

MEMORANDUM

To: Mayor Muri and Members of the Town Council
From: Paul Loveless, Town Administrator
Date: December 3, 2021
Subject: Updates

Administration:

Upcoming Meetings:

Council Meeting – December 7, 2021, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/81422847496>

Planning Commission – December 13, 2021, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/87367708301>

Civil Service Commission – January 6, 2022, at 2:00 PM.

Zoom Invite: <https://us02web.zoom.us/j/81805876078>

Preservation and Review Board – January 26, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/85715346151>

Parks, Community Services, and Environment Advisory Board – December 20, 2021, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/81390909621>

Public Safety Advisory Committee – December 15, 2021, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/82570861202>

(*) Meetings are being conducted via Zoom. Additional information is on the applicable meeting's agenda.

Clean Energy Transformation Act (CETA) – Clean Energy Implementation Plan Outreach:

In 2019 the WA legislature passed the Clean Energy Transformation Act. This law requires the Town of Steilacoom to file a Clean Energy Implementation Plan. We are looking for your input for this plan.

As we develop our Clean Energy Implementation Plan, we want to understand how our residents view their communities and how the transition to cleaner electricity could help shape the future.

Please complete the Town's Clean Energy Implementation Plan Benefits Survey which may be found at: <https://townofsteilacoom.org/163/Public-Works>

and email it to Paul Loveless at paul.loveless@ci.steilacoom.wa.us or surface mail it to:

Town of Steilacoom
Attention: Paul Loveless
1030 Roe Street
Steilacoom, Washington 98388

Thank you in advance for your participation.

See Something – Say Something:

If you see something suspicious or if you have been a victim of a crime, please contact the Department of Public Safety. For in-process emergencies, call 911. For non-emergencies, please call either (253) 287-4455 or (800) 562-9800 or email crimetips@ci.steilacoom.wa.us.

Computer Fraud Alert/Safety Tips:

The possibility of malicious actors sending such messages continues to be a persistent threat that we all face. The following tips may help your accounts and systems remain secure:

- Do not click on links or attachments from senders that you do not recognize.
- If an email message appears to be from a legitimate organization, visit the organization's website in a browser window rather than clicking a link embedded in the message.
- Do not try to open any shared document that you're not expecting to receive, even if the sender appears to be someone you know.
- Do not provide sensitive personal information (like usernames and passwords) over email.
- Watch for email senders that use suspicious or misleading domain names.
- Inspect links and web addresses carefully to make sure they are legitimate.

When in doubt, error on the side of caution and just say no.

Community Services:

Before and After School Care:

Registration is now open for the Town of Steilacoom's Before/After School Program for 2021-2022.

Club AM and PM is offering before and after school care for Kindergarten - 5th Grade school students every day with the exception of national holidays.

- Location: Cherrydale Elementary
- Pre-registration is required and payments can be made online, by phone, or by check.
- Multiple child discounts are available as well as Military and Free/Reduced Lunch qualified students.
- Discounts cannot be combined.
- Part-time and full-time rates now available!

Additional information and registration is available on the Town's official website at <https://townofsteilacoom.org/156/Youth-Programs>.

Homeless – Cold Weather Assistance Drive:

The homeless population is growing and can use your help! A complete list of items being collected may be found on the Town's official website but includes personal care/hygiene, clothing, and outdoor gear. Donations may be delivered to the Steilacoom Community Center by December 17. All donations will be given to the Nativity House Day Shelter

Free Adult Sewing Class:

Learn to make a pillowcase with beautiful French seams. Lessons will teach you how to make French seams, quilt, create home décor, make fashionable clothing, and much more. Our instructors have more than 30 years' experience with a wide variety of sewing projects. Sewing machines and sewing tools are provided. Classes are held every Friday at the Steilacoom Community Center from 9 AM to noon. No experience necessary!

Community Development:

Code Compliance:

The Code Compliance Officer working in conjunction with the Department of Public Safety is focusing on accessory structures, primarily sheds, that are in the setbacks and inspecting construction sites for erosion control measures.

