

AGENDA
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, December 14, 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. **City of Gig Harbor Welcoming Resolution**
Housing, Health, and Human Services Program Shealynn Smiley
2. **Traffic Speed Data**
Public Works Director Jeff Langhelm
3. **2023 City of Gig Harbor Annual Report - Department Contributions and Accomplishments**
City Administrator Katrina Knutson
4. **[Capital Improvement Projects Story Map](#) and Project Schedule Review**
Public Works Director Jeff Langhelm

ADJOURN

PUBLIC COMMENT & DECORUM

Public comment will be 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.



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

Meeting Date: December 14, 2023

SUBJECT: City of Gig Harbor Welcoming Resolution

SUBMITTED BY: Housing, Health, and Human Services Program Shealynn Smiley

DEPARTMENT: Administration

PHONE: (253) 530-7070

SUGGESTED MOTION: None.

BACKGROUND INFORMATION: In reviewing the city's previous two welcoming proclamations, one signed in 2018 and the other in 2021, it was determined they were not as comprehensive and holistic as the city intends. With the direction of city council from the November 16 study session, the H3 conducted intentional research and information gathering to create today's welcoming city resolution draft for council's review.

In conjunction with updating the welcoming city resolution draft, the mayor, city administrator, human resources director, and H3 met on November 28 to establish the framework for the Mayoral Ad Hoc Community Diversity and Engagement Committee. Helping to support the words of the proposed welcoming city resolution move into action.

Staff has the intention of adding said resolution to the agenda for councils' consideration at the January 8 city council meeting. It is of the utmost importance to the city that the city has an official statement of inclusion that is a clear, holistic, and unified approach.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. DRAFT Welcoming City Resolution
2. Welcoming City Proclamation (2021)
3. Welcoming City Proclamation (2018)

STRATEGIC PLAN PRIORITY: Provide a safe, healthy, and inclusive community.

RESOLUTION XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, DECLARING THE CITY AS ONE OF WELCOMING.

WHEREAS, Gig Harbor recognizes the strength and richness that diversity brings to our community, fostering a vibrant and inclusive environment; and

WHEREAS, the residents of Gig Harbor represent a myriad of cultures, backgrounds, and experiences, contributing to the tapestry that makes our city unique; and

WHEREAS, it is imperative that Gig Harbor remains committed to fostering unity, understanding, and mutual respect among all its residents, irrespective of their race, ethnicity, nationality, religion, gender, sexual orientation, or socio-economic status; and

WHEREAS, building a welcoming community enhances social cohesion, promotes economic growth, and creates a sense of belonging for everyone; and

WHEREAS, Gig Harbor recognizes the need for ongoing efforts to eliminate discrimination, bias, and prejudice within our community; and

WHEREAS, promoting a culture of inclusivity and understanding requires the collaboration of local government, businesses, community organizations, and residents alike;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Gig Harbor hereby declares its commitment to being a welcoming city by:

1. Promoting diversity and inclusion in all aspects of city life, including but not limited to education, employment, housing, and community engagement.
2. Encouraging and supporting initiatives that celebrate the cultural heritage and traditions of all residents.
3. Continuing to work towards eradicating discrimination and bias through education, awareness programs, and community partnerships.
4. Ensuring that city services and programs are accessible and equitable for all residents, regardless of their background.
5. Collaborating with local businesses to create inclusive and welcoming spaces for employees and customers.
6. Regularly assessing and addressing the needs and concerns of marginalized and underrepresented communities within Gig Harbor.
7. Fostering dialogue and understanding among residents through community events, forums, and initiatives that promote cross-cultural exchange.
8. Supporting policies that advance equity, and fairness within the city.

BE IT FURTHER RESOLVED that Gig Harbor proclaims that the City of Gig Harbor is a welcoming city that embraces diversity, promotes unity, and celebrates the richness of all its residents.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this [Date] day of [Month], [Year].

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk

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



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

Meeting Date: December 14, 2023

SUBJECT: Traffic Speed Data

SUBMITTED BY: Public Works Director Jeff Langhelm, PE

DEPARTMENT: Administration

PHONE: (253) 853-7630

SUGGESTED MOTION: None.

BACKGROUND INFORMATION: Both public works and police department staff receive complaints related to speeding on roadways within the city limits. We continuously collaborate on this issue but have different standards and approaches to the ongoing issue.

[GHMC 10.14.030](#) governs speed limits in the City of Gig Harbor. The maximum allowable speed limit in Gig Harbor is 25 mph on every road that is not specifically designated in this section of the municipal code. This is consistent with [RCW 46.61.415](#), which directs local agencies to establish speed limits for local roadways based on an engineering study (or other developed procedures) and as supported by the Manual on Uniform Traffic Control Devices (MUTCD). Federal and State guidelines further recommend a review of the city's speed limits on a 5-year cycle. Gig Harbor's last city-wide speed study was completed in 2018 and is due to be updated again soon.

Additionally, both the public works and police departments occasionally and independently collect traffic speed data for informational purposes. This informational data is often in response to concerns expressed by the public.

To set speed limits or to analyze whether speeding is an issue in the engineering world, public works collects data on what is referred to as the 85th percentile speed. This is defined as "the speed that 85 percent of drivers travel at or below" and is used as one of the best indicators of a reasonable and safe speed. The MUTCD further states that the 85th percentile speed should be within 5 mph of the posted speed limit or action should be taken to slow down traffic. This is where the police and public works Departments work together to implement an action plan for when speeding becomes evident at a particular location. Public works typically follows this 3-prong approach when considering an action plan:

1. Collect data and determine the 85th percentile speed. This is completed with a radar speed detector that displays each vehicle's speed or a more inconspicuous radar speed detector that engineering deploys.
2. If the 85th percentile speed is within 5 mph of the posted speed then no action is necessary. If the 85th percentile speed is 5 mph or above the posted speed then move to step 3.
3. Consider additional enforcement or traffic calming measures at the problem location. Since traffic calming measures are extremely expensive and require an

implementation of a streets capital project, typically additional enforcement is the primary option.

At the December 14 study session staff from both the public works and police departments will review the established engineering speed study approach outlined above, present and review speed data from a recent collection of data, and be prepared to discuss current and future policies as they relate to responding to traffic speeds on city roadways.

Please note, this recent collection of speed data was not part of a city-wide speed study.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. 2023 Speed Data_Combined Reports
-

STRATEGIC PLAN PRIORITY: 6 - Provide a safe, healthy, and inclusive community

SPEED DATA ANALYSIS

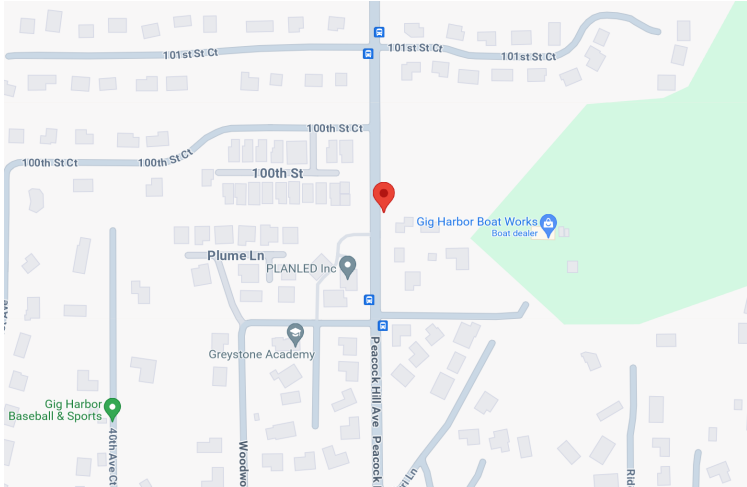
Location



Office

Latitude: 47.349042

Longitude: -122.589144



Analysis Time Period



Start

3/24/2023

2:41 PM

End

4/3/2023

10:22 AM

Vehicles Analyzed



48,142

Speed Limit



25

Average Speed



34

85th Percentile Speed



39

Fastest Speed



72

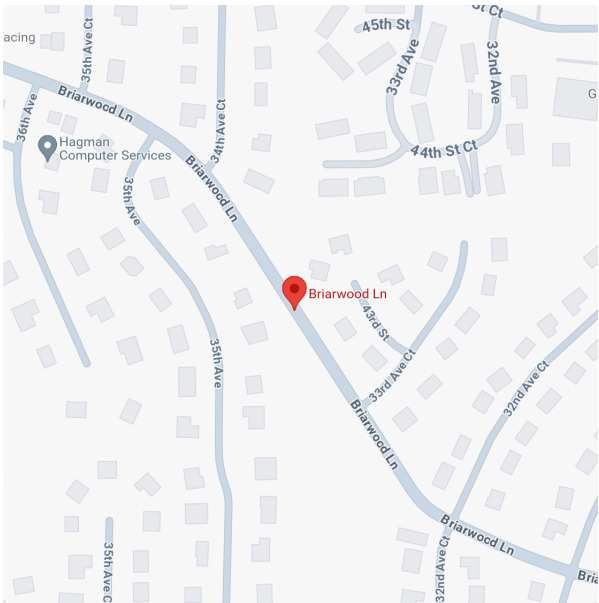
Time	85th	
	Northbound	Southbound
3/24/2023 AM	0	0
3/24/2023 PM	38.4	39.7
3/25/2023 AM	38.4	39.7
3/25/2023 PM	38.4	39.7
3/26/2023 AM	37.8	40.3
3/26/2023 PM	39	39.7
3/27/2023 AM	37.8	39
3/27/2023 PM	37.2	39
3/28/2023 AM	37.2	38.4
3/28/2023 PM	36.6	38.4
3/29/2023 AM	37.8	39
3/29/2023 PM	37.2	39
3/30/2023 AM	38.4	39.7
3/30/2023 PM	38.4	40.3
3/31/2023 AM	37.2	38.4
3/31/2023 PM	37.8	39.7
4/1/2023 AM	38.4	39
4/1/2023 PM	37.8	39.7
4/2/2023 AM	38.4	39.7
4/2/2023 PM	38.4	39.7
4/3/2023 AM	37.8	39

