

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, September 25, 2023 - 5:30 PM
Council Chambers

This meeting may also be accessed through Zoom at <https://zoom.us/j/93216056382> or by calling (253) 215-8782 and entering Meeting ID 932 1605 6382. Please see the public comment & decorum section at the end of this agenda for information on options for making public comments.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

Before we begin this council meeting we would like to recognize that we are gathered on not only the ancestral and traditional lands of the sx̣wəbabč band of the Puyallup Tribe of Indians, but also on the site of one of the largest and longest standing historic villages of their people, the original inhabitants of the Gig Harbor area.

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND NON-AGENDA ITEMS

CONSENT AGENDA

1. **Approval of City Council Minutes**
City Council Study Session - August 17, 2023
City council Meeting - September 11, 2023
2. **Approval of Vouchers**
Check numbers 101449 through 102590 and ACH payments in the amount of \$720,307.28
3. **Resolution 1293 Authorizing the Submittal of an Application for Grant Funding Assistance for a Local Parks Maintenance (LPM) Grant to the Recreation and Conservation Office (RCO) for Picnic Table, Garbage Can, and Drinking Fountain Replacements**
4. **Professional Services Contract Amendment #1 – Wollochet/Wagner Intersection Improvements**

5. **Appointment of Dean Wilder and Kristine Isberg to the Design Review Board**
6. **Appointment of Cory Hull and Lindsey Stover to the Lodging Tax Advisory Committee**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. **Department Updates - September 20, 2023**

STAFF REPORT

1. **Public Works Parking Committee Participation**
Public Works Director Jeff Langhelm

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

ADJOURN

PUBLIC COMMENT & DECORUM

The city council desires to allow a maximum opportunity for public comment. However, the business of the city must proceed in an orderly, timely manner. The purpose of a council meeting is to conduct the city's business; it is not a public forum.

Speakers will be allotted 3 minutes per individual, unless revised by the mayor. In-person comments shall be made from the microphone, first giving the speaker's name and address. Anyone making "out of order" comments may be subject to removal from the meeting.

Public comment may be made remotely via Zoom or by phone during designated portions of the meeting. To speak during the meeting, press the raise hand button near the bottom of your Zoom window or press *9 on your phone. Please refrain from raising your hand until the mayor has announced that she has opened the public comment portion of the meeting. Your name or the last three digits of your phone number will be called out when it is your turn to speak. When using your phone to call in, you may need to press *6 to unmute yourself. All speakers will have up to three minutes to speak.

Instead of making oral comments, written comments may be submitted to the city council at mayorandcouncil@gigharborwa.gov.

All remarks shall be addressed to the council as a body and not to any specific councilmember. All speakers shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities or indulge in derogatory remarks or insinuations with regard to any councilmember, the mayor, or any member of the staff or the public.

There will be no demonstrations during or at the conclusion of any public comment. These guidelines are intended to promote an orderly system of holding public meetings, to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by voicing their opinions.

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

ADA accommodations can be provided upon request. Those requiring special accommodations should contact the city clerk at cityclerk@gjgharborwa.gov or (253) 853-7613 at least 24 hours prior to the meeting.

MINUTES FOR GIG HARBOR CITY COUNCIL MEETING

Monday, September 11, 2023 - 5:30 PM

Council Chambers

CALL TO ORDER/ROLL CALL Mayor Markley called the meeting to order at 5:34 p.m. Councilmembers Barber, Henderson, Lykins, Martin, Rodenberg, Storset, and Woock were present.

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND NON-AGENDA ITEMS None.

CONSENT AGENDA

MOTION: Move to approve the consent agenda (Martin/Henderson)

VOTE: Unanimously approved.

1. **Approval of City Council Minutes**
City Council Study Session Minutes - August 3, 2023
City Council Minutes - August 14, 2023
2. **Approval of Vouchers**
Check numbers 101253 through 101363 and ACH payments in the amount of \$706,655.37
Check numbers 101364 through 101448 and ACH payments in the amount of \$718,798.93
3. **Approval of Payroll**
Check numbers 8396 through #8397 and direct deposit transactions in the total amount of \$562,177.59
4. **Resolution 1290 Declaring City Equipment Surplus and Eligible for Disposal**
5. **Resolution 1292 Authorizing an Interfund Loan**

PRESENTATIONS

1. **Suicide Prevention Month Proclamation**
Presented to Anne Nesbitt, Gig Harbor-Key Peninsula Suicide Prevention Coalition Board Member
2. **Promotion of Hector "Eddy" Dominguez to Police Sergeant**
Presented by Chief of Police Kelly Busey

MAYOR'S REPORT Mayor Markley reported on attending Harbor Hounds, Race for a Soldier, and the chaplains academy welcome events.

CITY ADMINISTRATOR'S REPORT City Administrator Katrina Knutson reported on the upcoming HOA fair (October 16), permit processing efficiencies, an upcoming business listening session in late September, and the Suicide Prevention Week mural at Skansie Brothers Park.

