



# DEPARTMENT UPDATES

WEDNESDAY, AUGUST 9, 2023

## A TWICE-MONTHLY SUMMARY FROM YOUR CITY OF GIG HARBOR LEADERSHIP TEAM

These department updates are an effort to increase our internal and external communication initiatives, to provide the mayor and city councilmembers with the information they need to serve the public and make informed decisions, and just as importantly, to share citywide information and updates with all staff and residents. Please feel free to send any questions, suggestions, or concerns about this document to [communications@gigharborwa.gov](mailto:communications@gigharborwa.gov).

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### ADMINISTRATION

#### City Administrator Katrina Knutson

**CULTURAL ACCESS AD HOC COMMITTEE:** At the May 25 study session, city council received a presentation from the Executive Director of the Harbor History Museum requesting council support for a [cultural access program](#) in Gig Harbor. Subsequent to that presentation, council directed staff to engage community advocates and stakeholders to create a cultural access ad hoc committee to review the program in more detail and provide feedback at a later date.

This week, City Administrator Knutson invited representatives from the Harbor History Museum, Downtown Waterfront Alliance, Peninsula School District, and other arts and cultural organizations to attend a kickoff meeting. The ad hoc committee will meet for the first time on Monday, August 28 at the Civic Center.

**SUICIDE PREVENTION WEEK:** Suicide Prevention Week is September 10-16. This is a time to remember those affected by suicide and to bring awareness for those struggling. The city will recognize Suicide Prevention Week with a proclamation at the September 11 council meeting. Additionally, an interactive art installation in furtherance of this important topic will be produced and available during this week. More details will be shared soon.

If you or someone you know is struggling with suicidal thoughts or feelings, know that help is available. The [988 Suicide and Crisis Lifeline](#) is available 24 hours a day, 7 days a week.

**NEW CITY WEBSITE ADDRESS:** Recently, staff updated the URL for the city's website to [www.gigharborwa.gov](http://www.gigharborwa.gov). The .gov address provides more security and official standing than the previous .net address. The old cityofgigharbor.net link and all related .net links will continue to work and will redirect to the new website. Users will not see any interruption when using these links. As time allows, please update forms, documents, and webpages where needed.

If you see any interruption in service or experience any issues, please let ITS staff know.

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## COMMUNITY DEVELOPMENT

### Community Development Director Carl de Simas

**PROCESS IMPROVEMENTS:** As we continue to find permit process efficiencies and identify new and better ways to serve our community, we are looking forward to our upcoming opportunity to work with the State Auditor's Office on a Lean Project, focused on process improvement. Staff are working to define the charter for the project with dates to conduct the work at the end of August. We are very excited to see the results of this effort and will make sure to keep reporting along the way.

**CODE UPDATE:** The Code Compliance/Enforcement code update is moving along. We have been hard at work collecting, analyzing, and excerpting examples from other jurisdictions, conducting internal interviews with other divisions and departments, and cross-checking a new chapter with existing code language. The new chapter will provide clarity for our enforcement process(es) while also creating, to the extent legally possible, a singular process structure that can be applied in most cases. There are always variables when it comes to code enforcement and those must be considered, but this new chapter will provide a much-needed roadmap to navigate the program and apply the provisions equitably and consistently.

**PLANS UPDATE:** Staff has been working hard to complete the Climate Action Plan and Urban Forestry Management Plan. We are very close to bringing both documents forward to the City Council for review and acceptance. Once we have reached this final milestone in plan development, we will finally be able to pivot to implementation planning and integration with our ongoing Comprehensive Plan Periodic Update. The Climate Action Plan was reviewed by the Planning Commission at their public meeting on August 3. We look forward to sharing more about both plans very soon!

**HISTORIC PRESERVATION COMMISSION:** On June 12, the City Council adopted Ordinance 1513 creating the city's first Historic Preservation Commission. This body will hear and make decisions on project proposals and special tax incentives related to properties listed on the city's local historic register. They may also be convened in the future to study historic aspects of our community and the city's Historic Preservation Program, in general, as the council and mayor see fit.

Two members of this new, five-person commission have been selected from the city's Design Review Board, which has been reduced to a five-person body as well. The final three members were selected through the city's typical appointment process. They were introduced to council at the August 3 study session and are expected to be confirmed at the City Council meeting on August 14.