SPEED DATA ANALYSIS

Location



Latitude: 47.297086
Longitude: -122.584681



Analysis Time Period



Start
3/27/2023
1:49 PM
End
4/9/2023
11:46 PM

Vehicles Analyzed



26,039

Speed Limit



25

Average Speed



30

85th Percentile Speed



35

Fastest Speed



69

Time	85th	
	Eastbound	Westbound
3/27/2023 AM	0	0
3/27/2023 PM	34.7	34.1
3/28/2023 AM	35.3	34.1
3/28/2023 PM	34.7	34.1
3/29/2023 AM	34.7	34.7
3/29/2023 PM	34.1	34.1
3/30/2023 AM	35.3	34.1
3/30/2023 PM	34.1	34.1
3/31/2023 AM	34.1	34.1
3/31/2023 PM	34.1	34.7
4/1/2023 AM	34.7	34.1
4/1/2023 PM	34.7	34.7
4/2/2023 AM	34.1	34.7
4/2/2023 PM	34.7	34.7
4/3/2023 AM	34.7	34.1
4/3/2023 PM	34.1	34.1
4/4/2023 AM	34.1	34.7
4/4/2023 PM	34.1	34.1
4/5/2023 AM	35.3	34.7
4/5/2023 PM	34.1	34.1
4/6/2023 AM	35.3	34.7
4/6/2023 PM	34.1	34.1
4/7/2023 AM	34.7	34.7
4/7/2023 PM	34.1	34.1
4/8/2023 AM	34.1	34.1
4/8/2023 PM	34.7	34.1
4/9/2023 AM	35.9	34.7

Extended Speed Summary

4100 rosedale st eb, EB



Start: 2023-06-20

End: 2023-06-26

Times: 0:00-23:59

Violation Threshold: Speed Limit + 10

Speed Range: 1 to 150

Overall Summary

Total Days of Data: 5

Speed Limit: 25

Average Speed: 30.71

50th Percentile Speed: 31.1

85th Percentile Speed: 36.06

Pace Speed Range: 26-36

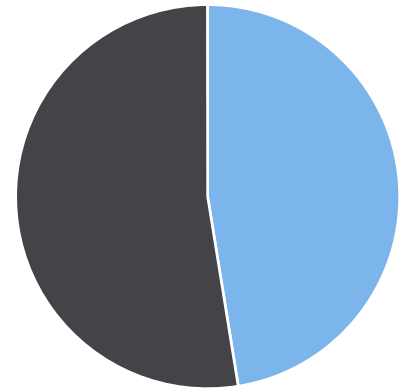
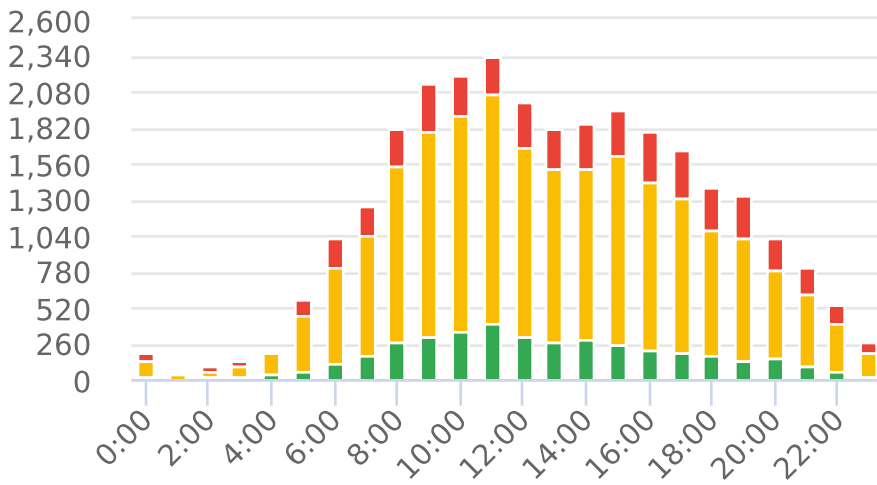
Minimum Speed: 5

Maximum Speed: 66

Display Mode: Dependent Messages

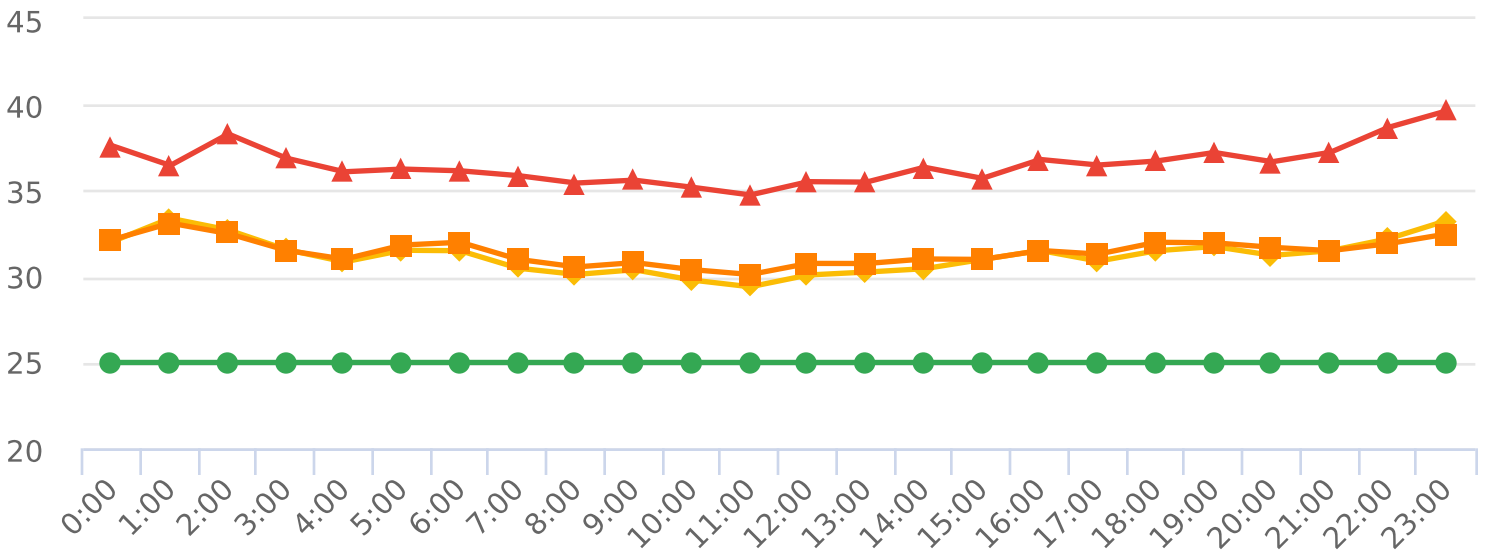
Average Volume per Day: 5688.6

Total Volume: 28443



● Violators ● Inside Threshold ● Compliant

● Vehicles Slowed ● Other



● Speed Limit ● Average Speed ● 50% Speed ● 85% Speed

SPEED DATA ANALYSIS

Location



Latitude: 47.330647

Longitude: -122.592072

Analysis Time Period



Start

End

9/12/2023

9/21/2023

1:51 PM

8:36 PM

Vehicles Analyzed



57,058

Average Speed



32

Fastest Speed



67



Speed Limit



25

85th Percentile Speed



37

Time	85th	
	Westbound	Eastbound
9/12/2023 AM	0.0	0.0
9/12/2023 PM	37.2	35.9
9/13/2023 AM	37.2	35.3
9/13/2023 PM	37.2	35.9
9/14/2023 AM	37.2	35.9
9/14/2023 PM	37.2	35.9
9/15/2023 AM	37.2	35.3
9/15/2023 PM	37.2	36.6
9/16/2023 AM	37.8	36.6
9/16/2023 PM	37.2	36.6
9/17/2023 AM	37.8	35.3
9/17/2023 PM	37.2	35.9
9/18/2023 AM	37.2	35.9
9/18/2023 PM	37.2	35.9
9/19/2023 AM	36.6	35.3
9/19/2023 PM	37.2	35.9
9/20/2023 AM	37.2	34.7
9/20/2023 PM	37.2	35.3
9/21/2023 AM	36.6	35.3