1. Department Updates - September 6, 2023

BUSINESS ITEMS

- 1. Resolution 1291 Adopting a Flag Display Policy** City Clerk Josh Stecker introduced the resolution.

Council entered recess at 6:47 p.m. and returned at 6:56 p.m.
Council entered recess at 8:00 p.m. and returned at 8:10 p.m.

Public Comment was provided by:

Stephanie Kuemerle
Robert Johnson
David Kuemerle
Edward "Nick" Pugh
Douglas Urner
Lisa Marcus
Kent Howell
Gregg Larson
David Thompson
Bonnie O'Malley
Dan Hudson
Dave Stephens
Justice McCartney
Thelma DeLyte
Tracy von Trotha
Diane Nelson
MacGregor Butler
Marly Jensen
Megan Amherst
Alexis Camel
Luellen Lucid
Jim Albrecht
Kellie Bock
Lisa Olson
Felicia Featherstone
Fred Bock
Lynda Daniels
Bruce Cook
Lynda Miley
River Reishi

Tom Wyciskala
Mary Raine
Carol Davis
Jennifer Picinich
Carolyn Holmberg
Linda Ader
Cheryl Mikkellborg
Twila Slind
Jason Makris
Kathy Hobbs
Mary Magee
Joshua Hardwich
Sherryl vanden Heuvel
James Begin
Tom Dietrich
Madeline Hunter
Ray Shjerven
Dave Howard
Kristin Ang
Jewely Cisar
Jason Steinbrecher
Dave Schuster
Carol Walden
Giada Lee
Jim Hagman
Melodee McKinnion
Lucy Ramsdell
Ethan Cossi
Cathy Phelps
Olivia Torta
Matt Williams
Neal Ivley

MOTION: Move to approve Resolution 1291 (Woock/Lykins).

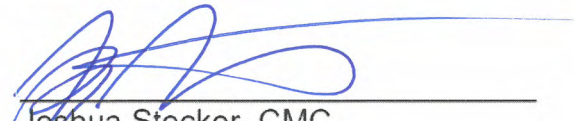
VOTE: Motion passed, 5-2 (Storset and Rodenberg opposed).

COUNCIL REPORTS/ COMMENTS Councilmember Woock commented on watering on WSDOT right of way. Councilmember Henderson reported on the latest WSPER meeting and the new Asia Pacific Cultural Center building groundbreaking in Tacoma. Councilmember Storset reported on the Permission to Start Dreaming events over the weekend. Councilmember Rodenberg reported on the latest Sister City Council meeting.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. **Upcoming City Meetings**
2. **City of Gig Harbor Two-Year Strategic Plan 2023-2024**

ADJOURN The meeting adjourned at 9:15 p.m.



Joshua Stecker, CMC
City Clerk

MINUTES
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, August 17, 2023 – 3:00 p.m.
Community Rooms

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 3:01 p.m. Councilmembers Barber, Henderson, Martin, Rodenberg, Storset, and Woock were present. Councilmember Lykins arrived at 3:07 p.m.

DISCUSSION ITEMS:

1. **Flag Display Policy** – City Clerk Joshua Stecker reviewed the staff memo contained in the packet and asked for council guidance.

Councilmembers discussed the location of the 2nd flagpole; adding language for a contingency plan should one flagpole become damaged or unusable; defining which Pride flag will be flown; and flying the Blue Line flag in May in support of Police.

2. **RCO Local Parks Maintenance Grant Application** – Parks Manager Jennifer Haro, Public Works Superintendent Jeff Olson, and Field Supervisor Kyle Nieman spoke on the agenda item and asked for council guidance.

Council was supportive of applying for the grant.

Council entered into recess and returned at 4:17 p.m.

3. **Fireworks Recap** – Police Chief Kelly Busey provided council with an overview of the complaints and violations associated with this year's fireworks ban.

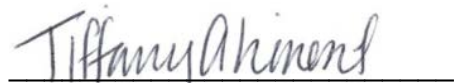
Council made suggestions on how to better inform residents of the ban.

4. **Sports Complex Phase 2 & 3 Feasibility Study** – Parks Manager Jennifer Haro reviewed the field layout options as provided by the city's consultant and asked for council preference.

Council's top two preferred layouts were options D and E. Council requested to see the tree retention plan for the options.

5. **Active Capital Improvement Projects Update** – Public Works Director Jeff Langhelm guided council through the online storymap and answered questions.

ADJOURN: The meeting adjourned at 5:20 p.m.



Tiffany Aliment
Assistant City Clerk



**City of Gig Harbor
City Council Meeting Agenda Bill**

Meeting Date: September 25, 2023

SUBJECT: Resolution 1293 Authorizing the Submittal of an Application for Grant Funding Assistance for a Local Parks Maintenance (LPM) Grant to the Recreation and Conservation Office (RCO) for Picnic Table, Garbage Can, and Drinking Fountain Replacements

SUBMITTED BY: Parks Manager Jennifer Haro

DEPARTMENT: Public Works

PHONE: 2853-853-8253

SUGGESTED MOTION: Move to approve Resolution 1293.

