such a great event!

• Fircrest officers responded to 732 calls for service in July, including 402 traffic stops, which generated 272 notices of infraction. The chart below provides additional information on call activity for the month of July.

Police Officer Activity for July 2024				
Call Activity	Number of Calls	Call Activity	Number of Calls	
Traffic Stops	402	Juvenile Problem	3	
Notice of Infraction	272	Miscellaneous	40	
Citations Issued	20	Motor Vehicle Collisions	8	
Misdemeanor Arrests	24	Noise Complaints	3	
Alarms	12	Outside Jurisdiction Responses	8	
Animal Complaints	2	Parking Tickets	17	
Assault with Weapon	1	Reports Written	66	
Burglary	5	Security Checks	20	
Citizen Assists	8	Special Emphasis	2	
Civil Issue	2	Stabbing	1	
Community Oriented Policing	20	Subject Stops	10	
Court Transports	6	Suspicious Persons	9	
Disorderly Conduct	6	Suspicious Vehicle	4	
Domestic Violence – Physical	5	Theft	4	
Domestic Violence – Verbal	5	Traffic Complaints	5	
Fireworks	3	Vandalism	3	
Follow-Ups	12	Vehicle Prowls	21	
Foot Patrols	18	Unknown Trouble	1	
Found Property	2	Unwanted Person	1	
Harassment	3	Welfare Checks	23	
Hazard	2	911 Calls – Unknown	10	
Information	4			

8. Planning & Building Update

Permitting & Current Planning

• CD Director Newman represented the City of Fircrest at a Cultural Shift to Active Transportation (CSAT) Jurisdiction Kick-Off Meeting as part of a joint grant agreement with the City of Tacoma to improve pedestrian and bicycle facilities in Fircrest both in terms of hard infrastructure (bike lane facilities) and soft infrastructure (bicycle safety awareness, helmet giveaways). City Clerk Burkhart and Public Works Office Coordinator Sherry Canavan were also in attendance.

- Community Development Director Mark Newman continued to review tree retention, removal, and replanting standards of significant trees in Fircrest Municipal Code (FMC) <u>22.62.009</u> associated with summer renovations to Wainwright Intermediate School. The goal of the research is to offset the required removal of unhealthy and hazardous trees with voluntary replanting by Tacoma Public Schools, combined with education opportunities to promote tree care elsewhere on the property if the original location(s) are no longer conducive, to ensure no net loss of the neighborhood's existing urban tree canopy.
- 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 City's building reviewer is running 2-3 weeks behind schedule. Please check in with our team so that your project stays on schedule. As a reminder, applications are not routed for review until payment is received.
- 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 <u>nkolostyak@cityoffircrest.net</u> with any questions.

Code Enforcement

- The City received one new code enforcement request this week:
 - Ongoing concern regarding a boat and trailer parked along the 500 block of Golden Gate Avenue. The Fircrest Police Department led the effort to investigate the issue and issued a parking ticket for violating <u>FMC 16.40.070(d)</u>, which does not allow boat and trailer parking on City streets when not attached to a motor vehicle.
- Additionally, the City is aware of transient merchants soliciting residents without a permit and is contacting all known businesses in violation of <u>FMC 5.08</u>.
- Public Works and Planning & Building staff held a joint meeting to discuss code enforcement coordination and streamlining processes when the same complaint is submitted to both departments. This will lead to more efficient and effective communication between the two departments and alleviate any duplication of efforts.

Long Range Planning

• Our consultant, Kimley-Horn, held a Middle Housing Open House on Tuesday, July 30th, at the Community Center. The Fircrest community came out to express their opinions on the City's middle housing strategy, with many asking how to adapt state regulations to Fircrest to protect its traditional neighborhood character of single-family homes. Kimley-Horn is currently compiling the feedback shared from the Open House, along with comments received during Fircrest Fun Days, to provide to the City, who will then share it with the public. Kimley-Horn will work with City staff to draft survey questions as part of a mailer to be sent out to all Fircrest households to solicit a broader opinion on middle housing.

- CD Director Newman continued to refine the Middle Housing Q&A responses and will upload them to the <u>Middle Housing webpage</u> once completed. Please also refer to the <u>Map of Fircrest</u> <u>Areas Affected by Middle Housing</u>.
- CD Director Newman continues to work with the Hanover Group regarding pre-application meeting follow-up on their proposed mixed-use development. Director Newman provided feedback on the proposal and answered design questions, specifically sewer utility design options. The developer will give a high-level overview of their proposal at the August 19th Study Session. Meeting materials will be posted on the City's <u>website</u> in advance of the meeting.

9. Parks & Recreation Update

Administration

• Recreation Office Assistant Dorothy Cottrill has been hard at work learning all of the ins and outs of the Front Desk. It's been nice to have such a familiar face and consistency for the community. We are excited to streamline some systems again to make the experience at the Rec Center that much better for everyone.

Community Events

- Umpqua Bank is confirmed as the Title Sponsor for the Concert, Market & Picnic at the Park on August 22nd. We are excited to welcome Umpqua as a first-time partner in Fircrest FUN.
- We are excited to welcome back Paper Luxe as the sponsor of our 2024 Scarecrows & Skeletons of Fircrest Display Contest. Residents and businesses can register for this highly anticipated event beginning September 11th.
- Planning is also underway for the 2024 Haunted Trails happening on Thursday, October 17th.