SPEED DATA ANALYSIS

Location



Latitude: 47.330562
Longitude: -122.592204

Analysis Time Period



Start
10/19/2023
2:11 PM

End
10/29/2023
3:27 PM

Vehicles Analyzed



63,012

Average Speed



32

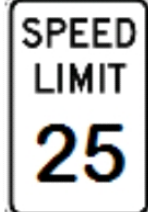
Fastest Speed



65



Speed Limit



25

85th Percentile Speed



37

Time	85th	
	Eastbound	Westbound
10/19/2023 AM	0	0
10/19/2023 PM	35.3	36.6
10/20/2023 AM	34.7	36.6
10/20/2023 PM	35.3	37.2
10/21/2023 AM	35.3	37.2
10/21/2023 PM	35.3	37.8
10/22/2023 AM	35.3	37.8
10/22/2023 PM	35.9	37.8
10/23/2023 AM	34.7	36.6
10/23/2023 PM	35.3	36.6
10/24/2023 AM	34.7	37.2
10/24/2023 PM	35.3	37.2
10/25/2023 AM	34.7	36.6
10/25/2023 PM	35.3	36.6
10/26/2023 AM	35.3	36.6
10/26/2023 PM	35.3	36.6
10/27/2023 AM	34.7	37.2
10/27/2023 PM	35.3	37.2
10/28/2023 AM	35.9	37.8
10/28/2023 PM	35.3	37.8
10/29/2023 AM	35.3	37.8

Extended Speed Summary

4100 rosedale st eb, EB



Start: 2023-11-01

End: 2023-11-13

Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10

Speed Range: 1 to 150

Overall Summary

Total Days of Data: 6

Speed Limit: 25

Average Speed: 29.78

50th Percentile Speed: 29.8

85th Percentile Speed: 34.39

Pace Speed Range: 25-35

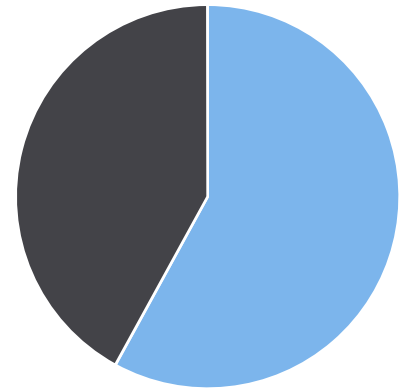
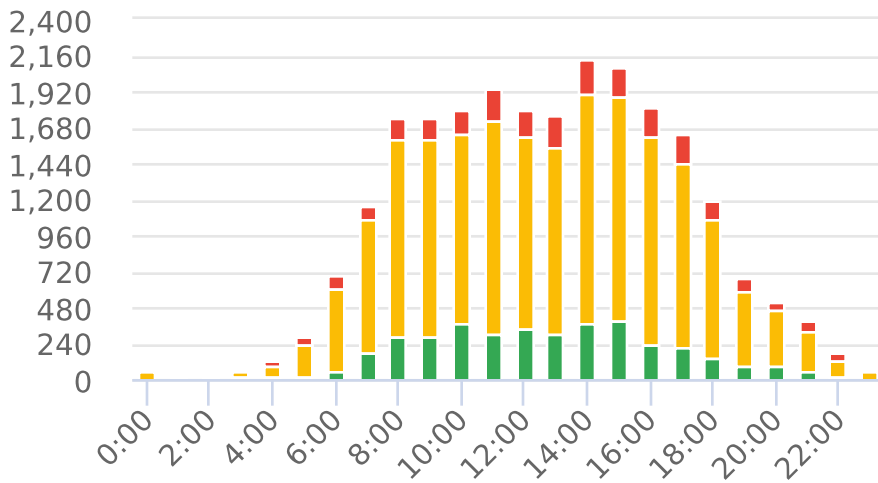
Minimum Speed: 10

Maximum Speed: 69

Display Mode: Dependent Messages

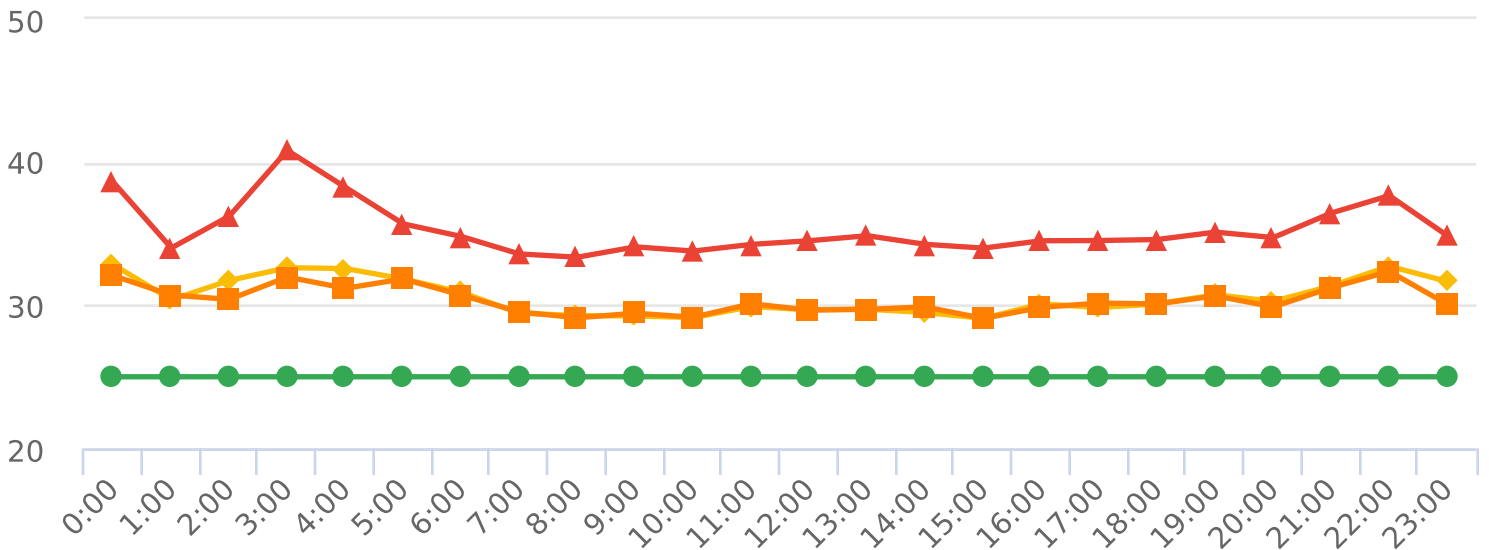
Average Volume per Day: 3986.2

Total Volume: 23917



● Violators ● Inside Threshold ● Compliant

● Vehicles Slowed ● Other



● Speed Limit ● Average Speed ● 50% Speed ● 85% Speed



2023 City of Gig Harbor Annual Report - Department Contributions and Accomplishments

MISSION

*Dedicated to our community through teamwork,
public service, safety, and respect.*



Message from the City Administrator

I am pleased to present the 2023 Annual Report for the City of Gig Harbor, encapsulating a year of remarkable achievements and advancements. Despite being a small city, our community has witnessed an impressive array of projects and initiatives that have significantly enhanced our way of life and furthered the city's adopted vision.

Throughout the past year, the City of Gig Harbor has remained dedicated to fostering a culture of continuous improvement. We have diligently focused on refining our processes, ensuring efficiency in delivering services to our residents. By embracing innovative methodologies, we have not only streamlined operations but also optimized resource utilization.

A notable highlight of the year has been our commitment to forging meaningful partnerships. Collaborations with various stakeholders, both public and private, have enabled us to extend the reach of our initiatives and achieve outcomes that surpass expectations for a city of our size. These partnerships reflect our belief in the power of unity and collective action to address the diverse needs of our community.

Furthermore, our emphasis on infrastructure has been unwavering. Recognizing the pivotal role infrastructure plays in our community's daily life, we have dedicated substantial resources to ensure the reliability and resilience of our essential systems. From roads to utilities, the City of Gig Harbor has invested in projects that not only address immediate needs but also lay the foundation for sustained growth.

As we delve into the details of this annual report, I encourage you to take note of the breadth and depth of the projects undertaken. Each accomplishment is a testament to the dedication of our city staff, the resilience of our community, and the effectiveness of our collaborative approach.

In conclusion, I extend my sincere gratitude to all those who have contributed to making 2023 a year of progress and success for the City of Gig Harbor. Together, we have proven that even in a small city, great achievements are possible through strategic vision, effective partnerships, and a steadfast commitment to continuous improvement.