BACKGROUND INFORMATION: At the August 17 study session, staff presented options for projects that qualify for a new local parks maintenance grant. This is a new grant program from the Washington State Recreation and Conservation Office (RCO) that funds deferred maintenance projects. At the study session, council agreed that the city should apply for the grant to replace garbage cans and picnic tables that are in poor shape. This resolution will officially authorize the application.

FISCAL CONSIDERATION: None

ATTACHMENTS:

1. Resolution 1293

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

RESOLUTION 1293

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR GRANT FUNDING ASSISTANCE FOR A LOCAL PARKS MAINTENANCE (LPM) GRANT TO THE RECREATION AND CONSERVATION OFFICE (RCO) FOR PICNIC TABLE, GARBAGE CAN AND DRINKING FOUNTAIN REPLACEMENTS

WHEREAS, the City of Gig Harbor wishes to replace picnic tables, drinking fountains and garbage cans that are in poor condition throughout the city; and

WHEREAS, the city has approved a comprehensive parks and recreation plan that includes these activities; and

WHEREAS, the City of Gig Harbor wishes to seek RCO Local Parks Maintenance grant funding for the replacement of the furnishings in poor condition.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gig Harbor:

Section 1. The mayor is hereby authorized to execute the RCO Applicant Resolution/Authorization form as shown in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 25th day of September, 2023.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk



Local Parks Maintenance Program Applicant Authorization and Electronic Signature

Organization Name (sponsor) _____

Resolution No. or Document Name _____

Project Number and Name _____

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS grant assistance is requested by our organization to aid in financing the cost of the Project referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Routing Order	Name of Signatory and Title of Person Authorized to Sign	Email Address
Grant application (submission thereof)			
Project contact (day-to-day administering of the grant and communicating with the RCO)			
Agreement/amendment approver ¹			
Agreement/amendment approver			
Agreement/amendment approver			
Agreement/amendment approver			
RCO Grant Agreement signer ²			
Agreement amendments signer ²			

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide updated documentation of authorized signers, if needed.

3. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
4. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
5. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
6. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
7. Our organization acknowledges that the grant will only be used for maintenance of local park property owned by our organization.
8. This resolution/authorization is deemed to be part of the formal grant application to the Office.
9. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises, and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:

Location: _____ Date: _____

You may reproduce the above language in your own format; however, text may not change.

¹ **Agreement/Amendment Approver:** refers to an individual or several individuals who review and approve the electronic document and contacts RCO if corrections are needed. The approver does not sign the document. You may add more than one approver but please designate the order for routing purposes.

² **RCO Grant Agreement/Agreement Amendments Signer:** refers to the individual who must officially sign the document with an electronic signature and may be required to enter data such as title, date, agency name, etc. into fields. The signer of Agreements may differ from the individual who is delegated to sign Amendment documents, but we can only accept one signature per document.



**City of Gig Harbor
City Council Meeting Agenda Bill**

Meeting Date: September 25, 2023

SUBJECT: Professional Services Contract Amendment #1 – Wollochet/Wagner Intersection Improvements

SUBMITTED BY: Project Engineer Marcos McGraw

DEPARTMENT: Public Works

PHONE: (253) 853-2647

SUGGESTED MOTION: Move to authorize the mayor to execute Amendment #1 to the professional services contract with DKA Associates for design of improvements to the pedestrian crossing where the trail in Adam Tallman Park crosses Wagner Way for construction in the not to exceed amount of \$53,630.00.

BACKGROUND INFORMATION: City Council approved a professional services contract with DKS Associates in March 2023 to finalize design work for improvements to the intersection at Wollochet Drive and Wagner Way. One of the tasks within that contract was to analyze the pedestrian routes within and near the intersection. That analysis recommends preserving the pedestrian crossing at Adam Tallman Park and upgrading it to current ADA standards. This amendment directs the consultant to create design documents for the upgrades and incorporate them into the construction drawings for the intersection improvements.

FISCAL CONSIDERATION: The amount of the original contract with DKS Associates is \$117,025.00. This was applied to the amount budgeted for the project; therefore, the current available budget is \$1,182,975.00.

Expenditure Required: \$ 53,630.00	Amount Budgeted: \$ 1,300,000.00	Appropriation Required: \$
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ATTACHMENTS:

1. PSC with BDKS Associates - Amendment #1

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

**FIRST AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
DKS ASSOCIATES**

THIS FIRST AMENDMENT is made to that certain Professional Services Contract dated March 3, 2023 (the "Agreement"), by and between the City of Gig Harbor, a Washington municipal corporation (hereafter the "City"), and DKS Associates, a Washington corporation organized under the laws of the State of Washington (hereafter the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in completing a Design for the Wollochet Dr NW/Wagner Way Intersection Improvements and desires to extend consultation services in connection with the project; and

WHEREAS, section 17 of the Agreement requires the parties to execute an amendment to the Agreement in order to modify the scope of work to be performed by the Consultant and to amend the amount of compensation paid by the City;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties in this Amendment as follows:

1. Scope of Work. Section 1 of the Agreement is further amended to add the work as shown in **Exhibit A**, attached to this Amendment and incorporated herein.

