

AGENDA
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, November 16, 2023 - 3:00 PM
Virtual Meeting

This meeting may be accessed through Zoom at <https://zoom.us/j/93216056382> or by calling (253) 215-8782 and entering Meeting ID 932 1605 6382. This meeting may also be viewed live in the Executive Conference Room at the Civic Center. All participants will be engaging in the meeting via Zoom.

CALL TO ORDER/ROLL CALL

DISCUSSION ITEMS

- 1. Police Department Accreditation**
Chief of Police Kelly Busey
- 2. Prioritization of Capital Improvement Projects and Unbudgeted Items**
Public Works Director Jeff Langhelm
 - a. General Fund Priorities**
City Administrator Katrina Knutson
- 3. Proclamation/Resolution Request**

ADJOURN

PUBLIC COMMENT & DECORUM

Public comment will not be accepted at this study session.

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.



PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor and City Councilmembers

FROM: Jeff Langhelm, PE, Public Works Director

DATE: November 13, 2023

SUBJECT: Prioritization of Projects and Unbudgeted Items

The city recognizes the need to prioritize the efforts of staff and city expenses related to capital projects and equipment. This need is essential when it comes to those funds that have the most flexibility to pay for a wide variety of projects. These includes funds such as general fund, hospital benefit zone, real estate excise tax funds, etc.

In preparation for the November 16 study session item regarding the prioritization of capital improvement projects and unbudgeted items, staff has requested each council member complete the attached three forced choice prioritization matrices and submit them back to staff prior to the study session. The directions to complete the matrices are provided on the attached "Forced Choice Ranking Instructions" and the scope and costs for each capital project is identified in the respective city Streets Division capital budget and Parks Development capital budget starting on page 91 of the city's [2023-24 Budget](#). The scope and costs for each unbudgeted item is noted at the bottom of the "Unbudgeted Equipment and Projects" Matrix.

At the November 16 study session staff will present the summarized results of the completed prioritization then discuss the next steps.

Lastly, staff recognizes that prioritization of utility capital projects are important, but since the utility revenues are very limited in their use they are not included in this current prioritization exercise. However, staff will be requesting completion of a similar prioritization of utility capital projects in the future.

2023-24 Street Capital Projects

Prioritization Using Forced Choice Matrix

	Comparison Project									
	Burnham Dr Half-Street Improvements	Harbor History Museum Driveway Revisions	Wollochet Dr Rt Turn Lane to SR16 Westbound On-ramp	SR16 Eastbound Off-ramp Rt Turn Lane to Wollochet Dr	Prentice Ave-Fenimore St Half-Street Improvements	Peacock Hill Half-Street Improvements	38th Ave Phase 2 Half-Street Improvements	Wollochet Dr/Wagner Wy Intersection Improvements	EV Charging Station Study and Installations	
Ranking Project	Burnham Dr Half-Street Improvements	Harbor History Museum Driveway Revisions	Wollochet Dr Rt Turn Lane to SR16 Westbound On-ramp	SR16 Eastbound Off-ramp Rt Turn Lane to Wollochet Dr	Prentice Ave-Fenimore St Half-Street Improvements	Peacock Hill Half-Street Improvements	38th Ave Phase 2 Half-Street Improvements	Wollochet Dr/Wagner Wy Intersection Improvements	EV Charging Station Study and Installations	
Burnham Dr Half-Street Improvements										
Harbor History Museum Driveway Revisions										
Wollochet Dr Rt Turn Lane to SR16 Westbound On-ramp										
SR16 Eastbound Off-ramp Rt Turn Lane to Wollochet Dr										
Prentice Ave-Fenimore St Half-Street Improvements										
Peacock Hill Half-Street Improvements										
38th Ave Phase 2 Half-Street Improvements										
Wollochet Dr/Wagner Wy Intersection Improvements										
EV Charging Station Study and Installations										

2023-24 Park Capital Projects
Prioritization Using Forced Choice Matrix

Ranking Project	Comparison Project									
	Sports Complex Phase 1B	PW Operations Center - Building Construction	Gig Harbor North Trails	Cushman Trail Connection to N. Harborview Dr.	Crescent Creek Park Master Plan & Phase 1A	Shaw Park Analysis and Remediation	Skansie Netshed Improvements	Cushman Trail Phase 5A Study	Sports Complex Phase 2 & 3 Feasibility Study	Commercial Fishing Homeport
	Sports Complex Phase 1B									
	PW Operations Center - Building Construction									
	Gig Harbor North Trails									
	Cushman Trail Connection to N. Harborview Dr.									
	Crescent Creek Park Master Plan & Phase 1A									
	Shaw Park Analysis and Remediation									
	Skansie Netshed Improvements									
	Cushman Trail Phase 5A Study									
	Sports Complex Phase 2 & 3 Feasibility Study									
	Commercial Fishing Homeport									