Respectfully submitted,

Katrina Knutson, EMPA, ICMA-CM Candidate
City Administrator

City of Gig Harbor Two-Year Strategic Plan 2023-2024

Adopted by Resolution 1280 on June 12, 2023

Vision Statement: *The City of Gig Harbor leads the way in livability, environmental stewardship, economic vitality, and municipal services.*

Priorities	Goals	Actions – Routine/Annual	Actions - Project
Foster a healthy city organization	- Be an exceptional employer - Retain existing workforce - Attract qualified applicants - Ensure safe work environment - Encourage staff training - Encourage and obtain employee feedback - Fill all vacancies in a timely manner	☒ Re-qualify for AWC Well City designation ☒ Conduct annual employee satisfaction survey	☒ Develop a staff retention and attraction program ☐ Review and update the city's DEI program ☐ Update personnel policies manual ☐ Update safety manual and accident prevention program ☒ Revise employee evaluation process ☒ Develop management training for all new supervisors ☒ Update job descriptions and conduct salary & benefits study
Ensure sustainable future for public services and facilities	- Provide more effective municipal services - Increase city communication effectiveness - Listen to community needs and expectations - Source funding for parks, streets/transportation, and utilities - Ensure infrastructure to support community needs	☐ Update utility rates as needed ☒ Continually improve permit and land use approval processes ☐ Increase resources for capital projects ☒ Review/amend TIP to improve motorized and non-motorized transportation	☐ Create a city-wide communications plan ☐ Update public works standards ☒ Conduct HOA fair ☐ Implement hybrid court system/electronic case management ☐ Parks division organizational assessment ☐ Complete construction of Public Works Operations Center ☐ Place parks bond on ballot
Maintain small town character and historic preservation while growing responsibly	- Promote responsible growth in keeping with small town character - Address infrastructure to relieve traffic issues - Ensure adequate affordable housing - Focus on character retention and historic preservation - Decrease distance to get to a park or open space - Enhance walkability and pedestrian/cyclist safety	☒ Annually docket specific priorities in the comprehensive plan ☒ Fund Harbor History Museum operations ☒ Monitor state legislative activity ☒ Support the arts commission ☒ Develop sister city program ☒ Fund creative endeavor grants ☒ Monitor short-term rentals	☒ Prepare 2044 Comprehensive Plan periodic update ☒ Complete annexation study ☒ Develop housing needs and action plan ☒ Create historic preservation commission ☐ Review businesses and off-street parking requirements ☐ Develop 4th of July event ☒ Establish process and procedure for code compliance program ☐ Establish park standards
Promote environmental sustainability and preserve Gig Harbor's natural beauty	- Address climate change - Preserve tree canopy - Preserve and enhance natural character - Add undeveloped land to parks inventory	☒ Annually review climate & sustainability action plan (once developed) ☒ Consider possible conservation properties and/or mitigation areas and activities	☒ Adopt climate & sustainability action plan ☐ Form climate action committee ☒ Adopt urban forest management plan/tree retention policies ☐ Develop recycling program in city parks ☐ Install Civic Center electric vehicle charging station ☐ Annex parcels in city's parks system ☒ Update stormwater manual ☒ Assess gaps in public charging stations for electric vehicles
Promote and enhance a dynamic and robust economy	- Develop a plan to increase promotion of our local business community - Increase vitality of the city's small businesses - Attract larger business to industrial zone - Maintain and enhance commercial fishing	☒ Support Downtown Waterfront Alliance ☒ Support Chamber of Commerce ☒ Fund tourism with lodging tax grants ☒ Promote downtown businesses/events ☒ Collaborate with Pierce Transit for trolley	☐ Design and construct fishermen's home port ☐ Create a business retention and attraction plan ☐ Evaluate and amend development regulations and fees ☐ Develop and implement a small business fair ☒ Develop holiday display attractions
Provide a safe, healthy, and inclusive community	- Foster safe, livable and attractive community - Ensure city services are available to all residents - Implement DEI in city personnel practices	☒ Provide funding for senior programming	☒ Develop housing, health, & human services coordinator position ☐ Provide funding for senior center permanent home ☐ Develop a plan to support youth and teen activities ☐ Obtain police department accreditation ☒ Update emergency management plan



Administration Department

Function

The Administration Department encompasses the City Administrator, City Clerk's Office, and Housing, Health, & Human Services Program.

The **City Administrator** is appointed by the mayor to manage the city's daily business, supervise all city departments and offices, and carry out the council's policies by directing the work of city staff. He or she enforces the laws of the city, informs the mayor and council on important matters relating to municipal government functions, and directs the preparation of the city's budget.

Responsibilities of the **City Clerk** include management of the city's official records, public disclosure, city council support including agenda development, packets and preparation of official minutes, legal noticing, electronic records access, recording of legal documents, and risk management. The City Clerk is the person designated to accept Claims for Damages or other Lawsuits and Public Records Requests.

The **Housing, Health, and Human Services Program** handles matters related to the health and well-being of Gig Harbor residents, with an emphasis on affordable housing, public health, and behavioral health related issues (mental health and substance use disorders). The program works closely with city and county agencies and nonprofits to respond to emerging needs in the City of Gig Harbor, working alongside the Gig Harbor Police Department and Gig Harbor Fire and Medic No. 1 to address behavioral health issues.

Outreach (Internal and External)

- Absorbed and improved the city's weekly Gig-A-Byte Newsletter, resulting in increased subscribers (currently at 9,389) and an increase in requests for inclusion.
- Managed the city's Facebook page.
- Created and distributed News Flashes regularly to communicate pertinent information to the public.
- Absorbed Department Updates and began sharing them with the public.
- Initiated and used FlashVote four times covering the topics of: Park Funding, Development & Planning, Property Tax, and Citizen Satisfaction.
- Advertised in the WA State Visitor's Guide.
- Held a GH Business Crime Prevention Summit with several community partners.



- Held the city's first Business Listening Session.
- Produced 11 episodes of the mayor's Gig-A-Byte Podcast.
- Facilitated quarterly all-staff meetings.
- Developed and adopted staff mission statement.
- Updated the city's pad maps.

Process Improvements

- Successfully collaborated with the Chamber of Commerce to transfer Tourism duties from the city.
- Completed a full redesign and launch of the city's website, making it more user-friendly and aesthetically pleasing.
- Launched the new Civic Clerk program, adding efficiency and effectiveness to meeting preparation and facilitation.
- Developed and implemented a scoring matrix for the LTAC grants, making the process more objective.
- Developed a scoring matrix for the Creative Endeavor grants, making the process more objective.
- Absorbed all city Communications duties and created and implemented a Communications Request Form.
- Began organizing administration files on the second floor and in the vault.

Collaboration Efforts

- Facilitated Leadership Team meetings for coordination and collaboration.
- Collaborated with state legislators on lobbying efforts.
- Collaborated with GH Municipal Court for the facilitation of the Indigent Defense Contract.
- Collaborated with Fish Food Bank on a lease renewal for their new building.

Recruiting

- Created and filled the Housing, Health, and Human Services Program Manager position.
 - o Met with over fifty community members, ranging from councilmembers, department leaders, residents, and organizations, to gather information on the needs of the city.



- o Collaborated with law enforcement, community partners, and public works staff to successfully find shelter for an unhoused individual.
- o Connected several residents with services for their unique needs.
- o Worked with the mayor to initiate the Mayor's Community Diversity and Engagement Ad-Hoc Committee.
- o Presented H3 Program priorities and plan to City Council.

Boards, Committees, Councils, and Commissions

- Created and maintained a Cultural Access Ad Hoc Committee.
- Staffed the Lodging Tax Advisory Committee (LTAC) and facilitated the 2024 LTAC grant cycle.
- Staffed the Arts Commission and facilitated the 2023 Creative Endeavor grant cycle.
- Facilitated the city council retreat.
- Facilitated all city council regular meetings (22), special meetings (6), and study sessions (29).
- Facilitated all recruiting for board/commission/committee vacancies.

Plans, Documents, and Publications

- Amended the city's Two-Year Strategic Plan.
- Created and adopted the city's first Style Guide.
- Collaborated on the city's 2023 Visitor's Guide.
- Facilitated the creation and adoption of the city's legislative agenda.
- Facilitated the creation and adoption of the city's first Flag Policy.
- Amended council guidelines to allow more flexible contract approvals.
- Updated city fee schedule.

Events

- 2023 Summer Sounds
- 2023 Holiday Tree Lighting (which drew over 5,000 attendees)

Maintain and Foster Community Partnerships

- Tacoma-Pierce County Health Department (TPCHD)
- Pierce County
- South Sound Housing Affordability Partners (SSHAP)



- Peninsula School District
- Chamber of Commerce
- Downtown Waterfront Alliance (DTWA)
- Peninsula Light
- Fish Food Bank
- YMCA
- PenMet Parks
- Rotary Club of Gig Harbor
- South Sound 911
- Tacoma Community College (TCC) – Gig Harbor
- GH Fire & Medic One
- St. Anthony's
- Key Pen Parks
- Kiwanis
- Pierce Transit
- Puget Sound Energy (PSE)
- Puget Sound Regional Council (PSRC)
- Pierce County Public Safety Coalition

Processed

- 1,266 public records requests, 39 of them for Administration.
- 1,414 business license/city endorsement applications.
- 24 liquor license applications.



Community Development Department

Function

The Community Development Department is responsible for all land-use, planning, historic preservation, development, and code enforcement within the city limits.

The department is guided by the city's municipal code and the International Building Code, as well as the long-range community blueprint set forth in the comprehensive plan. The department includes the Building & Fire Safety Division and the Planning Division.