2. Payment. Section 2(A) of the Agreement is amended to increase compensation to the Consultant for the work to be performed as described in **Exhibit B** in an amount not to exceed Fifty-Three Thousand Six Hundred Thirty Dollars and Zero Cents, (\$53,630.00) as shown in **Exhibit B**, attached to this Amendment and incorporated herein for a total contract amount of \$170,655.00.

[Remainder of page intentionally left blank.]

EXCEPT AS EXPRESSLY MODIFIED BY THIS AMENDMENT, ALL TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have executed this Agreement on _____.

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its Principal

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A SCOPE OF WORK

CITY OF Gig Harbor Wollochet Drive NW/ Wagner Way Intersection Improvement

Amendment #1

September 8, 2023

PROJECT DESCRIPTION

The City of Gig Harbor (City) requested DKS (CONSULTANT) improve the Adam Tallman Park Trail crossing near the Wollochet Drive and Wagner Way intersection. These are additional scopes to the original project. The added scope includes:

- Topo survey for the trail crossing, from the office complex driveway to the trail crossing ahead warning sign on Wagner Way southbound.
- Upgrade the existing curb ramps to ADA curb ramps at both end of the trail crossing.
- Install a new RRFB at the crossing
- Improve illumination at the crossing
- Striping and signing

The CONSULTANT will bring KPG Psomas (SUBCONSULTANT) on the team to perform the topo survey.

1. Project Management

The CONSULTANT will provide project management and administration services and prepare and submit invoices and progress summaries once per month.

The CONSULTANT will prepare and setup a sub-agreement with the SUBCONSULTANT. All project meetings will be held online.

Deliverables:

- Monthly invoices and progress reports.

5. 90% PS&E

The CONSULTANT will add the following scope to the project:

- Replace existing crosswalk with thermoplastic crosswalk markings per WSDOT Std Plan M15.10-01.

- Replace the existing curb ramps to ADA standard at both ends of the trail crossing (two curb ramps, one detail plan sheet).
- Install a new hardwired RRFB system at the crossing (one layout sheet and one detail sheet).
- Improve illumination at the crossing (one lighting analysis memo and one lighting design plan sheet).
- Striping and signing design for the crossing

The CONSULTANT will perform street lighting analysis using AGI32 at the trail crossing. The street lighting should meet the City of Gig Harbor 2018 Public Works Standards.

The CONSULTANT will prepare the conceptual layout for the city's over-the-shoulder review and comments before developing the 90% design.

The CONSULTANT will prepare design plans in AutoCAD format following the City of Gig Harbor's standard formats.

The CONSULTANT will update the project specification and cost estimates to include the added scope of work.

Assumptions:

This scope of work is based on the following assumptions:

- There is enough right of way at the trail crossing to accommodate all design elements.
- No ROW acquisition is needed. No ROW plan or TCE plan is needed.
- No stormwater and hydraulic analysis/design will be required.
- No geotechnical analysis is needed.
- No retaining wall is needed.
- Power source is available by the trail crossing. No significant additional work is required to bring power to the crossing.
- Plans will be prepared using AutoCAD 2020.

The City will provide the following items and services to the CONSULTANT. The CONSULTANT is entitled to rely upon the accuracy and completeness of the data furnished by the City:

- Utility coordination for power drop off near the trail crossing.
- Right-of-way coordination, negotiation, and acquisition, if needed.

- Any pertinent record drawings, plans, reports, and information on the current project and on public works and/or private projects within the immediate vicinity.
- Existing as-builts in PDF and CAD format (if available) for projects at or around the project site.
- Timely reviews of all work at mutually agreed upon times and consolidation of all review comments onto one set before sending to the CONSULTANT.
- Field review of proposed improvements with the CONSULTANT.

Deliverables:

- Preliminary layout for the city's over-the-shoulder review
- Street lighting analysis memo.
- Four new plan sheets:
 - One RRFP and lighting layout plan,
 - One pavement marking, permanent signing, and curb ramp layout plan,
 - One curb ramp detail sheet showing the two curb ramp designs,
 - One RRFB detail sheet.
- Cost estimates and specification for the added scope items.
- The new design will be included in the overall project 90% PS&E design package (PDFs).

6. 100% DESIGN SUBMITTAL

The CONSULTANT will review and address the City's comments on the 90% design submittal and prepare 100% design plans.

Deliverables:

All 100% design works associated with the added scope of work will be included in the 100% design process.

