



DEPARTMENT UPDATES

WEDNESDAY, JUNE 21, 2023

A BI-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 our staff and residents. Please feel free to send any questions, suggestions, or concerns about this document to communications@gigharborwa.gov.

ADMINISTRATION

City Administrator Katrina Knutson

COMMUNITY DEVELOPMENT WEEK: Last week we enjoyed celebrating our community development colleagues for their significant contributions to our community. Thank you so much CD team for keeping our community safe, well-planned, and compliant!



WHAT'S UP, GIG HARBOR?: Public Works Director Jeff Langhelm and I presented at “What’s Up, Gig Harbor?” on June 14. This is a quarterly meeting put on by the Downtown Waterfront Alliance where downtown business owners gather to talk about downtown issues and projects. I reported on the newly adopted strategic plan and a general city update. Jeff announced the new capital improvement projects storymap and projects upcoming that will impact downtown. The business owners present had very positive things to say about the

city and our wonderful city staff team.

ALL STAFF MEETING: Staff will convene on June 27 for our quarter 2 all staff meeting! **Agenda** topics include celebration of birthdays and anniversaries, an update from our wonderful wellness committee on upcoming wellness activities, a mid-2023 budget update from finance, a job description and wage study update from HR, and unveiling of our new mission **statement!** **Of course**, there will be fun sprinkled in.

KUDOS TO PUBLIC WORKS OPERATIONS TEAM: Several weeks ago the PW ops team went to war with scotch broom at the stormwater pond at Harbor Hill Drive and **Burnham**. We have received over 25 compliments from residents and local business owners of the work and how it beautifies that area of the city. **THANK YOU!**

COMMUNITY DEVELOPMENT

Community Development Director Carl de Simas

We continue the work on our permit process improvements. Recently, we met again with Lean Services Staff from the State Auditor's Office. This time, we met with the Lean Specialist who will be leading us through the [Lean process and Kaizen](#) (aka "continuous improvement"). Next steps will be to identify a core team and set up an orientation meeting with the Lean Specialist. From this we will develop the scope and charter for the project and get ready to kick it off in August.

We are also working hard to develop a code enforcement/compliance chapter within the municipal code that will identify the scope, procedures, and civil penalty processes for all of the codes our code enforcement officer is responsible for. Once completed, this chapter will offer clarity within the organization and also clear expectations outside of our organization. We hope to have some draft language by the end of the month.

Finally, as last week was Community Development Week, I would like to send a shout out to the entire CD Team! The work you do is so valuable and you all excel in your individual roles and as a team. Thank you for your commitment and dedication to serving our community! I am lucky to work with such a fine bunch and look forward to many more years of working together!

PLANNING:

Final reports are coming in from BERK, the consultant working under our Middle Housing Grant. The reports will include proposed anti-displacement policies, land use assessments and a strategy menu for addressing middle housing. BERK has recently completed a [Racial Equity Analysis](#) and provided the planning commission and city council with an overview of that work in addition to middle housing.

The reports completed by BERK and the housing needs assessment provided by Community Attributes, Inc., will provide a strong foundation for the update of our housing element.

BUILDING:

Work has begun on the Public Works Operations Center. Footings inspected and poured.



CODE ENFORCEMENT:

- Working on code compliance updates and process improvements
- Overgrown Vegetation
- Noise Nuisance
- Zoning issue
- Sign Sweeps

COURT
Court Administrator Stacy Colberg

JURY TRIALS: The June jury trials have all been resolved or continued. There are only two cases set for trial in July.

City vs. Jeffrey Hale	Assault 4th -DV, Malicious Mischief 3rd -DV
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FINANCE

Finance Director Dave Rodenbach

AUDIT: The State Auditor’s Office contacted the city in order to begin the annual compliance examination of the State and Local Fiscal Recovery Fund Program. This is an annual requirement for recipients of Federal Funding. The audit is expected to begin sometime in June.