Submitted Applications

Building: 213

Mechanical/Plumbing/Fire: 382

Land-use (includes pre-apps): 252

Issued/Approved Permits

Building: 175

Mechanical/Plumbing/Fire: 328

Land-use: 180 *(Due to updates in the permit system, this number only includes applications that were also submitted in 2023.)*

Finaled (Building Only)

Building: 266

Mechanical/Plumbing/Fire: 402

Building Inspections: 3,238

Private Development Projects of Note Completed in 2023

- 7 Seas Brewery & Tap Room
- McCormick Creek Plat
- Cottages at Rosedale Village
- Bujacich Storage
- Lift Station #12
- Harborview Marina Office
- B's Bagels & Butters
- YMCA Natatorium Reconstruction



- Gene Jaurez Salon
- Little Gym
- Real Craft Door

Private Development Projects of Note Under Construction

- Public Works Operations Center
- Pleasure Craft Marina & Bulkhead
- Lakefield Veterinary Hospital
- Gallery Enclosure at the Harbor History Museum
- Timberland Bank TI
- Code Ninja TI
- Skansie Mini-storage
- Edwards Plat

Fire Safety Annual Commercial and Business Inspections

- 1,490 *(Conducted by Fire District 5 consistent with the provisions of the interlocal agreement between the city and the district.)*

In addition to permitting, the department was engaged in professional development and several projects from plan development and updates, to code amendments, to organizational efficiency. Here are the highlights:

- **Professional Development:** 12 new International Code Council Certifications; Permit Technician Training; Archive and Records Management Training; Climate Change, Urban Forestry, and Environmental Regulation Training
- **Climate Action Plan** (Completed)
- **Housing Needs Assessment** (Completed)
- **Urban Forest Management Plan** (Completed)
- **Urban Growth Area Analysis** (Completed)
- **Ordinance 1516** Interim Zoning Controls Relating to Site Specific Rezones and Height Restriction Area Variances and Amendments (Adopted)
- **Ordinance 1513** Relating to the Creation of the City's Historic Preservation Commission (Adopted)
- **Ordinance 1507** Relating to Short-term Rental Regulations (Adopted)
- **Code Compliance Program Development & Code Amendments** (In Progress)

- o Our Code Enforcement Officer has been hard at work developing the city's first dedicated code compliance chapter in the municipal code. The amendments were recently unveiled to the city council at a study session and now work is underway developing the ordinance that will be brought back to council at a council meeting in early 2024.
- **Building Code Update (In Progress)**
 - o Every three years, the state updates the building codes based on national and international updates to the I-codes. The Building Division worked long and hard to make the necessary amendments to the city's building codes only to be stymied by pending litigation at the state level in California, Oregon, and Washington. The WA State Building Code Council has extended the adoption deadlines as a result while we await the outcome of those cases. We are hopeful we'll be able to finish this one up in the spring of 2024.
- **Comprehensive Plan Periodic Update – Charting Our Course 2044 (In Progress)**
 - o 2023 was a year of outreach in support of this update. The Planning Division spent countless hours communing with our community to gather feedback that will help inform Gig Harbor's future. They were a regular fixture at a booth at the Farmer's Market over the summer and made their way out to several other community events around town. Additionally, they held three housing workshops at three different venues and hosted a kick-off event at the Civic Center which was quite well attended. A visioning workshop is planned in December, and they are continuing to work with the Planning Commission at public meetings familiarizing them with the various elements of the plan and garnering feedback. It has been a robust process so far and 2024 will be no different in this regard.
- **1st Annual Homeowner's Association and Neighborhood Fair (Ongoing)**
 - o While this is a city-wide event with all departments and divisions participating, our department has the distinction of planning it. The event was very well received by all of those who attended. We received a lot of positive feedback and kudos from the community. We are looking forward to the 2nd annual event in 2024. We will be looking to add a few more layers to the next one and building on our success.

- **Permit Process Efficiencies/Lean Kaizen Event (Ongoing)**

- o With the support of the mayor and administration, we spent a lot of time this year looking at our permitting processes and looking at ways to make them more efficient, applicant friendly, and accessible. While we have not yet achieved everything that we have set out to do in this arena quite yet, we did make some significant strides in 2023. We sent a team to Kennewick and also held a meeting with staff from Renton, both meant to help us understand what other jurisdictions have tried or implemented to improve their processes. We really learned a lot and had a few a-ha moments.

Some of those ideas found their way into our subsequent Lean Kaizen Event administered by a Lean Specialist from the State Auditor's Office. The event included 10 staff members from both Community Development and Public Works Engineering who spent three days mapping out the city's permitting process for tenant improvements. The result is five proposals that aim to: Improve our quality of service to potential applicants; streamline the process for existing and new small businesses; increase the public's understanding and accessibility into the process; and improve the internal processes between the two departments. The five proposals are in varying stages of implementation and development, but 3 should be completed as soon as the end of the year, and another by late January/early February.

Lastly, we instituted a new tool called a Business Assistance Meeting (BAM). The BAM is a service by which a potential applicant can request a free 30-minute meeting with staff from all project review divisions and gain valuable insight into the process, cost, timeline for their proposal. The service is geared towards businesses and is an effort to help existing and new businesses move or open, respectively. The BAM is currently implemented on a trial basis and has been well received so far.



Finance Department

Function

The Finance Department is responsible for managing the city's financial resources. This involves establishment and maintenance of procedures for processing all city revenues and expenditures. These procedures involve:

- Accounting
- Budget management
- Collecting and recording taxes and other revenues
- Debt management
- Financial reporting
- Processing accounts payable
- Treasury management

Accounts Payable/ Cash Receipting

The accounts payable team processed 7,298 invoices through December 11, 2023. This involved issuance of 2,276 checks totaling \$22,346,334.

In addition, receipts totaling \$39,806,400 have been processed by the finance department through December 11, 2023.

Banking

The finance department managed two banking services conversions in 2023. The first was unplanned and was due to the Columbia Bank merger with Umpqua Bank. The second banking transfer was the result of a previously planned request for proposals for banking services as the contract with Columbia Bank had expired.

Kitsap Bank is the city's new and current provider of banking services. The transition is under way, and we expect to be mostly complete by the end of 2023.

Annual Audit

The city is audited by the State Auditor's Office each year. The audits cover the city's financial statements, compliance with federal, state and local law, city policies, and federal grant compliance (Single Audit) if the city has expended more than \$750,000 in federal money in the fiscal year.

We are pleased to report that the city received no audit findings and that the financial statements were presented fairly in accordance with generally accepted accounting standards.



Financing

Arranged financing for the purchase of the Shaw-Warren property purchase in late 2022. The \$4,248,000 LTGO bond issue was approved in December 2022, with the bonds closing in January 2023.

Budget

The finance department managed conversion from an annual budgeting to biennial budgeting for the 2023-2024 biennium. In addition, the budget book was trimmed down from about 240 to 120 pages for the 2023-24 biennium.



Human Resources Department

Function

The Human Resources Department is responsible for planning, organizing, and administering the city's human resource systems and services, including health benefits, employee safety, worker's compensation, labor relations, employee relations, and compliance with employment regulations and guidelines as dictated by federal, state, and municipal laws. This position also manages recruitment, selection, job classification and compensation plans, employee training, and development.

The human resources director serves as the civil service secretary/chief examiner for the civil service commission, commute trip reduction coordinator, ADA coordinator, and wellness coordinator.

Culture/Wellness/Engagement

- Staff engagement continues to strengthen with support of an active and highly motivated wellness committee.
- Staff culture contributions through reward and recognition program, coaching supervisors, supporting staff, etc.
- Worked with vendor to facilitate the 2023 staff engagement survey, which resulted in improved participation over the prior year by 4%

Labor Relations

- Continued to build and enhance a productive and effective relationship with each union rep.
- Contract negotiations – PD (3-year), beginning of general and supervisor units.
- In partnership with PW, effectively developed, bargained, and implemented a job series for water and wastewater positions.

Leadership Development/Coaching

- Coordinated successful, full-day leadership retreat, to include focused team building.
- Developed a high functioning, productive, efficient, cohesive HR/payroll team.

Payroll/Benefits

- Retro pay processing – shift from once quarterly to on demand to the extent possible to ensure timely pay for employees.



- B&W Fair – education and engagement (second fair at the city, first since 2019).
- 75% to goal on training back-up on the full cycle payroll process to ensure full redundancy/back-up for the city in the even the payroll benefits administrator is unexpectedly unavailable. This has been a significant area of risk for the organization for many years.

Performance Management

- Coached supervisors and directors around employee performance management and accountability.
- Implemented a 90-day new hire check with supervisors to ensure active performance coaching.
- Contributed to significant progress with EE retention efforts as driven by improved culture, ensuring clear job expectations, timely performance evaluations, intentional reward and recognition efforts, and meaningful staff engagement events.

Policy/Procedure

- Practice and policy updates – bereavement leave, leave request form, AWA, CDL reimbursement, etc.

Process/System

- System efficiencies and automation – digital recording keeping, timekeeping, onboarding enhancements/improvements, file purging according to state retention schedule.
- Comprehensive evaluation and update of all job descriptions ahead of city-wide wage study.
- Preparing for launch of ESS in Springbrook, providing access to electronic pay stubs – reducing time and material costs.
- Dramatic improvements with city's leave management program.
- Improved performance evaluation process, generating tremendous progress with timely completion for nearly all staff.

Recruiting

- PD recruiting – two lateral hires.
- General recruiting – 17 hires (two internal promotions) including two long-term, difficult recruitments in engineering (associate engineer and construction supervisor).



- Strengthened and enhanced recruiting presence on city website and multiple social media outlets.
- Successful collaboration on ten summer seasonal staff – advance recruiting, onboarding, staggered hiring, managed hours to prolong service to the city.

Staff Recognition and Appreciation

- Managed anniversary/birthday recognition program.
- Facilitated a variety of staff recognition events throughout the year, to include specific workgroup appreciation weeks.

Information Technology Services Department

Function

The Information Technology Services department provides internal technology services to all city departments to meet the needs and services being provided to the City of Gig Harbor community members.

We govern the policies, processes, practices, and tools used to align the most appropriate and technology infrastructure. We manage, acquire, develop, test, and deploy applications, data, hardware, services, and software resources.