For more details about our Fircrest Fun community events, visit the Parks & Recreation Community Events page at <u>Community Events - City of Fircrest</u>.

Senior Programs

• Our next senior trip is Thursday, August 16th. This is a sold-out trip to Lakewold Gardens with a stop for lunch at Carr's restaurant and tea and pastries at Steeped in Comfort.

Recreation Programs

- <u>Day Camp</u> We had 20 kids at Day Camp this week. Campers have been busy this summer doing talent shows, making tie-dye t-shirts, and playing lots of new games. Our last week of Summer Day Camp is August 12th 16th, and we are all sad to see it come to an end! Plans are already in the works for some more camp-like experiences during the year, so the fun doesn't have to stop just because summer is over. Stay tuned for more information on winter/holiday break camps and no school-day camps, too!
- <u>Skyhawks Camps</u> –Skyhawks will be in the Gym again next week for another week of Basketball Camp. This will limit the regularly scheduled programs in the morning, but programs will run as planned in the afternoon.
- <u>Adult Leagues</u> Kickball and pickleball leagues are running very smoothly, thanks to Recreation Coordinator Ryan Brown's planning and coordination! Teams are all having a great time and enjoying the opportunity to put their skills to the test in a fun and welcoming environment.

Aquatic Center

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

- The pool's hours will change beginning on Monday, August 19th. This will include extended hours for lap swimming in the mornings and three days of water aerobics instead of two! Check hours <u>online</u> for additional updates as we swim into the last few weeks of summer.
- The last Themed Pool Night of the season will take place on Friday, August 16th, from 6:30 8:30 PM. Join us at the pool for the 2024 Fircrest Olympic Games! Enjoy the music, compete for the gold, and help us celebrate another summer of fun! Night session rates apply.
- The Fircrest Amateur Swim Team (FAST) competed in their final meet this past Saturday and won, making them undefeated in the South Sound Summer Swim League and winners of the league championship trophy! The team also competed in the "Color Wars" meet on Wednesday evening, where they competed in various relays and won the Spirit Award, which means that they were the most decorated in their team color (blue) and cheered and supported their teammates the loudest. Congratulations to FAST on claiming both trophies this year! We are very proud of our swimmers and coaches and all the time and energy that goes into making this such a great experience for everyone.
- 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. Water Aerobics is on Tuesday and Thursday from 8:00 – 9:00 AM.

Visit the Edwards Family Aquatic Center <u>webpage</u> for additional information on pool <u>admission</u>, <u>schedules</u>, <u>programs</u>, and <u>rentals</u>.

Please call (253) 564-8177 or visit the City's <u>Parks and Recreation Department</u> 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

- Due to vacation schedules, the utilities crew is operating down one Utility Worker.
- Regular scheduled daily maintenance activities occurred this week.
- Documents and bids are being prepared for the sewer main pipe bursting project at the 500 block of Buena Vista.

Maintenance – Parks & Facilities

- The Facilities staff is currently operating down one Maintenance Worker. Additionally, the Lead Maintenance Worker was on vacation this past week.
- The Facilities crew assisted with the preparation and support of the National Night Out event.

Project Updates

- Wellhouse #7 (Claremont)
 - The final invoice has been submitted for payment, and we have submitted paperwork to insurance for reimbursement.
- Fircrest Park Maintenance Facility Structure Upgrade
 - All necessary documents have been received, and the notice to proceed has been issued.
 - The first review of drawings is in process.
- Emerson Street Sidewalk Extension (south side) Woodside Drive to 67th Ave West
 - The 100% design was submitted for National Environmental Policy Act (NEPA) review.
 - We are preparing to post for construction bids.
- South Orchard Street Grind & Overlay TIB Grant Funded
 - Miles Resources began construction on Monday, August 5th, with a 42-day working schedule. This includes all ADA curb ramp upgrades and roadway marking installation.
 - Information on the project has been posted on the City's <u>webpage</u> and social media. Additionally, variable message boards have been placed on Regents Blvd. and northbound South Orchard Street for advance notification of potential traffic impacts.
 - Additional information will be spread throughout the City's platforms as applicable.
- Stormwater Pre-Treatment Outfall Grant Project Emerson Street & Estate Place
 - Final close-out Progress Reports and Payment Requests are in progress.
- South Orchard Street Water Main Upgrade Ramsdell Street to Holly Drive
 - The trench excavation and installation of the new water main have been completed, and water purification tests have been passed. The new system is hooked up and functioning properly.
- Leach Creek Holding Basin Mitigation Project (Tacoma Holding Basin)
 - PW staff will continue to attend Wednesday pre-construction meetings to stay informed on project status and outreach needs.
 - The contractor has begun mobilizing equipment and still needs to submit and/or resubmit for permits with Tacoma.
 - A construction start date has yet to be identified.
- AMI Water Meter Exchange Program
 - \circ Meter exchanges are in progress, with program completion currently at 72%.
 - Public Works staff and the contractor are working together to expedite the project.
 - Summer hires continued meter box prep for exchanges.