2023-24 Unbudgeted Equipment and Projects

Prioritization Using Forced Choice Matrix

	Comparison Project							
	City Fueling Facility	Survey Services - Convert City Parcels to ROW	Survey Services - Crescent Crk Park Annexation	Structural Assessment of North Creek Ped Bridge	Civic Center Site Plan Amendment	Police Dept Gate Replacement	Operations Staffing Study	Ancich View Platform Pavers
Ranking Project	City Fueling Facility	Survey Services - Convert City Parcels to ROW	Survey Services - Crescent Crk Park Annexation	Structural Assessment of North Creek Ped Bridge	Civic Center Site Plan Amendment	Police Dept Gate Replacement	Operations Staffing Study	Ancich View Platform Pavers
City Fueling Facility								
Survey Services - Convert City Parcels to ROW								
Survey Services - Crescent Crk Park Annexation								
Structural Assessment of North Creek Ped Bridge								
Civic Center Site Plan Amendment								
Police Dept Gate Replacement								
Operations Staffing Study								
Ancich View Platform Pavers								

Scope and Costs:

City Fueling Facility (\$400,000): This item would design and install above ground fueling facility at the Operations Center for both diesel and unleaded fuel.

Survey Services - Convert City Parcels to Right-of-way (\$20,000): This item would pay for surveying services to convert existing city parcels that are being used for right-of-way purposes to actual right-of-way. Operating public roadways on a parcel creates operational and permitting challenges for the city.

Survey Services - Crescent Creek Park Annexation (\$10,000): This item would pay for surveying services to complete the processing of the annexation request for the city-owned parcels at Crescent Creek Park that are currently located in the urban growth area.

Structural Assessment of North Creek Pedestrian Bridge (\$15,000): This item would pay for a structural assessment of the existing bridge for use as pedestrian access to the txwaaalqø Conservation Area. This assessment will help inform the next steps to provide pedestrian access to the area.

Civic Center Site Plan Amendment (\$20,000): This item would pay for a consultant to prepare the necessary documents to submit a site plan amendment for the civic center campus. This work is necessary to account for existing and future modifications to the campus.

Police Department Gate Replacement (\$62,000): This item would pay for two replacement vehicle gates that prohibit general public access to the rear fenced area of the civic center. Quite often the gates fail and require a vendor to perform timely and costly repairs.

Operations Staffing Study (\$60,000): This item would follow-up from the city's 2017 Operations Staffing Study by considering increased demands and adjusted levels of service.

Ancich View Platform Pavers (\$40,000): This item would complete the placement of new engraved paving stones at the Ancich Park view plaza. This work was discussed at both the March 2, 2023 and April 2023 city council study sessions.

2023-24 Street Capital Projects

Prioritization Using Forced Choice Matrix

Comparison Project

Step 2. Drop-downs

Ranking Project

	Burnham Dr Half-Street Improvements	Harbor History Museum Driveway Revisions	Wollochet Dr Rt Turn Lane to SR16 Westbound On-ramp	SR16 Eastbound Off-ramp Rt Turn Lane to Wollochet Dr	Prentice Ave-Fenimore St Half-Street Improvements	Peacock Hill Half-Street Improvements	38th Ave Phase 2 Half-Street Improvements	Wollochet Dr/Wagner Wy Intersection Improvements	EV Charging Station Study and Installations
Burnham Dr Half-Street Improvements	1	0	0	0	0	0	0	0	0
Harbor History Museum Driveway Revisions	0	1	0	0	0	0	0	0	0
Wollochet Dr Rt Turn Lane to SR16 Westbound On-ramp			0	0	0	0	0	0	0
SR16 Eastbound Off-ramp Rt Turn Lane to Wollochet Dr				0	0	0	0	0	0
Prentice Ave-Fenimore St Half-Street Improvements					0	0	0	0	0
Peacock Hill Half-Street Improvements						0	0	0	0
38th Ave Phase 2 Half-Street Improvements							0	0	0
Wollochet Dr/Wagner Wy Intersection Improvements								0	0
EV Charging Station Study and Installations									0

Directions on Completing the Prioritized Forced Choice Matrix:

The list of ranking projects and list of comparison projects are the same. The intent of this exercise is to prioritize each project on the list against every other project on the list. By completing this prioritized comparison for each project, the output calculated by staff will provide a relative score that establishes a general priority.