7. Final DESIGN SUBMITTAL

All final design works associated with the added scope of work will be included in the final design process.

10. TOPOGRAPHIC SURVEY

The SUBCONSULTANT will provide topographic mapping and prepare an AutoCAD Civil 3D format base map identifying existing conditions and improvements to support design efforts.

Survey Limits

Project limits are described as starting approximately 150 feet northwest from the intersection of Wagner Way NW and Wollochet Drive and running northwesterly along Wagner Way NW for approximately 300 feet to 350 feet northwest of an existing pedestrian trail. The lateral limits are from right of way to right of way with additional width in the two areas as shown in Figure 1 below.

Task 1 Survey Control

The CONSULTANT will establish horizontal and vertical control points within the project limits. Basis of control will be NAD 83/91 and NGVD29 for horizontal and vertical respectively, according to the CADD drawings provided. Approximately 4 control points will be established at the site for continued use.

Task 2 Survey Mapping

The CONSULTANT will conduct a field survey. Field mapping within the project limits will include topography, man-made surface features, limits of vegetation, trees (6" DBH or larger), overhead utilities, and painted underground utilities. Irrigation systems will not be included. The CONSULTANT will perform measure-downs of existing storm drain and sanitary sewer structures, indicating rim and pipe invert elevations. The CONSULTANT will document the approximate size, type, material, and general condition of the structures. These observations will be made from the surface. Any required pipe video inspection, potholing or smoke testing needed to verify the condition or connectivity of drainage features is outside the scope of this task.

Task 3 Underground Utility Locate

An underground conductible utility locate within the project limits will be performed by a private utility locating firm. The SUBCONSULTANT will survey the location of the locate paint marks. While every reasonable effort will be made by the SUBCONSULTANT to depict the location of underground utilities based on utility locates, SUBCONSULTANT is not liable for errors or omissions by utility locators or erroneous or insufficient information shown on utility record drawings.

Task 4 Base Map Preparation

Prepare 1"=20' topographic base map and digital terrain model (DTM) in AutoCAD format of the project to KPG Psomas cad standards. The base map will include information collected in Tasks 2 and 3 above. One-foot contours will be generated from the DTM.

Deliverables

- AutoCAD Civil3D base map drawing file in version 2022.

