**MEMORANDUM**

**To: Mayor Muri and Members of the Town Council**

**From: Paul Loveless, Town Administrator**

**Date: December 30, 2021**

**Subject: Updates**

***Administration:***

***Upcoming Meetings:***

Council Meeting – January 4, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/85406745609>

Planning Commission – January 10, 2022, at 6:30 PM.

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

 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 Committee – January 17, 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 Friday December 31st.

***Winter Weather Alert:***

Forecasts currently predict snow through Saturday with a warming trend starting Sunday continuing into next week. If you do not need to drive, please consider staying home. If you do need to get out, please drive safely, leave plenty of time and space, and be alert to emerging conditions/situations.

***Snow and Ice Control:***

In accordance with the Town’s snow and ice control plan, Town crews will focus and focused on arterials, minor arterials, hills, and bus routes first. Once those are clear, we will then move to other through streets and then on to residential areas. Please do not call the office or the after-hours number requesting your street be plowed/treated.

***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.

***Steilacoom Officers Deliver Gifts Provided by the Chamber of Commerce Members:***

67 kids in the Steilacoom Apartments had a uniformed police officer knock on their door Christmas Eve or Christmas Day delivering the gifts donors provided.

This promotes good will between the kids and the police force who serves them. It does the same for the parents who are doing the best they can to raise the children.

Silently it promotes a partnership between civic groups and the officers validating the officers have your support. Thank you for participating. Thank you for your trust that we try our best to do things right and for the right reasons.

***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 - 5thGrade 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 accessory structures, primarily sheds, that are in the setbacks and inspecting construction sites for erosion control measures.

***Sign Code.***

The Town Council will review revisions to the sign code at their meeting on January 4, 2022.

 ***Public Safety:***

Over the past week, 104 Public Safety incidents occurred in Town, including the following:

Emergency and patrol incidents

* 13 medical aid responses
* 26 suspicious circumstance/security checks
* 6 responses for persons in crisis/welfare checks
* 28 traffic stops
* 1 response for residential/commercial alarm
* 1 response for animal-related incidents
* 4 motor vehicle collisions
* 1 response for parking enforcement.

Crimes against persons

* No significant incidents to report.

Crimes against property

* 1 incident of shoplifting.

From our families to yours, please have a happy holiday season.

Public Works demonstrated significant and extended response to road maintenance during our freezing temperatures this week. As a result of their efforts, only one of our motor vehicle collisions this week resulted in injury to the occupants and those injuries were minor.

Throughout the year, Public Safety partners with the Pierce County Sheriff’s Office to actively monitor registered sex offenders living in our communities. Public Safety also evaluates registered offenders’ compliance with Steilacoom Municipal Code regarding residence proximity to schools and daycares.

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/ycktkeze>

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 tentative schedule for replacing the HVAC units at the Community Center is:

* 1/3 – 1/7  Replace the two systems that serve the two Multi-purpose Rooms
* 1/10 – 1/14  Replace the system that serves the Arts & Crafts / Youth Rooms
* 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 responded to and continues to respond to the adverse weather conditions. So far, we have placed over 8,000 gallons of brine and spent over 200 staff hours plowing and applying brine. At this point, Pierce County has limited supplies of brine and is rationing what they do have to various agencies.

***Electrical:***

Crew Emphasis:

The crew assisted with snow and ice control, backfilled for the Water/Sewer crew which was assisting with the snow and ice control plowing/brining; and performed other maintenance activities.

***Water/Sewer:***

Crew Emphasis:

The crew assisted the Street crew with snow and ice control and performed other activities.

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

Crew Emphasis:

The crew assisted the Street crew with snow and ice removal and concentrated on clearing snow and ice from Town facilities as time permitted; and performed other maintenance activities.

***Other:***

***Christmas Tree Recycling:***

The annual Christmas Treecycling 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.