Information Technology Procurement

We are responsible for the procurement of all technology related hardware, software, services, telephony, licenses, and coordination of city-wide system conversions compatible with our industry and compliance standards. We perform the surplus of expired and obsolete asset related equipment through strict accounting and environmental principles.

The Information Technology Services department handles all aspects of managing and supporting the city's network and technology infrastructure services. The scope of these responsibilities encompasses:

- Budget and Planning
- Information Technology Procurement
- Cloud Based Technologies
- Development
- On-going Technical Support
- Programming
- Telephony
- WAN/LAN/WLAN Infrastructure
- Technology Implementation

ITS Portfolio

	2023 to date
Population	12,422
Supported Users	128
ITS Positions (full-time equivalent) ¹	3
Servers	60
Supported Applications	20
Mobile Devices ²	140
PCs/Laptops	219
Phone Calls to Service Desk / Service Desk Requests	68 calls / 900 requests
Blocked Cyber Attacks	20,214

ITS uses performance management to ensure effective and efficient delivery of services. As technology demand and services have changed, internal customer satisfaction surveys have been conducted regularly, and ITS has maintained a target of over 80% reporting Good or Better overall satisfaction with services.

Satisfaction Level



Highlights and Accomplishments During 2022-2023

- We are continuing to evaluate ways to improve the security posture for all services and resources used by staff. Multi-factor authentication was enabled by default, all staff and elected officials were enrolled for Microsoft 365 products/services.
- We implemented monitoring and notifications for all network and systems equipment, including the City's Server infrastructure, Storage Area Network infrastructure, Network and Wireless infrastructure managed by ITS.
- Resolved telecommunications discrepancy with Centurylink/Lumen which resulted in savings of upwards of \$500,000 for the city.
- Deployed more Apple iPads to the public works operations staff which enabled them to complete tasks e.g. updating and submitting time cards, checking email, completing online training on iPads.
- Implemented an improved security information and event management (SIEM) solution. We will have log shipping to a centralized location from all network devices and servers on the city networks. The (SIEM) solution will help to overcome our network security challenges and strengthen our cybersecurity posture. The solution will help mitigate security threats, spot ongoing attack attempts, detect suspicious user activities logs are analyzed to generate reports and alerts.
- We completed the final phases of the phone system upgrade which included new backend hardware for call processing and new desk phones citywide.
- We relaunched the Quickhelp platform will serve as a learning management system for user adoption on apps and best practices for staff.
- Implemented more security changes for our email systems to further reduce spam and phishing attempts.
- Upgraded Audio/Video to provide additional technical and operational capabilities regarding the recording, presentation and live streaming of events that take place in the council chambers including council meetings and court proceedings.
- Updated Wi-Fi and networking equipment at the Skansie Brother's Park to improve internet connectivity for visitors/events.
- Engineered a sustainable solution to enable South Sound 911 Dispatch to confirm warrants and court orders electronically that are entered by Gig Harbor PD.

- Replaced all Multi-function printers city-wide which has resulted in more reliability and faster printing.
- We are continuing to work with vendor security solutions northwest to deploy cameras and door controls for the new security badge system to facilities around the city.

Areas of Responsibility (AOR)

Management

Manage the portfolio of the department (ITS) programs and services within resource and funding constraints, while ensuring the collection meets the City's priorities. Additionally, this area is responsible for budgeting, IT Change Control, Vendor Management, Contract Management, Service Desk administration, Surplus, Compliance, Disaster Recovery & Business Continuity Coordination and Agency policies and procedures.

Communications

The Communications Program manages the telephony technology infrastructure (including Phone Directory, Voice Mail, Teleconferencing, desktop phones, Faxes, Mobile Phones, Push to talk systems and services) for the city to ensure that staff have access to collaborate and conduct operations, provide services, and communicate with the public and other entities.

Security

The Security Program protects the confidentiality, integrity and availability of the city's systems and information with a "defense in depth" strategy to protect, detect, and respond to any security incidents along with privacy guidelines to ensure appropriate controls over staff and customer information. Additionally, this area is responsible for Central Logging, Application Approvals, Intrusion Prevention, Patch Management, Encryption Administration, Antispam Administration, Endpoint Protection, Vulnerability Remediation, Security Incident Response, Risk Analysis, Security Analysis and Vulnerability Analysis.

Network & Systems

Network Systems manages the core technology infrastructure (including network, servers, information security, systems and services) for the city to ensure that staff have access to all the technology resources required to conduct operations, provide services, and communicate with the public and other organizations. The infrastructure must



operate 24 hours a day, 7 days a week and have the appropriate level of resiliency, security, privacy and protection to withstand disruptions or disasters. Services include:

- Data center facilities that house IT infrastructure equipment
- Wired and wireless networks to enable the city's systems to connect and communicate
- Connectivity to external providers for phone, internet and wireless services
- Phone system serving all city facilities, servers that run all major applications and databases that contain critical information for all departments



Police Department

Function

The Police Department partners with citizens and businesses to maintain a safe and resilient community by:

- Conducting routine patrols to serve as a crime deterrent and traffic safety enforcement element.
- Responding to all calls for service related to public safety, crime, and community assistance.
- Investigating all crimes reported and hold those responsible accountable.
- Operating the Marine Services Unit to preserve and promote boating safety and education upon city waters.
- Planning for and responding to emergency situations to preserve public peace and safety.

Personnel

The City Council authorized four additional FTE positions within the police department in the 2023-24 budget. Two Gig Harbor Police Officers also retired this year, essentially leaving the department with a deficit of six officers to become fully staffed. Hiring within law enforcement is challenging in the current environment.

In April, the city hosted a one-day testing process to identify qualified entry-level applicants. Approximately 35 candidates registered for the process and 27 passed. After a combination of oral board interviews and subsequent background investigations, no qualified applicants remained.

In conjunction with the city human resources department, we reengaged the services of Public Safety Testing, a company which specializes in police recruiting and testing. As of this date, we have conducted several rounds of oral board interviews and will seek to further qualify these candidates for an entry-level position.

Complicating this matter is excessive delays in admission to the state Basic Law Enforcement Academy. Delays of upwards of five months present significant considerations when attempting to hire entry-level applicants who are required to attend this three-month academy. Following academy completion, an entry-level officer must then return to our department for an additional three months of field training.



This prompted the department to approach the Civil Service Commission with the idea of granting employment eligibility for “exceptional entry” candidates and approval was granted. Exceptional entry applicants have completed the police academy but have (for a variety of possible reasons) not completed a 12-month period of law enforcement employment. Again, we have interviewed and conducted background investigations on several of these candidates with some success. We have hired one exceptional entry officer and there are other candidates in the hiring pool who are being considered.

Lastly, we continue to recruit lateral police officer candidates. These are experienced police officers who are currently or recently employed by other law enforcement agencies. During this year, we have hired one lateral police officer and are in the process of vetting additional candidates.

As of this date, the department has returned to the pre-retirement level of 21 commissioned officers. We hope to achieve full staffing of 25 commissioned personnel in the first quarter of 2024.

This year, the police department was also authorized a full-time Property and Evidence Technician. Previously, the duties associated with this position were carried out by a .4 FTE Community Service Officer. The police department has greatly overrun the ability for anything less than a full-time employee to manage our large volume of property items. This position was filled in early 2023 and has clearly benefited this area of the department.

Also relevant in this category is that our department personnel sustained no significant time loss injuries. Additionally, for at least the tenth consecutive year, we have fielded no sustained citizen complaints. Our personnel continue to perform well in sustaining our vision of providing the Best Possible Service.

Crime Statistics

The most recent available crime statistics are for the year 2022. This report shows that there was a 34% increase in Group A crimes reported in Gig Harbor. Group A crimes are best described as our most serious criminal actions. This percentage is based upon a raw number of *reported* crimes. Although assault cases were up, the overall violent crime rate in Gig Harbor remained low when compared to other surrounding jurisdictions.

Property crimes, however, were up significantly. Auto theft increased over 156% and theft was up nearly 30% over the previous reporting period.



This marked increase can be largely attributable to two things: Legislation and corporate loss prevention policies.

Legislation enacted in 2021 severely restricted the ability for law enforcement to pursue vehicles in all but a limited list of violent crimes. Motor vehicle theft and retail theft were not among the allowable crimes in which a fleeing vehicle could be pursued.

Emboldened criminals realized this, and these crimes proliferated.

Between January – October of this year, our officers encountered over 60 situations in which they attempted to stop a vehicle and the vehicle fled with no ability to further intervene.

The police department implemented a “Business Check” program which opened the door to retail employees who wanted to report crimes in progress without violating corporate policies which may have otherwise precluded them from doing so. This program appears to have had moderate success, however there is no way to adequately measure the crime deterrence which resulted.

The Police Chief worked with city administration and law enforcement groups to address the deficiencies in the laws with modest success. These efforts will continue moving forward.

The total number of reported crimes to population ratio (the crime rate) in Gig Harbor was 88.8 crimes per thousand people in 2022. The state average was 67.5 crimes per thousand people during this same time. We know that the daytime population in Gig Harbor nearly doubles, so the tabulated crime rate is somewhat distorted. (Corrected for approximate daytime population, the crime rate would be approximately 47 crimes per thousand people.)

Additionally, legislative action in 2022 which again criminalized drug possession on a first offense should have a notable impact on theft-related crimes in the coming years.