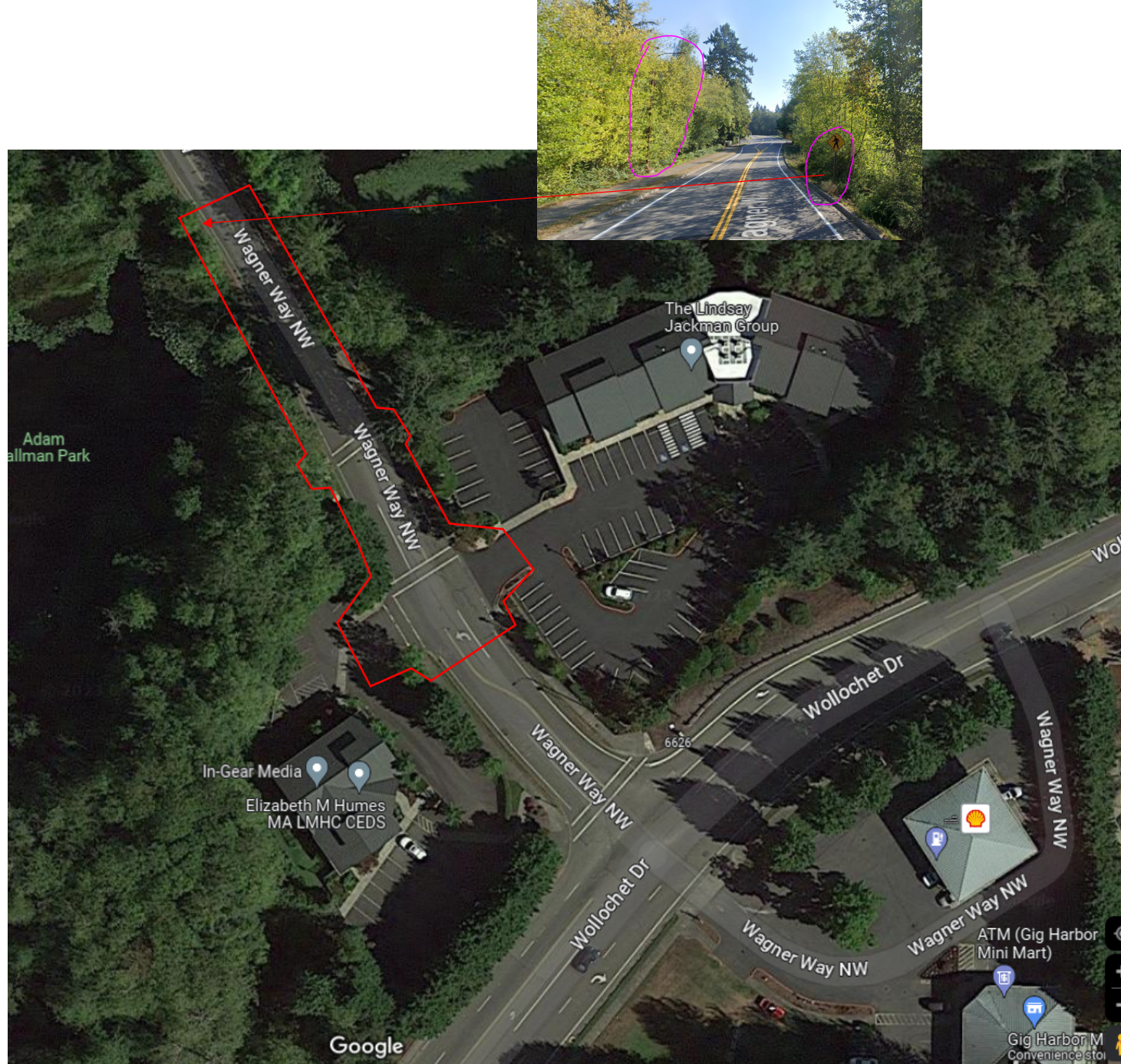


Figure 1. Gig Harbor Wollochet Dr/ Wagner Way intersection improvement
8/4/2023

DKS Associates
Summary of Estimate for Services
Gig Harbor Wollochet/ Wagner Intersection Improvement
Amendment #1

Title	Senior Safety Project CAD								
	PIC	PM	Engineer	Engineer	Engineer	Technician	Admin		
Grade	49	36	27	29	23	O	X	Hours	Labor
Rate	\$ 315.00	\$ 255.00	\$ 190.00	\$ 210.00	\$ 180.00	\$ 150.00	\$ 155.00		
Task									
1 - Project Management	1	10	2		2		10	25	\$5,155
General PM and invoicing	1	8			1		10		
Meetings and coordinations		2	2		1				
5. 90% PS&E	2	18	28		64	38		150	\$27,760
Curb Ramps		6	12		28	20		66	
RRFB		4	4		16	12		36	
Lighting analysis and design	2	8	12		20	6		48	
6. 100% PS&E	0	6	16		24	16		62	\$11,290
100% Design	0	6	16		24	16		62	
7. Final PS&E	1	2	8		8	8		27	\$4,985
Final bid package	1	2	8		8	8		27	
10. Survey	KPG Psomas								
Total Hours by Classification	4	36	54	0	98	62	10	264	\$49,190
Sub-Consultant									
KPG - Survey									\$4,290
ODC									
Mileage, ferry, parking, and car rental.									\$150
TOTAL:									\$53,630



**City of Gig Harbor
City Council Meeting Agenda Bill**

Meeting Date: September 25, 2023

SUBJECT: Appointment of Dean Wilder and Kristine Isberg to the Design Review Board

SUBMITTED BY: Assistant City Clerk Tiffany Aliment

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to confirm the appointments of Dean Wilder and Kristine Isberg to the Design Review Board with terms expiring on September 30, 2026.

BACKGROUND INFORMATION: Based on their qualifications, the mayor intends to appoint Kristine Isberg and Dean Wilder to the Design Review Board.

FISCAL CONSIDERATION: None.

ATTACHMENTS: None

STRATEGIC PLAN PRIORITY: Foster a healthy city organization



**City of Gig Harbor
City Council Meeting Agenda Bill**

Meeting Date: September 25, 2023

SUBJECT: Appointment of Cory Hull and Lindsey Stover to the Lodging Tax Advisory Committee

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to confirm the appointments of Cory Hull (collector position) and Lindsey Stover (receiver position) to the lodging tax advisory committee with terms expiring on September 30, 2026.

BACKGROUND INFORMATION: Based on their qualifications, the mayor intends to appoint Cory Hull and Lindsey Stover to the lodging tax advisory committee.

FISCAL CONSIDERATION: None.

ATTACHMENTS: None

STRATEGIC PLAN PRIORITY: Foster a healthy city organization



DEPARTMENT UPDATES

SEPTEMBER 20, 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.

ADMINISTRATION

City Administrator Katrina Knutson

What's Up, Downtown? Mayor Markley, City Administrator Knutson, Community Development Director Carl de Simas, and Public Works Director Jeff Langhelm attended the Downtown Waterfront Alliance (DTWA) monthly downtown business meeting. City Administrator Knutson provided a general city update and discussed upcoming events geared toward the review of permitting processes. Director Langhelm provided an update on capital projects that will impact downtown. DTWA Executive Director Carianne Ekberg updated the group on fall and winter events including the much-anticipated Sip and Stroll (10/14), Halloween Trick or Treating Downtown (10/31), and Girls Night Out (11/9). There are also exciting new stores to check out, so please head on down!

