

## MEMORANDUM

**To: Mayor Muri and Members of the Town Council**  
**From: Paul Loveless, Town Administrator**  
**Date: January 14, 2022**  
**Subject: Updates**

### Administration:

#### ***Upcoming Meetings:***

Council Meeting – January 18, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/89939146241>

Planning Commission – February 14, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/89768121465>

Civil Service Commission – February 3, 2022, at 2:00 PM.

Zoom Invite: <https://us02web.zoom.us/j/85147092975>

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 Committee – January 24, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/85997873849>

Public Safety Advisory Committee – January 19, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/86282869486>

#### ***Town Offices Closed:***

Town offices will be closed on Monday, January 17, 2022, in honor of Martin Luther King.

#### ***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](mailto:crimetips@ci.steilacoom.wa.us).

### 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>.

### Community Development:

#### ***Code Compliance:***

The Code Compliance Officer is focusing on following up on out-of-compliance properties which have now exceeded the grace period; inspecting construction sites for erosion control measures; and reviewing building permit applications.

### ***Sign Code.***

The Town Council reviewed revisions to the Town's sign code at their meeting on January 4, 2022, and continued the public hearing to March 15, 2022. The updated proposed revisions is posted to the Town's website at <https://townofsteilacoom.org/CivicAlerts.aspx?AID=302> for public review. Please send any comments to Doug Fortner at [doug.fortner@ci.steilacoom.wa.us](mailto:doug.fortner@ci.steilacoom.wa.us)

### **Public Safety:**

Over the past week, 145 Public Safety incidents occurred in town, including the following:

#### Emergency and patrol incidents

- 5 medical aid responses
- 33 suspicious circumstance/security checks
- 6 responses for persons in crisis/welfare checks
- 71 traffic stops
- 4 responses for residential/commercial alarms
- 1 response for juvenile-related incidents
- 2 motor vehicle collisions
- 1 response for parking enforcement

#### Crimes against persons

- 1 incident of assault
- 2 incidents of threats/harassment

#### Crimes against property

- 1 incident fraud
- 1 vehicle theft
- 1 incident of theft

A frequent question asked to public safety officers is when to call 9-1-1 versus the non-emergency number. According to our dispatch agency, South Sound 911, "Call 911 when it is an emergency and a prompt response is needed. Emergencies requiring 911 are life-threatening or a crime that is in-progress. Examples include a fight or assault occurring at the time, a burning fire or a possibly life-threatening medical problem." More information can be found here: <https://tinyurl.com/2p9bs3ej>

Beginning January 1, 2022, drivers in Washington have the option to include disability and medical designations in the Department of Licensing driver license and identification card system. These designations can give first responders information about how you communicate or inform them that you have one or more conditions that might affect a health emergency. More information can be found here: <https://tinyurl.com/mpfypjsb>

South Sound 911 announced their Emergency Health Profile program, which allows for crucial life-saving information to be automatically shared with 911 during call or text without saying a word. Information can include pre-existing medical conditions, disabilities and allergies; behavioral health information; emergency contacts; and other relevant information about the caller or members of the caller's household. More information can be found here: <https://tinyurl.com/ycktkenze>

\*A cell phone is required to use this service.

Prolonged hours of darkness are here, 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.

The Town of Steilacoom maintains a 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:**

#### ***Building Energy Efficiency/Replacement Project:***

The project continues at the Community Center. A construction meeting is scheduled for today. The tentative schedule for the remaining work for replacing the HVAC units at the Community Center is:

- 1/17 – 1/21 Replace the system serving the Exercise Room
- 1/24 – 1/28 Replace the system serving the Administrative Office Spaces
- The systems above the Women's Restroom and that serve the Stage area are still TBD as the contractor has not received those units yet and ETA is not definitive.

#### ***Streets and Storm:***

Crew Emphasis:

The crew continued recovery and rehabilitation work from the adverse weather events sweeping streets, clearing fallen trees, restocking brine, sign maintenance, and performing other maintenance activities.

#### ***Electrical:***

Crew Emphasis:

The crew installed permanent power services in the 900 block of 5<sup>th</sup> Street and the 1000 block of Blaine Street; completed a disconnect/reconnect for a panel change at the customer's request in the 1400 block of Rainier Street; commenced installation of conduit in the Public Works Facility to enhance lighting in the lower yard; and performed other maintenance activities.

#### ***Water/Sewer:***

Crew Emphasis:

The crew was enhanced by the addition of Greg Melton on Monday bringing this crew to full staffing for the first time in several months; completed final inspections on lot 7 of Norberg Estates; completed plan review for the new School District maintenance facility on Short and Diggs Streets; hauled in additional crushed rock; cleaned up storm debris around lift stations, pump stations, and wells; and performed other maintenance activities.

***Parks, Buildings and Grounds:***

Crew Emphasis:

The crew cleaned up storm debris from trails, parks, and other facilities and performed other maintenance activities.

**Other:**

***We Love Steilacoom Association – Steilacoom Food Bank:***

The We Love Steilacoom Association operates a food pantry/bank located at the Steilacoom Community Church, 1603 Rainier Street, Steilacoom, Washington, 98388. You do not need to be a member of the Church to obtain assistance through the Food Pantry.

The Food Pantry has weekly distributions on Saturdays from 9:30 AM to 11:30 AM. Preregistration is not required. For an emergency food need or if you would like additional information, contact Paul Loveless at 253.581.1912

***Emergency Food Network – Home Delivery:***

Since May 2020, EFN has expanded its services to include food delivery for people living in Pierce County who are high-risk or facing barriers to access their local food pantries.

EFN is adding community members to their delivery schedule based on their location in Pierce County. A Home Deliver Request Form is available at <https://efoodnet.org/resources/home-delivery/>. After you complete your request form, you will receive a phone call from the Home Delivery line (253-290-7172) within 2 business days to confirm your information and begin your deliveries. **EFN must make contact with you via phone or email before they begin your deliveries.**

If you are unable to use the request form or if you are in an immediate crisis, please call 253-290-7172

***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](http://townofsteilacoom.org).