Training

The police department has placed additional emphasis on training. Coupled with state mandated training requirements to maintain peace officer certification, we implemented an updated training plan to identify and address other areas in which our personnel could benefit. We have specifically made it a priority to develop in-house instructors in critical areas, such as patrol tactics, breath test analysis, firearms, and first aid. This will place less reliance on outside departments or commercial vendors, while realizing cost savings and professional development in the process. It is the intent of the department to continue to enhance our training program moving forward.



Equipment

Due to production interruptions and high demand, obtaining police patrol vehicles has been difficult. We explored and developed a cooperative purchasing agreement with an out-of-state vendor which may supplement our purchasing capabilities. In 2023, we have been able to obtain five new police vehicles (including a utility pickup) to bring stability to our fleet.

The police department received budgetary approval to purchase five new ballistic shields. Our current two shields were grossly out of date. Additionally, these two shields were not immediately available in the field as they were stored at the police department for mutual access. This fall, we were able to obtain a grant which covered the cost of two of these shields, representing a cost savings of \$20,000. Having five shields allows us to deploy them in the field. This provides greater officer safety in missions that require a tactical entry or approach of a suspect.

Community Relations

The Gig Harbor Police Department enjoys a mutually respectful relationship with our citizens and business community. This relationship involves providing Best Possible Service at the field level and transparency within the entire department. Our media relationships have proven valuable in delivering targeted messaging and our social media platforms have experienced a high degree of public engagement.

In late 2023, we began the process of achieving state accreditation – a goal we hope to realize in the fall of 2024. This action alone should further the commitment to transparency and following best practices in law enforcement.



Public Works Department

Function

The Public Works Department serves the community of Gig Harbor by providing a safe environment and enhanced quality of life through maintenance and improvements to the public infrastructure, and includes the following divisions:

Engineering Division responsible for city infrastructure improvements and the review of public development projects. This includes various permit reviews of all development that affect public infrastructure. Engineering conducts various city-wide studies in order to implement improvements to infrastructure. Engineering staff are also responsible for the planning, development, and implementation of projects from the Capital Facilities Element as funded in the annual budget. This involves the design and construction management of city funded capital improvement projects for the city's transportation, water, sewer, storm water management, and park improvement projects.

Operations Division responsible for the maintenance of the city's infrastructure including roads, storm drains, parks, water, and city-owned facilities and fleet equipment.

Parks Division responsible for developing and managing park properties, grant management, parks capital project planning, and leading future visioning/master planning efforts. This department works closely with other city departments to review and make determinations on special uses and special event permits in our parks.

Utility Billing responsible for setting up new service to your property, billing transfers, discontinuing water service, setting up automatic payments, eligibility for Senior Citizen Discount, Backflow (Cross Connection) requirements, or to report water issues.

Wastewater Division responsible for the treatment of millions of gallons of wastewater each year and provides service to Gig Harbor residents. The city's wastewater collection system, maintained by the treatment plant staff, consists of 45 miles of sanitary sewer lines and 18 lift stations.



Operations Division

Parks, Grounds, Facilities, and Vehicle Maintenance

- Operated the water feature at Skansie Park (de-winterize, operate, then winterize).
- Performed tree maintenance and replacements at city parks (Ancich, Skansie, Old Ferry Landing, etc.) and along city right of way.
- Performed general grounds maintenance in city parks and streetscapes (mowing, fertilizing, keeping irrigation systems functional, overseeding, weed eating, edging, placement of beauty bark, etc.).
- Completed numerous ad hoc requests by the public and by city staff across all departments.
- Managed and oversaw the access control project at the Civic Center.
- Removed numerous instances of graffiti around town.
- Repaired the Finholm View Climb. Ordering and outfitting new city vehicles and equipment.
- Completed general preparations for multiple city-sponsored events (Maritime Gig Festival, Summer Arts Festival, summer concerts, National Night Out, etc.)
- Operated and maintained four piers and float systems and two separate overwater structures.
- Performed daily collection of garbage and restroom cleaning at multiple sites throughout the city.
- Replaced a damaged buoy at Skansie Park.
- Replaced two existing drinking fountains at city parks.
- Performed pressure washing to sidewalks at various parks and facilities.
- Responded to multiple alarms and emergency issues.
- Resurfaced gravel parking lots
- Performed inspections of the city's commercial inspections with support from the Washington State Patrol
- Refurbished the infield at the Crescent Creek Park baseball diamond.

Water Operations

- Performed routine watermain flushing.
- Managed minor contracts necessary for facility operational needs.
- Installed multiple new water sampling stations.



- Performed Well #5 rehabilitation and repairs.
- Performed generator maintenance, including Well #3 generator replacement.
- Performed Well #6 rehabilitation and repairs.
- Completed the Harbormaster Lane watermain replacement.
- Developed and implemented a hydrant and valve exercising program.
- Tested and maintained the backflow devices at city-owned facilities.
- Performed testing of the city's five pressure reducing valves.
- Managed and maintained the water SCADA system.
- Completed and submitted numerous reports to the Washington State Department of Health.
- Performed well site maintenance, including vegetation trimming, driveway maintenance, and security improvements.

Street Operations

- Prepared for and successfully performed snow and ice removal throughout city.
- Performed roadway crack sealing.
- Completed asphalt roadway repairs and replacement.
- Continued on-going repair and replacement of multiple failed LED streetlights.
- Installed with city-staff the new crosswalk along 50th Street at Veteran's Memorial Park.
- Completed annual pavement marking work.
- Managed the design and ordered equipment for new electric vehicle charging stations at the Civic Center.
- Installed, maintained, and supported the operation of multiple city digital speed signs.
- Completed sidewalk maintenance at various locations as-needed.
- Responded to multiple alarms and emergency issues.

Storm Operations

- Performed ongoing street sweeping and clean-up from storms.
- Completed storm pond maintenance (including vegetation removal and control structure cleaning.)
- Performed annual storm pipe and catch basin cleaning.
- Completed pressure washing of public pervious sidewalks.



Wastewater Division

WWTP Operations

- Completed significant maintenance items at the WWTP due to aging equipment (installed 10+ yrs ago):
- Maintained the odor scrubber system.
- Repaired some diffusers in aerobic digesters.
- Initiated the fabrication of a replacement headworks screen.
- Successfully managed the collection and disposal of the city's biosolids.
- Operated and maintained the certification of the city's lab.
- Managed and maintained the wastewater SCADA system.
- Completed and submitted numerous reports to the Department of Ecology.
- Spent a significant amount of labor to maintain high volume air delivery to aerobic digesters. Any time the turbo blowers have any electrical disruption they cause the air diffusers in the digesters to become filled with grit, which takes days (and sometimes weeks) to clear. This already occurred more than four times this year and staff is working with a consultant to design a permanent fix to this issue.

Conveyance Operations

- Rebuilt or replaced multiple pumps and motors at various sewer lift stations.
- Inspected 8.5 miles of gravity sewer main using the Sewer RAT technology.
- Completed the inspection of the underwater sewer outfall (performed every 10 yrs).
- Maintained the city's two vessel pump-out facilities.
- Inspected and rectified sewer cross connection issues.
- Responded to multiple alarms and emergency issues.
- Regularly removed grease build-up that occurs in most lift stations.



Engineering Division

Capital Projects

- Maintained capital project schedules and public outreach methods for about 24 capital projects.
- Designed, managed consultants, and obtained necessary easements for more than 20 capital projects.
- Led the city's annual utility coordination meeting to allow a two-way dialogue between the city and all franchise holders regarding upcoming capital projects.

Private Development Projects

- Reviewed and commented on public works-related items for multiple private development projects.
- Inspected private development projects that connect to or impact public works-related items.
- Managed the assessment of public works-related fees, including review fees, impact fees and general facility charges.
- Reviewed and inspected right of way encroachment permits.

In-house Engineering Support

- Supported the Operations Division on water projects.
- Emergency replacement of the School House Lane/GHHS signal detection system.
- 50th Street Crosswalk.
- Successfully managed the annual roadway striping work.

Public Works Administration

Parks Management

- Led the efforts for the Crescent Creek Park master planning, including oversight of the Masonic Lodge considerations.
- Initiated and performed the Sports Complex Phase 2 & 3 master planning.
- Developed a draft management plan for the future Commercial Fishing Homeport.
- Managed leases for the city's leased buildings (Eddon BoatShop, Boatyard house at Eddon Park, GHCKRT at Ancich Park, GHCKRT at Skansie Park, Harbor WildWatch at Skansie house, Skansie Netshed, Wilkinson Park Farm house, and 7601 Soundview house.)
- Process and implemented special event permits and facility rentals.
- Management of the Parks Commission.
- Represented the city on a tour of more than 80 attendees for the States Organization for Boating Access.
- Renewed the Eddon Boat Park aquatic lease.
- Managed the city's annual Parks Appreciation Day.
- Updated the city's municipal code and some lease agreements to allow alcohol in parks under limited circumstances.

GIS

- Developed and implemented the public GIS mapping.
- Developed and implemented Public Parking Map that is available and used by multiple businesses and associations.
- Performed significant updates to existing GIS layers and developed new GIS layers.

General Public Works Department Administration

- Performed utility billing policy and rate management, including implementing the deferred COVID-19 payment program, establishing tiered water rate options, and presenting proposed utility rate adjustments to city council and the public.
- Tracked and managed expenses from the 2023-24 budget and developed mid-biennial budget requests.
- Managed applications for multiple utility extension agreements and provided recommendation to council on these UEAs.