Legislative Agenda Preparation: The city is busy preparing for the upcoming 2024 state legislative session. Similar to the 2023 legislative priorities, public safety and local control in land use decision-making are expected to again be priorities and the city council will discuss this at their September 28 work session. City Administrator Knutson and Mayor Markley continue their involvement in the Pierce County Coalition of Cities (Mayors/City Managers) seeking to have a unified voice in Olympia in pursuit of additional reform to laws involving public safety. City Administrator Knutson met with the city manager subcommittee to collaborate on draft legislative measures regarding police pursuits, police recruitment/retention/training, and juvenile access to counsel. Once draft priorities are finalized by this group, the coalition will meet again to share the collective priorities with all state representatives and state senators serving Pierce County.

Washington City/County Manager Association (WCMA): City Administrator Knutson was nominated by her peers to serve on the board of the WCMA. After all the ballots were cast statewide, she was elected to serve on this statewide body for a term of 2023-2027. Founded in 1959, WCMA is a non-profit association governed by a Board nominated and elected by the entire membership. WCMA is an affiliate of the International City/County Management Association, an organization devoted to enhancing the proficiency of city managers, county managers, and other municipal administrators, and strengthening the quality of an urban government through improved professional management.

The mission of WCMA is to advance the profession, support local government managers, and promote excellence in local government management. City Administrator Knutson is excited to not only represent Gig Harbor through this statewide opportunity, but also to advance leadership growth in emerging leaders!

Business Listening Session: The city's first "Business Listening Session" has been scheduled for November 1 from 4-5:30 p.m. at the Civic Center. The purpose of this meeting is to hear from local businesses on the quality, efficiency, and effectiveness of the services we offer, particularly permitting processes. More information will be available about this opportunity soon on our website, city Facebook account, and in the Gig-A-Byte. Those listening to feedback offered will be Mayor Markley, City Councilmembers, City Administrator Knutson, Public Works Director Jeff Langhelm, and Community Development Director Carl de Simas.

Kudos to the Public Works Crew: If you've driven around the city or been to a city park this summer, you've no doubt seen our Public Works crew hard at work maintaining our infrastructure! From patching potholes to weed-whacking planter strips and maintaining stormwater ponds, the PW crew has done an excellent job. Please join us in thanking them for continued excellence in serving our city.

COMMUNITY DEVELOPMENT

[Community Development Director Carl de Simas](#)

The department is staying very busy working through the culmination of two long range plans – the Urban Forest Management Plan and Climate Action Plan – as well as continuing work on some code updates – Title 15: Building Code, Code Enforcement. Additionally, the city council recently adopted Ordinance 1516. This ordinance institutes interim zoning controls clarifying and correcting the provisions for processing site-specific rezones and height restriction area amendments and variances. State law requires that the city council hold a public hearing within 60 days of adopting interim zoning controls. This hearing is scheduled for October 9.

We are also working on the city's first ever HOA Fair. This will be an open house whereby HOA boards, the business community, and the public can come to the Civic Center and receive information from various city departments and divisions. Information will vary from standard operating procedures, new standards, and where city resources can be accessed. The event will be held the evening of October 16 in Council Chambers with light refreshments provided.

Improvements, improvements, and more improvements! In our effort to offer the best service possible to the public, the city is working with the State Auditor's Office and their Lean Services Department to look at some of our permitting processes. As stated on the Auditor's website, "*Lean is a methodology applied to process improvements for all kinds of work. It leads to innovative ways of making existing work more efficient, services more customer-focused and change more empowering for staff.*" To this end, we have formed a team made up of staff from both Community Development and Public Works Engineering who will attend a three-day kaizen (process improvement workshop) event that will help us drill down to the heart of some of our permitting processes and highlight areas where we can improve. The kaizen event will take place October 3 – 5 and will encompass a good portion of those days. We feel it will be time well spent.

Big kudos to the Wellness Committee for all their hard work in planning Spirit Week this week. We really appreciate all that you do for us and for keeping our work place a fun and collaborative environment!

PLANNING

Senior Planner Roxy Robles will present the Climate Action Plan and Urban Forestry Management Plan to city council for discussion at the September 21 study session. Both plans will inform changes to our Comprehensive Plan and zoning code over the coming year.

The input received from the community during the three Housing Element Workshops will be presented to the city council over the next two weeks. The community feedback will be very helpful as we transition from establishing the community's vision into crafting specific policy options to comply with the Department of Commerce's housing requirements.

Pre-application appointments continue to fill up with two appointments last week (residential remodel and new firehouse) and two more commercial applications under review later this month.

BUILDING

Over this past reporting period, the Building Division has received applications for 16 new permits including those for the fire systems at the Public Works Operations Center and the gallery enclosure at the Harbor History Museum. Additionally, we've issued 29 permits, including those for Emerald Therapy & Massage and new offices at the Veterinary Clinic on Burnham. The 25 finalized projects include Little Gym and the pier and float system at Hennington Place Condominiums.