## PLANNING

The Draft Climate Action Plan was presented to the Planning Commission for discussion at their August 3 meeting. Many of the comments from the commission concerned the need for greater bicycle access and safety. The plan will next be presented to the City Council at their September 14 study session.

The first of three Housing Workshops will be held this Wednesday, August 9 at the Civic Center from 6:00 p.m. to 8:00 pm. The workshop will include a discussion of GMA requirements, recent legislation impacting housing, and potential updates to the Comprehensive Plan Housing Element.

## BUILDING

Over this past reporting period, the Building Division received applications for 39 new permits including work at the Gene Juarez Salon, Harbor Christian Center, and Saint Nicholas Church. Additionally, we've issued 35 permits, including work at Real Craft Door and Holiday Senior Living. There were 36 finalized projects, which included three new single-family homes, and 166 inspections were completed.

We celebrate David Boyer's 4th year with the Department. It's an honor to have such an accomplished professional on our team.

## CODE ENFORCEMENT

Work Continues on Code Compliance Process Improvement

Complaint: Abandoned RV

Complaint: Garbage Cans Left Out

Complaint: Invasive Plant Species

Property Dispute: Fencing

Public Disturbance: Noise on the Water

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## COURT

### **Court Administrator Stacy Colberg**

**TRAFFIC COURT:** Traffic court is held on the second Tuesday of every other month. The next traffic court session is set for August 8 at 1:00 p.m. via Zoom.

All traffic court sessions are conducted remotely at this time.

**JURY TRIALS:** The following cases are set for jury trial on August 24 starting at 8:30 a.m. Judge Sandra Allen will determine priority on the morning of trial. All court proceedings are open to the public.

City vs. Jeffrey Hale	Assault 4 <sup>th</sup> - DV, Malicious Mischief - DV, Harassment - DV
City vs. Devin Royset	Theft 3 <sup>rd</sup> (Wilco)

**FINANCE**

**Finance Director Dave Rodenbach**

**REVENUE UPDATE:** General fund revenues remain our focus for the time being. Revenues received through July 2022 and 2023 are shown below. The ARPA stimulus (\$1,497,250) received in July 2022 is removed in order to provide a meaningful comparison. Excluding ARPA, the 2023 - 2024 total budgeted general fund revenues were budgeted at 2022 actual amounts. In other words, the 2023 general fund revenue budget is virtually identical to 2022 (within 0.2%) and, as shown in the table below, we are tracking four percent over the prior year. If this trend continues and expenditures remain in check, the general fund budget for the biennium remains healthy.

	<b>Through July</b>		
	<b>2022</b>	<b>2023</b>	<b>% Change</b>
<b>Total General Fund Revenues</b>	9,772,409	10,120,530	4%

Sales taxes are down three percent through July 2023. This compares to four percent down in the prior report which represented June over June.

Building permit and plan check fee revenues through July 2023 remain down significantly at 52 percent.

Some of the revenue streams that are mitigating the drop in sales taxes and development fees are shown below.

	<b>Through July</b>		
<b>Other General Fund Revenues</b>	<b>2022</b>	<b>2023</b>	<b>% Change</b>
Property Tax	1,803,493	1,868,894	4%
B & O Taxes	838,284	897,450	7%
City Utilities Tax	256,782	296,623	16%
Business Licenses	80,047	81,787	2%

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## HUMAN RESOURCES

### Human Resources Director Shannon Costanti

#### ADVANCE YOUR CAREER

Are you looking to grow in your career? There are a variety of opportunities currently available throughout the city. Take a look and apply today! If you know someone who would be a great fit, please be encouraged to [tell them](#) about it!