Step 1. Review each of the three PDF matrix files and the list of ranking projects for each matrix. (Capital projects are provided in the city's 2023-24 Budget. Unbudgeted items are noted at the bottom of the "Unbudgeted Equipment and Projects" Matrix.

Step 2. Use the drop-downs in the matrix to either select a "1" if you feel the "Ranking Project" is a higher priority over the "Comparison Project" or select a "0" if you feel the "Ranking Project" is a lower priority over the "Comparison Project."

Step 3. Save each PDF file to your computer then attached all three PDF files to an email to Maureen Whitaker (MWhitaker@gigharborwa.gov) no later than 8:00 am on November 15.



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

Meeting Date: November 16, 2023

SUBJECT: Proclamation/Resolution Request

SUBMITTED BY: City Administrator Katrina Knutson

DEPARTMENT: Administration

PHONE: (253) 851-6127

SUGGESTED MOTION: None.

BACKGROUND INFORMATION: On October 24, a Gig Harbor resident requested the mayor proclaim, "Gig Harbor as a safe place for the Jewish community and to recognize the horrible massacre of people just because they were Jewish." As proposed text for the proclamation, the resident wrote, "In light of the massacre of over 1000 Jews and the increase in Anti-Semitism in the United States and around the world, the City of Gig Harbor proclaims that this city will always be a place where Jews can feel safe in their homes and public places. We join in mourning the loss of innocent lives."

City administration responded to the resident that Council Guidelines and Procedures require council consideration of all national or international issues of significance. Staff further suggested the resident to contact councilmembers should they wish the council to consider passing a resolution of that nature. The resident emailed councilmembers of November 8 requesting a City of Gig Harbor resolution, "In light of the massacre of over 1000 Jews, the murder of a Jew in Los Angeles and the increase in Anti-Semitism in the United States and around the world, the City of Gig Harbor resolves that this city will always be a place where Jews can feel safe in their homes and public places. We join in mourning the loss of innocent lives."

At the November 13, regular city council meeting, Councilmember Woock suggested the city council consider a resolution "mourning the loss of over 1,000 innocent jews." This request did not receive support. However, Councilmember Martin requested the council discuss what the city should put forward when events occur such as this at an upcoming worksession.

For council's consideration and information, two existing proclamations regarding Gig Harbor as a "Welcoming City" are attached, as well as an approved resolution (1235) regarding Ukraine. Although completely within council's purview for action, staff notes the 2021 "Welcoming City" proclamation could be revised and put in resolution form with little staff time. Should council wish to consider this option, any amendments to the current verbiage will need to be direction to city staff.

In addition to the above, the mayor recently accepted, on behalf of the city, a menorah from a group of residents. The menorah will be placed at Skansie Park along with the other holiday display items.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Welcoming City 2021
 2. Welcoming City 2018
 3. R-1235 Support for Ukraine
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STRATEGIC PLAN PRIORITY: Provide a safe, healthy, and inclusive community

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

Whereas, thousands of years before the discovery of Puget Sound, the sḵʷəbabš band of the Puyallup Tribe inhabited what we now call Gig Harbor and the City has named the area around the Donkey Creek estuary txʷaalqəl Estuary in honor of the tribe's homeland; and

Whereas, by the mid-1800's, immigrants from Croatia, followed by Norwegians, Swedes, Italians, Germans, and other Europeans settled the area; and

Whereas, the foregoing language does not constitute an intent to identify as a sanctuary city; and

Whereas, all people, including immigrants, are respected and valued and are vital to our shared prosperity; and

Whereas, fostering a welcoming environment for all people, regardless of race, religion, ethnicity, or place of origin enhances Gig Harbor's cultural fabric, economic growth, and overall wellbeing and prosperity for current and future generations; and

Whereas, Gig Harbor has long been recognized as a hospitable and welcoming community where diverse people, families, and institutions thrive and the contributions of all are celebrated and valued; and