- Managed and coordinated the ordering and installation of furnishings and fixtures in the new PW Operations Center.
- Performed hundreds of hours of mandated safety training and courses for staff to acquire continuing education units.

ID	Task Name	Duration	Start	Finish	Predecessors		Dec	1st Quarter	Feb	Mar	2nd Quarter	May	Jun	3rd Quarter	Aug	Sep	4th Quarter	Oct	Nov	Dec
22		Bidding and Contract Award	20 days	Tue 9/26/23	Mon 10/23/23	21														
23		Construction	50 days	Tue 10/24/23	Mon 1/1/24	22														
24		City Building Projects																		
25		Public Works Ops Center-Building Design/Permit/Construct	643 days	Thu 10/21/21	Mon 4/8/24															
26		Design and Permitting	350 days	Thu 10/21/21	Wed 2/22/23															
27		Bidding and Contract Award	21 days	Mon 2/27/23	Mon 3/27/23	26														
28		Construction	270 days	Tue 3/28/23	Mon 4/8/24	27														
29		Civic Center HVAC Upgrade	486 days	Mon 2/13/23	Mon 12/23/24															
30		Design and Permitting	216 days	Mon 2/13/23	Mon 12/11/23															
31		Construction	270 days	Tue 12/12/23	Mon 12/23/24	30														
32		Civic Center Electric Vehicle Charging Station	590 days	Mon 2/14/22	Fri 5/17/24															
33		Infrastructure Preparations	70 days	Mon 2/14/22	Fri 5/20/22															
34		Design and Permitting	330 days	Mon 5/23/22	Fri 8/25/23	33														
35		Procurement and Installation	190 days	Mon 8/28/23	Fri 5/17/24	34														
36		City Streets Projects																		
37		Burnham Dr. 1/2 Street Improvements Phase 1A	1172 days	Fri 1/1/21	Mon 6/30/25															
38		Design and Permitting	805 days	Fri 1/1/21	Thu 2/1/24															
39		Bidding and Contract Award	37 days	Fri 2/2/24	Mon 3/25/24	38														
40		Construction	300 days	Tue 5/7/24	Mon 6/30/25	39FS+30 days														
41		Harbor History Museum Driveway Revision	318 days	Thu 12/15/22	Mon 3/4/24															
42		Design and Permitting	235 days	Thu 12/15/22	Wed 11/8/23															

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Manual Progress

ID	Task Name	Duration	Start	Finish	Predecessor	2023											
						Dec	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter	
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
64	Design and Permitting	715 days	Tue 4/12/22	Mon 1/6/25													
65	Utility Relocation Window	220 days	Mon 1/1/24	Fri 11/1/24													
66	Bidding and Contract Award	35 days	Tue 1/7/25	Mon 2/24/25	64												
67	Construction	240 days	Tue 2/25/25	Mon 1/26/26	66												
68	Wollochet Dr/ Wagner Way Intersection Improvements	511 days	Mon 1/16/23	Mon 12/30/24													
69	Consultant Selection and Scoping	31 days	Mon 1/16/23	Mon 2/27/23													
70	Design	260 days	Tue 2/28/23	Mon 2/26/24	69												
71	Bidding and Contract Award	30 days	Tue 2/27/24	Mon 4/8/24	70												
72	Construction	190 days	Tue 4/9/24	Mon 12/30/24	71												
73	Water Projects																
74	Emergency Water Intertie-Canterwood Blvd	769 days	Wed 9/29/21	Mon 9/9/24													
75	Design and Agreements	620 days	Wed 9/29/21	Tue 2/13/24													
76	Bidding and Contract Award	39 days	Wed 2/14/24	Mon 4/8/24	75												
77	Construction	110 days	Tue 4/9/24	Mon 9/9/24	76												
78	Gig Harbor Sports Complex Water Main	0 days	Mon 12/12/22	Mon 12/12/22													
79	(See Sports Complex Phase 1B)																
80	Well #9 Dev and Water Rights	499 days	Wed 1/18/23	Mon 12/16/24													
81	Consultant Selection and Scoping	49 days	Wed 1/18/23	Mon 3/27/23													
82	Investigation and Consultation with DOE	450 days	Tue 3/28/23	Mon 12/16/24	81												
83	Soundview Drive Watermain Replacement	465 days	Tue 1/17/23	Mon 10/28/24													
84	Consultant Selection and Scoping	60 days	Tue 1/17/23	Mon 4/10/23													

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ID	Task Name	Duration	Start	Finish	Predecessor	Calendar											
						Dec	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter	
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
85	Design and Permitting	220 days	Tue 4/11/23	Mon 2/12/24	84												
86	Bidding and Contract Award	30 days	Tue 2/13/24	Mon 3/25/24	85												
87	Construction	155 days	Tue 3/26/24	Mon 10/28/24	86												
88	Wastewater Projects																
89	LS#2A Generator Replacement	274 days	Wed 4/26/23	Mon 5/13/24													
90	Bidding and Contract Award	54 days	Wed 4/26/23	Mon 7/10/23													
91	Procurement and Construction	220 days	Tue 7/11/23	Mon 5/13/24	90												
92	LS#1 Improvements		704 days	Wed 3/29/23	Mon 12/8/25												
93	Consultant Selection and Scoping	29 days	Wed 3/29/23	Mon 5/8/23													
94	Design and Permitting	360 days	Tue 5/9/23	Mon 9/23/24	93												
95	Bidding and Contract Award	35 days	Tue 9/24/24	Mon 11/11/24	94												
96	Construction	280 days	Tue 11/12/24	Mon 12/8/25	95												
97	Waterwater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control		372 days	Mon 1/1/24	Tue 6/3/25												
98	Design and Contract Award	160 days	Mon 1/1/24	Fri 8/9/24													
99	Procurement and Construction	212 days	Mon 8/12/24	Tue 6/3/25	98												
100	Influent Screen Replacements in Headworks Bldg		380 days	Wed 2/8/23	Tue 7/23/24												
101	Bidding and Contract Award	230 days	Wed 2/8/23	Tue 12/26/23													
102	Procurement and Construction	150 days	Wed 12/27/23	Tue 7/23/24	101												
103	LS#5 Basin Improvements		765 days	Wed 3/1/23	Tue 2/3/26												
104	Consultant Selection and Scoping	49 days	Wed 3/1/23	Mon 5/8/23													
105	Conceptual Design and Public Process	210 days	Tue 5/9/23	Mon 2/26/24	104												
Project: 2023 Active CIP Schedule Print Date: Thu 12/7/23		Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline							
		Split		External Tasks		Inactive Summary		Manual Summary		Progress							
		Milestone		External Milestone		Manual Task		Start-only		Manual Progress							
		Summary		Inactive Task		Duration-only		Finish-only									

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ID	Task Name	Duration	Start	Finish	Predecessor	Timeline											
						Dec	1st Quarter		Feb	Mar	2nd Quarter		May	Jun	3rd Quarter		Aug
106	Final Design and Permitting	150 days	Tue 2/27/24	Mon 9/23/24	105												
107	Bidding and Contract Award	56 days	Tue 9/24/24	Tue 12/10/24	106												
108	Construction	300 days	Wed 12/11/24	Tue 2/3/26	107												
109	38th Ave Dry Sewer Design and Construction	0 days	Mon 12/12/22	Mon 12/12/22													
110	(See 38th Ave Improvements Phase 2 Half-Width Imp)																
111	Stormwater Projects																
112	Burnham Dr Culvert Replacement	0 days	Mon 12/12/22	Mon 12/12/22													
113	(See Burnham Dr 1/2 Street Improvements - Phase 1A)																
114	North Creek Culvert Replacement- Design and Permitting	499 days	Wed 2/1/23	Mon 12/30/24													
115	Consultant Selection and Scoping	49 days	Wed 2/1/23	Mon 4/10/23													
116	Design and Permitting	450 days	Tue 4/11/23	Mon 12/30/24	115												
117	Other Department Tasks																
118	Utility Rate Studies	604 days	Wed 3/2/22	Mon 6/24/24													
119	Development and Public Process	438 days	Wed 3/2/22	Fri 11/3/23													
120	Code Development and Adoption	166 days	Mon 11/6/23	Mon 6/24/24	119												
121	Public Works Standards Updates	336 days	Mon 2/6/23	Mon 5/20/24													
122	Consultant Selection	36 days	Mon 2/6/23	Mon 3/27/23													
123	Development and Public Process	250 days	Tue 3/28/23	Mon 3/11/24	122												
124	Code Development and Adoption	50 days	Tue 3/12/24	Mon 5/20/24	123												
125	City-Wide Electric Vehicle Charing Station Study	110 days	Tue 9/5/23	Mon 2/5/24													
126	Partner Coordination	30 days	Tue 9/5/23	Mon 10/16/23													

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ID	i Task Name	Duration	Start	Finish	Predecesso	Dec	1st Quarter Jan	Feb	Mar	2nd Quarter Apr	May	Jun	3rd Quarter Jul	Aug	Sep	4th Quarter Oct	Nov	Dec
127	Consultant Selection and Scoping	40 days	Tue 10/17/23	Mon 12/11/23	126													
128	Eng Study	40 days	Tue 12/12/23	Mon 2/5/24	127													

Project: 2023 Active CIP Schedule Print Date: Thu 12/7/23	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
	Summary		Inactive Task		Duration-only		Finish-only			