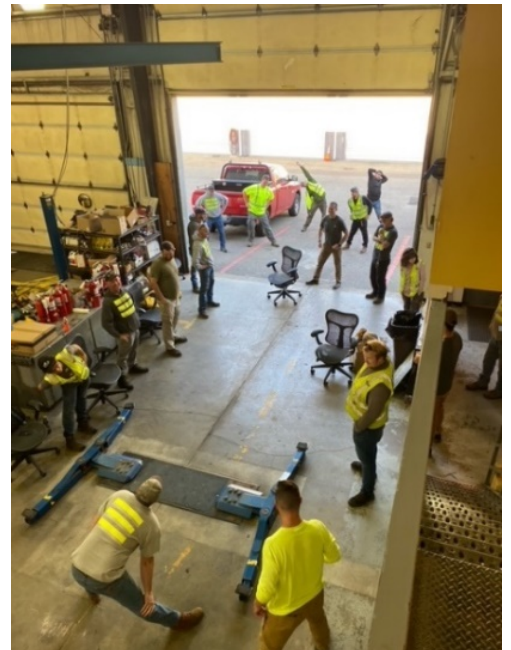
POSITION	TYPE	STATUS
Police Officer - Lateral & Exceptional Entry	FT	Continuous
Police Officer - Entry Level	FT	Closed - selection pending
Housing, Health & Human Services Program Manager	FT	Closed - selection pending
Construction Supervisor	FT	Closed - interviews pending
Public Works Assistant	FT	Audra Burwell starting 8/7
Wastewater Operator III	FT	James Wilkinson starting 8/7
Associate Engineer	FT	Chloe Wisner starting 8/14

#### SHOUT OUTS

Recognizing the Public Works Operations team for making a priority of good health and fun as they begin each morning with a brief movement exercise together before making their way out to serve our great city!

Shout Out to Officer Chet Dennis for helping the Public Works Operations crew control the traffic on Canterwood Blvd. the other day. We had an emergency arise that required us to be out in the travel lane to perform our work. Cars on Canterwood Blvd. consistently speed and his presence helped to ensure our crew's safety.

Thank you, Officer Dennis!



## EVENTS

**NATIONAL ICE CREAM SANDWICH DAY:** National Ice Cream Sandwich Day is observed annually on August 2. As a small token of appreciation to all staff on this warm, sunny day, ice cream bars, sandwiches, and drumsticks were distributed citywide.



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## ITS

### Information Technology Services Manager Keith Smith

**COPIER REPLACEMENT:** This Saturday, ITS staff will work with our vendor to replace all the Konica printers citywide. All existing address book entries and other settings will be transferred. The new machines print faster and have a more responsive and modern touch screen.

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## POLICE

### Police Chief Kelly Busey

**NATIONAL NIGHT OUT:** If you weren't there, you missed perhaps the best National Night Out ever hosted. Combined with the Summer Sounds Concert series, we estimate the crowd between 3,000 – 4,000 people. Great music, free food (including root beer floats!), community exhibits, and kid games all set beside the backdrop of our beautiful city made this one for the ages. Special thanks to Diane Bertram who has been organizing the concerts all year and to our COPS Volunteer, Kim Crowder, for working relentlessly on this event for the past few months. It was excellent!

**INJURED PERSON RESCUED:** Shortly after 4:00 p.m. on Friday, August 4, we were notified of a person in the woods off 112<sup>th</sup> St and Burnham Drive who had fallen into a ravine and broken their back. This was the subject of a missing person who had fled from a traffic collision in the area two nights prior. We worked with the Fire Department, who performed a technical rescue of the individual. The subject (who had outstanding arrest warrants) was transported to the hospital for treatment.



**COPS VOLUNTEER:** After more than 13 years of volunteer service, one of our beloved COPS Volunteers, Phil Regnart, is “retiring”. Phil has put in thousands of hours during his time with our department and was liked by all. He certainly brought a lot of personality to our volunteer cadre, as well. He will be missed!

**TRAFFIC SAFETY GRANT:** We received a \$1,400 traffic safety grant which will be put toward the purchase of a new radar unit to be installed in one of our new patrol cars.

Speaking of patrol cars, they are still nearly impossible to order. We did submit a request for two F-150 trucks in the event we could not order a hybrid SUV-style patrol car.

**FINGERPRINT SCANNERS:** During this budget cycle, we purchased four new mobile fingerprint scanners, which help confirm the identity of subjects who do not have identification on them. During the past week, these devices paid off twice.

In one instance, our officers were called to a disturbance downtown at 3:35 a.m. Officers contacted a subject who provided one name, but there was reason to doubt this information. A quick check of his name revealed that he was the subject of a felony warrant out of King County. He also had drugs and some prowling tools on him. He was booked into jail.