2022 Town Comprehensive Plan Amendment:

The Town is now accepting applications for amendments to the Town's Comprehensive Plan for 2022. The Comprehensive Plan provides guidance for land use, economic development, housing, transportation, and utilities.

Approved amendments can result in changes to land use and zoning designations and regulations. Please contact Doug Fortner, Town Planner, at doug.fortner@ci.steilacoom.wa.us or at 253.581.1912 for further information. Applications must be received by December 31, 2021

Public Safety:

Over the past week, 107 Public Safety incidents occurred in Town, including the following:

Emergency and patrol incidents

- 10 medical aid responses
- 35 suspicious circumstance/security checks
- 2 responses for persons in crisis/welfare checks
- 45 traffic stops
- 2 responses for residential/business alarm
- 3 responses for incidents involving juveniles
- 1 death investigation, no suspicious circumstances observed

Crimes against persons

- No events to report

Crimes against property

- 1 incident of fraud/identity theft
- 1 motor vehicle theft

The three newest public safety recruits are continuing their training. Our first new officer continues his time in on-the-job training. Our second new officer graduates this Friday. Our third new officer completed his final skills testing this week.

In recent weeks, public safety officers completed training in emergency driving, supervising critical incidents, and use of force reporting and analysis.

Our months of longer nights are upon us, which can create increased opportunities for victimization by theft, such as catalytic converter theft and package theft. Please help Public Safety keep an eye out on our streets and report suspicious activity. Additional information about catalytic converter theft, to include tips to protect against theft, may be found here:

- <https://tinyurl.com/3rb8yzm6>
- <https://tinyurl.com/27v2a6ve>

In-progress emergencies can be reported directly to 911. To reach a police officer NOT during an emergency, please call either (253) 287-4455 or (800) 562-9800.

One of the unique aspects of the Town of Steilacoom is our connection with local wildlife. Unfortunately, sometimes that interface occurs when wildlife is found injured or deceased. Please find the following resources regarding injured or deceased wildlife:

- City of Lakewood Animal Control: <https://tinyurl.com/d7n3hjzn>
- Washington Department of Fish and Wildlife: <https://tinyurl.com/579d8k6d>
Please visit our department website (<https://tinyurl.com/2bz3jzey>) for assistance with:
- Concealed pistol license applications
- Online crime reporting
- Anonymous reporting of suspicious activity
- Reporting of persistent traffic concerns

The lobby of Public Safety is open Tuesdays through Fridays, from 9:00 am until 12:00 pm. Staff remain available by phone and appointment from 1:00 pm until 5:00 pm.

Public Works:

Streets and Storm:

Crew Emphasis:

The crew delivered wood chips to the Steilacoom Historical Museum Association for use on the Orr Home property; completed asphalt patching on Blaine Street where a water service was replaced; continued stormwater inspections for new developments; maintained storm facilities including drainage ditches and swales; blew and swept streets and generally cleaned up after the adverse weather; attended pesticide license renewal classes; and performed other maintenance activities.

Union Avenue Rainier Street Roundabout Project:

The contractor completed installation of the textured concrete, remaining landscaping, and installed the final lift of asphalt in all roadway sections. While this work was being performed, the queuing lanes for the ferry were shifted to Commercial Street. The ferry lanes will reopen at approximately 4 PM this evening.

Electrical:

Crew Emphasis:

The crew installed lights on the Christmas tree, Town Hall, and the DSHS office building; installed the Chamber of Commerce Holiday banners along Lafayette Street; installed conduit in concert with the Pierce County Ferry system on Union Avenue and Lafayette Street; installed a temporary power service in the 1900 block of Rainier Street; performed a service disconnection/reconnection at the homeowner's request in the 500 block of Roe Street; and performed other maintenance activities.

Water/Sewer:

Crew Emphasis:

The crew assisted the Electric crew with conduit installation on Union Avenue; assisted the Street crew with pavement patching in the 700 block of Blaine Street; prepared for our upcoming sanitary survey as required by the Department of Health for Class A water systems; cleaned up around facilities; and performed other maintenance activities.