Whereas, Gig Harbor is committed to continuing to build a welcoming and neighborly atmosphere in our community; where all are welcomed accepted, and fully integrated; and

Whereas, community efforts that promote understanding and collaboration between our native-born and foreign-born community members are crucial in encouraging and preserving Gig Harbor's welcoming environment; and

Whereas, Gig Harbor encourages our businesses, civic groups, schools, government agencies, and other community institutions to undertake their own initiatives, beyond this resolution, to make Gig Harbor a welcoming place for new residents;

NOW, THEREFORE, I, Kit Kuhn, Mayor of the City of Gig do proclaim that the City of Gig Harbor is a welcoming City that embraces all residents and visitors regardless of race, creed, or national origin; and strives for unity and harmony in our community.

Mayor Kit Kuhn, City of Gig Harbor

Date

Jeni Woock, Councilmember

Robyn Denson, Councilmember

Spencer Abersold, Councilmember

Tracie Markley, Councilmember

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

Whereas, thousands of years before the discovery of Puget Sound, Native Americans inhabited what we now call Gig Harbor and by the mid-1800's, immigrants from Croatia, followed by Norwegians, Swedes, Italians, Germans, and other Europeans settled the area; and

Whereas, the foregoing language does not constitute an intent to identify as a sanctuary city; and

Whereas, all people, including immigrants, are respected and valued and are vital to our shared prosperity; and

Whereas, fostering a welcoming environment for all people, regardless of race, religion, ethnicity, or place of origin enhances Gig Harbor's cultural fabric, economic growth, and overall wellbeing and prosperity for current and future generations; and

Whereas, Gig Harbor has long been recognized as a hospitable and welcoming community where diverse people, families, and institutions thrive and the contributions of all are celebrated and valued; and

Whereas, Gig Harbor is committed to continuing to build a welcoming and neighborly atmosphere in our community; where all are welcomed, accepted, and fully integrated; and

Whereas, community efforts that promote understanding and collaboration between our native-born and foreign-born community members are crucial in encouraging and preserving Gig Harbor's welcoming environment; and

Whereas, Gig Harbor encourages our businesses, civic groups, schools, government agencies, and other community institutions to undertake their own initiatives, beyond this resolution, to make Gig Harbor a welcoming place for new residents;

NOW, THEREFORE, I, Kit Kuhn, Mayor of the City of Gig Harbor, do proclaim that the City of Gig Harbor is a welcoming City that embraces all residents and visitors regardless of race, creed, or national origin; and strives for unity and harmony in our community.

Mayor Kit Kuhn, City of Gig Harbor

Date

RESOLUTION 1235

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, CONDEMNING THE INVASION OF UKRAINE AND EXPRESSING SOLIDARITY WITH THE UKRAINIAN PEOPLE

WHEREAS, Russian President Vladimir Putin sent troops to invade the sovereign nation of Ukraine; and

WHEREAS, hundreds of civilians have been killed and thousands are in unsafe locations or attempting to flee; and

WHEREAS, millions more are evacuating to neighboring countries resulting in the largest humanitarian crisis since World War II; and

WHEREAS, the United States and other nations have united to place sanctions on Russia for its aggression; and

WHEREAS, the United States has taken immediate action to prohibit financial investment and transactions with Russia, and the United Nations General Assembly has called numerous emergency sessions in pursuit of peace in Ukraine; and

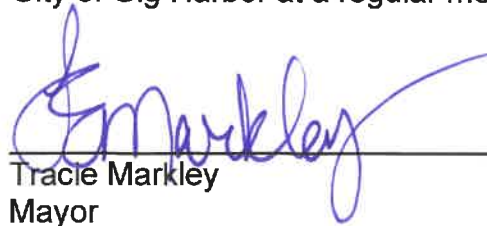
WHEREAS, Gig Harbor is home to many Ukrainian families who have relatives in Ukraine fearing for their lives; and

WHEREAS, everyone in Gig Harbor should find ways to show support for our Ukrainian friends here at home and in Ukraine;

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

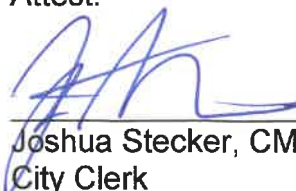
Section 1. The City Council hereby condemns the invasion of Ukraine and stands in solidarity with the Ukrainian people.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 14th day of March, 2022.



Tracie Markley
Mayor

Attest:



Joshua Stecker, CMC
City Clerk