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
Construction Supervisor	FT	Continuous
Engineering Technician	FT	Continuous
Associate Engineer	FT	Continuous
Wastewater Operator I/II/III	FT	Open until 7/9
Police Officer - Entry Level	FT	Closed - selection(s) pending
Infrastructure Systems Engineer	FT	Closed - selection pending
Seasonal Worker	FT	Closed - interviews pending

DIAPER DERBY: Thanks to everyone who has donated diapers to the 2023 Diaper Derby so far - our horse Swift Water is in the lead! In particular, we recognize Brandon Ruehl with the Public Works Operations team and Mark Burns with the Police Department!



SHOUT OUTS : Thank you to Michelle Thomas and Diane Bertram for championing the Red Cross Blood Drive at the Civic Center this week! Together, they partnered to communicate internally and externally about the importance of blood drive participation here in the community and, in doing so, successfully filled EVERY donation spot. Cheers to their great efforts with an extraordinary outcome in service to the significant need in our area!

INFORMATION TECHNOLOGY SERVICES

Information Technology Manager Keith Smith

FACILITIES SECURITY : We continue working with vendor security solutions to configure the new security badge system. They are actively working through some of the technical challenges encountered during implementation.

POLICE

Police Chief Kelly Busey

RETIREMENT: We have received notice that Sergeant Matt Dougil will be retiring from the Gig Harbor Police Department. He has served our citizens for 26 years and was with the Mesa (AZ) Police Department for three years prior to that. Sergeant Dougil also served in the U.S. Navy. His last day with our department will be July 5.

NATIONAL NIGHT OUT : We are gearing up for the next National Night Out, which will be held in conjunction with a Summer Sounds Concert on August 1 at Skansie Park. Harborview Drive will be closed for this event which will be bigger than the previous Covid-era National Nights Out.

PUBLIC WORKS

Public Works Director Jeff Langhelm

WATER OPERATIONS UPDATES:

- (1) Crews have been performing water valve exercising and maintenance. So far Staff is finding several **valves that were not set correctly or not operating properly.**
- (2) Staff is close to completing our routine water main flushing.
- (3) Staff is developing a draft drought policy. This type of policy is not required but is common for larger water utilities and is intended to set expectations of residents, staff, and City Council during periods of **drought. And on a related note, in accordance with a new state law, Staff is preparing internal procedures on how to proceed with not shutting off water customers for non-payment during heat advisories.**
- (4) Staff is performing well site maintenance based on Staff observations and comments from Department of Health.

STREETS AND STORM OPERATIONS UPDATES:

- (1) Staff has been working on a fixing an issue of standing stormwater runoff on Admiral St. The repair of this issue includes Staff pouring a new curb and gutter and placing new asphalt.
- (2) Staff completed weeding and placement of new mulch in the center median on Olympic Dr. at 56th St.
- (3) Staff is trimming vegetation at the City's stormwater retention pond located near the Washington Corrections Center for Women.

PARKS AND GROUNDS MAINTENANCE UPDATES: Staff performed lawn rehabilitation at Skansie Park due to damage from recent events at the park. This included aeration, sanding, and re-seeding.

DOWNTOWN WATERFRONT ASSOCIATION PARKING AD-HOC COMMITTEE: Public Works Staff is participating in the Downtown Waterfront Association's Parking Ad-hoc Committee by providing maps of existing public parking in and around downtown Gig Harbor. Also, Staff is working with the Committee to review previously proposed parking revisions in limited areas of downtown that would increase the number of parking stalls.

SPORTS COMPLEX: Phase 1B is moving along through the permitting process, with new documents submitted to Community Development this week. Consultants are working on legal descriptions and maintenance agreements for easements on YMCA property that the City will need for access and landscaping areas. The first stakeholders meeting was held on June 14, where potential field and parking layouts were shown to stakeholders involved with youth sports organizations.