TOTAL BY YEAR		
	Total	
2019	11	
2020	143	
2021	444	
2022	283	
2023	296	
2024	551	

PROJECT UPDATE	
Total City Meter Connections	2,402
New Meters Installed	1,728
Remaining Meters to be Installed	674
Percentage of Completion	72%

- 44th Street West & 67th Ave West Lift Station Upgrade
 - The contractor is procuring equipment and materials in preparation to start construction.
- Regents Blvd (west) Grind & Overlay Alameda Ave to 67th Ave West
 - \circ Documents were submitted 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.

11. Help Map the State's Transportation Future

The Washington State Transportation Commission is updating the State's 20-year transportation plan. As part of that process, the Commission is holding virtual workshops to seek public input on four key topics.

- *Climate and Resiliency* Thursday, August 15th: Sustaining transportation under increasing climate events.
- *Long-term Funding* Thursday, August 22nd: Identifying funding solutions that will help to meet transportation needs.
- *Connecting Communities* Thursday, August 29th: Improving access and safety within our communities.



• *Equity in Transportation* – Thursday, September 5th: Making planning and investments be more inclusive.

To find out more about the plan and sign up to attend any of the four virtual meetings, visit: <u>https://wstc.wa.gov/wtp/washington-transportation-plan/</u>

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.

<u>Solar Panels and Electric Vehicles</u> – Wednesday, August 14th, from Noon – 1:00 PM; Virtual on Zoom. Get charged up about EVs and more! Significant rebates and tax credits are now available for everything from electric vehicles in your garage to solar panels on your roof. To register, visit <u>Sustainable Solutions Series: Solar Panels & Electric Vehicles</u>.

<u>Demystifying Drop-Off Recycling</u> – Wednesday, August 21st, from Noon – 1:00 PM; Virtual on Zoom. Wondering why some items need to be dropped off to get recycled and can't go into your curbside recycling cart? Learn about statewide drop-off programs and other options for keeping items out of the landfill. To register, visit <u>Sustainable Solutions: Demystifying Drop-Off Recycling</u>.

To view more upcoming classes, visit <u>Sustainable Solutions | Pierce County, WA - Official Website</u> (piercecountywa.gov).

13. Drop-in Tech Help

Library branch staff will assist with basic tech help at the Swasey Branch, located at 7001 Sixth Avenue in Tacoma, from 11:00 AM – Noon on August 16th, August 23rd, and August 30th. Staff will be available to help people learn basic computer skills like email, web searching, and MS Office programs, navigate apps and using their iOS or Android devices, get started on resumes and cover letters, and more. No registration is required, but capacity is limited. People will be assisted in the order they arrive.

Tacoma Public Library also offers always-available <u>online computer learning and assistance</u> <u>resources</u>, as well as the free <u>DigitalLearn</u> online courses available from the Public Library Association.

14. Community Garden Volunteer Days

The We Dig Fircrest Community Garden, located at Fircrest Presbyterian Church at 1250 Emerson Street in Fircrest, is a vibrant and collaborative effort bringing together congregants, Master Gardeners, and local volunteers. Unlike traditional community gardens, this one operates without individual plots. Instead, all produce is grown collectively and donated to the Families Unlimited Network Food Bank, which serves over 41,000 people annually in the University Place, Fircrest, and Pierce County area. Join other community-minded gardeners who contribute to this meaningful cause for regular gardening sessions every Saturday from 9:00 AM until Noon. Volunteers are encouraged to bring their gloves and spades. For more information, visit the <u>Community Garden</u>. Let's grow together and support our community!

15. Fort Nisqually Brigade Encampment

Step back in time to 1855 at Fort Nisqually Living History Museum's annual <u>Brigade Encampment</u>. This event recreates the bustle and excitement of the historic visit of fur traders to Fort Nisqually in 1855. Witness the arrival of the brigade (the convoy that delivered a year's worth of furs), welcomed by a volley of musket fire, and enjoy spirited contests between trappers and traders. Guest of all ages can visit with living history interpreters at their tents and receive hands-on lessons on period skills and games of the time, as well as collect beads in trade along the way.

The event runs Saturday and Sunday, August 10th & 11th, from 11:00 AM to 5:00 PM. Tickets to Brigade Encampment begin at \$17 for youth and \$23 for adults, with senior and military discounts available. Purchase them online at FortNisqually.org.

16. WorkSource Pierce Job Fair

<u>WorkSource Pierce</u>, in partnership with American Veterans Post 1 (AMVETS), will be hosting a one-day in-person job fair on Thursday, August 15th, from 10:00 AM to 1:00 PM at 5717 S. Tyler St. in Tacoma. Attend this free event and meet with company representatives from a variety of employers to learn about their job opportunities. Veterans and eligible military spouses will have priority; however, the event is open to all job seekers. Email Marcus Warren at marcus.warren@esd.wa.gov with any questions or visit <u>American Veterans (AMVETS) Job Fair – WorkSource Pierce</u> for more information and to <u>pre-register</u>.