Parks, Buildings and Grounds:

Crew Emphasis:

The crew assisted with the installation of a new drinking fountain at Perkins Park; reviewed operating procedures for the new irrigation system at the round-about project; repaired a retaining wall damaged in a recent accident at the corner of Lafayette Street and Wilkes Street; and performed other maintenance activities.

Other:

Steilacoom Historical Museum Holiday Store Open:

The Steilacoom Museum Holiday Store is open for shopping from November 13 through December 11 on weekends at 1801 Rainier Street, in Steilacoom. Hours are Saturdays 10-4 and Sundays 12-4. Stop by to find unique and exciting gifts and to support the Museum. Among the offerings are Advent Calendars, Steilacoom ferry ornaments, the Steilacoom Calendars and notecards, toys, books of regional interest, great stocking stuffers and special decorative holiday items will be featured. For many items, members will receive their 10% discount. Unique bird houses by George Rybolt will also be available.

2022 Steilacoom Calendar Available:

The new edition of the annual Steilacoom Calendar features photos of the Steilacoom area submitted by members of the community. They capture the landmarks and sights that are familiar to all of us who travel through Steilacoom but often at a particular moment in time when the lighting or details are particularly noteworthy and perspective is altered. They make great gifts for mailing to friends and family not lucky enough to live in this area. The proceeds benefit the Steilacoom Historical Museum Association.

This year's cover is by Donna Herting. Forty-two other photographers contribute to the calendar as well. Several Steilacoom businesses are appreciated sponsors of the calendar. They are: SeaSpa, Custom Hardware Floors Inc., Norse & Sea, Blu Room Creative, Topside Bar & Grill, The Bair Bistro, Coffee Cabin, Quality Dentistry, Steilacoom Pub & Grill, Daniel Gibbon of Edward Jones, Delish Bakery, Brenda Kelley of ReMax.

Calendars are available weekends from 10-4 on Saturdays and 12-4 on Sundays at the Steilacoom Museum Holiday Store at 1801 Rainier Street until December 11. They can also currently be purchased at Topside's Coffee Cabin, and online at www.steilacoomhistorical.org Prices are \$12 each or 5 for \$50. Online purchases offer free delivery in the local area, or mailing can be arranged. Online customers will be contacted for method of pick up or delivery.

A new photo contest for the 2023 Calendar will begin in January. Watch for more details to be available then. Call the Steilacoom Museum at 253-584-4133 with any questions.

Christmas Tree Recycling:

The annual Christmas Treecycle Drop-Off will be held on January 8th, 2022, from 9:00 a.m. to 3:00 p.m. at the Public Works (1030 Roe Street) utility yard. The annual event serves as a primary community recycling event and fund-raiser for Steilacoom Boy Scout Troop #71. A suggested minimum donation of \$3.00 per tree will be collected in support of the Scouts.

We can only accept Christmas trees that have been cleaned of all decorations including lights, tinsel, garland, nailed-on bases, etc. **Sorry, no flocked trees, wreaths or other vegetation accepted at this event.**

Residents who subscribe to the curbside yardwaste recycling may cut up their cleaned trees and place them inside their yardwaste cart for pickup on their regularly scheduled day.

Recycling your tree through our annual event supports both our community conservation efforts and the Scouts from Steilacoom Troop #71. Thank You and Happy Holidays!

Hand Sanitizer Gel:

Hand sanitizer gel in 1-gallon containers is available at the Community Center or the Public Works facility free to Town of Steilacoom residents. Limit one per family per week

Questions – Contact Paul Loveless at 253.581-1912 -- Town's Official Website - townofsteilacoom.org.



**Steilacoom Kiwanis Foundation
Invites you to a Zoom Virtual**

Wine Hour

Friday, December 10th, 2021

6:30pm

Tickets \$50

Optional purchase of a charcuterie board \$25

From the comfort of your home, taste award-winning wines, learn the history, stories, and winemaking philosophies behind them.

Our featured Winery is



AIRFIELD

**The evening will also include a virtual
Live Auction & Dessert Dash**

**Wine bag pick up or delivery will be based on your address
and will take place on December 9th**