Building Code Update: The State Building Code Council voted on September 15, to delay the effective date of the 2021 Washington State codes. The new code effective date will be March 15, 2024. The previous effective dates were October 29, 2023 and July 1, 2023.

CODE ENFORCEMENT

- *Pumpkin Spice Invasion*
- Fence Height Inquiry
- Design Review Inquiry
- Sign Code Violations
- Tree Removal Inquiry
- Abandoned Home Inquiry
- Illegal Parking
- Nuisance Noise Inquiry
- Code Compliance Process Improvement Updates and Code Updates

COURT

[Court Administrator Stacy Colberg](#)

No updates this week but stay tuned!

FINANCE

[Finance Director Dave Rodenbach](#)

Banking Services RFP Update: On August 15, the Finance Department issued a Request for Proposals (RFP) to qualified financial institutions to provide banking services to the City of Gig Harbor. The city's contract with Columbia Bank, now Umpqua Bank, has expired and we are seeking a new banking relationship for a four-year contract period.

Qualified financial institutions must operate a full-service branch within the city limits, be designated as a qualified public depository by the Washington Public Deposit Protection Commission, and have at least two years of experience providing municipal banking services. Thirteen banks were invited to submit proposals.

Proposals were due September 8. The following banks submitted proposals and are under consideration for the new contract:

- Chase Bank
- Commencement Bank
- First Financial NW Bank
- Kitsap Bank
- Umpqua Bank
- Home Street Bank
- Heritage Bank
- Timberland Bank

We are hopeful a contract can be in place by the end of October.

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 - Entry Level	FT	Open until 10/31
Police Officer - Exceptional Entry	FT	Continuous
Police Officer - Lateral Entry	FT	Continuous
Housing, Health & Human Services Program Manager	FT	Closed - Shealynn Smiley starting 10/2
Laborer	FT	Closed - Jesse Savage starting 9/25

ITS

[Information Technology Services Manager Keith Smith](#)

No updates this week but stay tuned!

POLICE

[Police Chief Kelly Busey](#)

Hiring Update: We have one lateral police officer candidate in the final elements of the background investigation process and hope to announce his hiring date soon. Additionally, we have one entry level candidate in the background process and hope to have him enrolled in the academy before the end of the year.

We will be conducting more lateral officer interviews on September 28 and 29 and are hopeful to find some more terrific candidates in that pool.

PUBLIC WORKS

[Public Works Director Jeff Langhelm](#)

Civic Center Carpet Cleaning: It has been many years since the carpets at the Civic Center have had a deep cleaning and thanks to Rob Davis it is happening again this September. Rob has scheduled a cleaning company to come in after-hours on three different days (one day for each building) to complete this work. Staff working in the Civic Center have helped Rob prepare for this monumental task by clearing floors and computer accessories.

Electric Vehicle Charging Station Study and Grants: Our newest Associate Engineer, Chloe Wiser, has taken on the budgeted EV Charging Station Study and associated grant applications. This has Chloe working with Operations Staff, Peninsula Light Company, the Downtown Waterfront Alliance, Chamber of Commerce, Charge Point representatives, and various grant agency staff. The study will focus on sites across downtown Gig Harbor where public parking already exists and where it is relatively easy to connect to existing power supplies.

Wastewater Operations Updates: The wastewater department is performing annual maintenance on the treatment plant generator in preparation for the fall and winter seasons. Department staff are also working with Branom Instrument to calibrate process flow meters throughout the treatment plant. Nancy and Chuck are finalizing bid specifications to purchase number 2 of 2 influent screens as budgeted. Staff will be working with E-Squared Systems to test smoke detectors and fire alarm systems at the treatment plant and lift stations 4b and 12a. Routine maintenance at the plant and lift stations will also continue through the week.

50th Street Crosswalk: This project is now complete thanks to the collaborative effort by the Operations Division, Engineering Division, and our consultant, 3Js Engineering. This work allows staff to utilize their many skills, including electrical and concrete finishing.

Sports Complex Updates: Phase 1B – A State Environmental Policy Act (SEPA) determination was issued on August 28, which is followed by a comment period and an appeal period. The project is getting very close to permit issuance, at which point the city will be ready to go out to bid for the project. Phase 2 & 3 Feasibility Study – BCRA Consultants have taken feedback from user groups, the YMCA, and the public and are refining their designs for the feasibility study. The next steps will be to bring the revised designs to stakeholders for further comment, hold another public open house, and bring the designs and cost estimates to a city council study session.



Commercial Fishing Homeport: Mayor Markley, City Administrator Knutson, Public Works Director Langhelm, and Parks Manager Haro met with representatives from the Gig Harbor Commercial Fishermen's Civic Club on September 14 to discuss the Commercial Fishing Homeport project. The project is included in the 2023-2024 budget and will add moorage for 17 fishing vessels off the pier at Ancich Park. The city council will discuss the project at its September 28 study session.