In another instance, officers contacted two shoplifters in a vehicle. One of the subjects gave a name, but it did not match any available record. Another quick scan showed this person had provided a different name and she also had outstanding arrest warrants.

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## **PUBLIC WORKS**

### **Public Works Director Jeff Langhelm**

**WASTEWATER TREATMENT PLANT:** The Wastewater department celebrated being fully staffed this week! James Wilkinson started Monday and is an experienced wastewater operator of 11+ years with over two years here at Gig Harbor. We are grateful to have him back!

The department is currently performing annual biosolids testing through much of August. Nancy has been preparing documents for council's approval to purchase one treatment plant influent screen. She is also preparing bid documents for the purchase of a second replacement screen.

Jim and Nick Warter will be working with Advanced Industrial Automation at the treatment plant this week. The goal will be to replace the three Programmable Logic Computers which control most of the equipment located at this facility. Crews have been assisting the electrical consulting firm hired to perform the ARC Flash Analysis being done at the WWTP and lift

stations 3a and 4b. Routine maintenance tasks are also being completed throughout the treatment plant and lift stations.

**TX<sup>w</sup>AALQƏL CONSERVATION AREA PHASE IV:** The city partnered with Great Peninsula Conservancy to advance an application for Pierce County Conservation Fund money to acquire another property to add to the tx<sup>w</sup>aalqəl Conservation Area. The results came out last week, and the project has been funded! There is still work to be done with negotiations with the property owners, but the funding is a key component to acquiring the property. Ali Querin of the Great Peninsula Conservancy did the majority of the work on the application, so we are very grateful to her. Robyn Denson of the Gig Harbor Land Conservation Fund (GHLCF) has also been a key part of this effort with her advocacy for the project and commitment from the GHLCF to raise the required matching funds. This project will allow the purchase and permanent protection of 11.41 acres along North Creek, between the Cushman Trail and Burnham Drive.

**SPORTS COMPLEX PHASES 2 & 3 OPEN HOUSE:** City staff and consultants held an open house for Phases 2 and 3 of the Sports Complex on August 8. More than 60 people stopped by to look at the five proposed field layouts, make comments, and select their preferred design. City staff and consultants were on-hand to listen to concerns, answer questions, and explain the feasibility planning process. The five field layout options that were at the Open House are available on the [project website](#).

City Council will be presented with the top three choices at a study session next week and asked to recommend two layouts for further cost assessment and feasibility.



**SPORTS COMPLEX PHASE 1:** The city and the YMCA executed easement agreements last week that will allow access and maintenance for Phase 1B of the Sports Complex, which will be built just north of the YMCA. Permits are expected soon for the Phase 1B portion of the project, with groundbreaking likely occurring in Spring 2024. Phase 1B will include six pickleball courts, bocce courts, a performance stage, a bathroom/concession building, and a playground.

**STREETS OPERATIONS UPDATES:** (1) Staff has repaired existing brick pavers adjacent to Pioneer Way in front of the businesses. These bricks are a part of the sidewalk system. (2) Staff has been constructing a new crosswalk along 50<sup>th</sup> Street at Veteran’s Park. The work completed so far includes new pedestrian ramps and new gutters. The crew is getting ready to place the concrete



crosswalk and install the signs associated flashing beacons. A road closure and detour route will occur during the concrete crosswalk placement.

**WATER OPERATIONS UPDATES:** Water crews completed the hydrant and valve maintenance of the north end of the water system. This maintenance task keeps the city's water system reliable for all emergency fire suppression needs.

**NEW AERIAL LIFT TRUCK:** On August 1, the city received its new aerial lift truck. This truck was displayed at National Night Out when Operations staff staged this truck, the city's eductor (aka "Vactor") truck, and the city's larger excavator as part of a "touch a truck" display.

This new aerial lift truck began to be outfitted by Jeff Bayne last week and once ready will help greatly with many Operations tasks, including street light repairs.



**CONVERSATION WITH COMMERCIAL FISHERMEN:** Last week, staff had a good discussion with a representative of the Commercial Fishermen's Club regarding their participation with the Ancich Homeport project. Staff will continue to review options and information with the Club prior to an upcoming study session discussion with council.