

**AGENDA**  
**GIG HARBOR CITY STUDY SESSION**  
**Thursday, August 11, 2022 – 2:00 p.m.**  
**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.*

**CALL TO ORDER/ROLL CALL**

**DISCUSSION ITEMS**

**1. Appointment Process for Advisory Boards - City Clerk Josh Stecker**

Documents:

[STAFF MEMO Appointment Process for Advisory Boards.pdf](#)

**2. Upcoming Ordinances - City Clerk Josh Stecker**

Documents:

[STAFF MEMO Upcoming Ordinances.docx](#)

**3. 2022 Active CIP Schedule Update - Public Works Director Jeff Langhelm**

Documents:

[2022 Active CIP Schedule\\_08-05-22.pdf](#)

**4. Water System Risk & Resiliency Assessment Update - Public Works Director Jeff Langhelm**

**5. 4th of July Event Discussion - Tourism & Communications Director Laura Pettitt**

Documents:

[STAFF MEMO 4th of July Event Discussion.pdf](#)

[STAFF MEMO Fireworks Display Analysis.pdf](#)

**ADJOURN**

**AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS**

ADA accommodations can be provided upon request. Those requiring special accommodations should contact the City Clerk at [cityclerk@gigharborwa.gov](mailto:cityclerk@gigharborwa.gov) or (253) 853-7613 at least 24 hours prior to the meeting.





## MEMORANDUM

**DATE:** August 3, 2022

**TO:** City Council

**FROM:** Josh Stecker, City Clerk


**SUBJECT:** Appointment Process for Advisory Boards

At the July 25 City Council meeting, Council approved Ordinance 1492 designating the Mayor as the appointing authority for all of the City's advisory boards. During that meeting Council was informed that the Mayor would provide the administrative procedures to be used for the appointment process at the August 11 City Council Study Session.

The proposed procedures are attached to this memo. As detailed in the procedures, Council will be involved in the appointment process in three separate steps:

1. Council will receive copies of all advisory board applications once the application window has closed. Councilmembers are invited to provide their comments on the applicants to the Mayor.
2. Council will be informed of the Mayor's intended appointments *before* the appointees are notified so that councilmembers can provide comments to the Mayor on the proposed appointees.
3. Council will be asked to confirm all appointments on the Consent Agenda of a regular City Council meeting, in accordance with Council's Guidelines & Procedures.

These administrative procedures apply to the Mayor's appointment process and by law are not subject to Council approval. However, the Mayor is open to recommendation from Council regarding revisions to these procedures. The purpose of this study session discussion is to give Council the opportunity to provide any such recommendation.

	<b>CITY OF GIG HARBOR – POLICIES AND PROCEDURES</b>	
	<b>TITLE: ADVISORY BOARD APPOINTMENTS</b>	
<b>POLICY MANUAL SECTION &amp; NO.</b> A-22-02	<b>EFFECTIVE DATE:</b>	<b>APPROVED:</b>

**PURPOSE:** As prescribed by RCW 35A.12.090 and specified in GHMC Title 2, the Mayor is given the authority to make appointments to the City’s various advisory boards, committees and commissions. These procedures outline the steps the Mayor and staff will undertake prior to Council confirmation of an appointee.

**PROCEDURE:** As directed in Council Guidelines & Procedures, the City Clerk shall be responsible to recruit applicants for Advisory Board vacancies.

All vacancies will be noticed on the City’s website. Other outreach methods (Facebook, Twitter, newspaper, etc.) may be used as appropriate. The City Clerk maintains an application form on the City’s website. All interested candidates must submit an Advisory Board application on the City’s website to be eligible for consideration. Current members seeking reappointment are required to submit an application.

For vacancies caused by an expiring term, an announcement of vacancy will be made 60 days before the term expiration of the sitting board member. The deadline to submit an application will be 30 days before the term expiration.

For vacancies caused by the resignation or removal of board member, an announcement of vacancy will be posted immediately. The deadline to submit an application will be at least 3 weeks after the announcement.

Following the application deadline, all applications will be forwarded to the Mayor and City Council. Councilmembers will be asked to reach out to the Mayor with any comments they may have on the applicants.

In considering the applicants for appointment, the Mayor may undertake some or all of the following:

- Ask appropriate staff to have initial conversations with each of the applicants.
- Reach out directly to some or all applicants for a one-on-one conversation.
- Ask appropriate staff for their comments or participation in an interview process.
- Ask the sitting Chair of an Advisory Board for their comments or participation in an interview process.
- Ask councilmembers for their comments on specific applicants.

After concluding the consideration process, the Mayor shall make a determination for an appointment or may direct staff to re-announce the vacancy for another 3 weeks.

Councilmembers will be given opportunity to provide comments to the Mayor on an appointment prior to the notification of the applicant and prior to adding the confirmation of the applicant to a City Council agenda.

The Mayor or City Clerk shall inform all successful applicants prior to their confirmation by Council. The City Clerk shall inform all other applicants that they were not selected for appointment.

Confirmation of appointees shall be made on the consent agenda of the next City Council meeting. Applicants shall be deemed appointed and shall commence service after confirmation by the City Council.



## MEMORANDUM

**DATE:** August 5, 2022  
**TO:** City Council  
**FROM:** Josh Stecker, City Clerk  
**SUBJECT:** Upcoming Ordinances

Over the past several months, staff has identified several sections of the Gig Harbor Municipal Code that need to be updated or expanded. Staff will be preparing ordinances on the following items, subject to direction from Council at the August 11 study session.

- **Repeal of [GHMC 2.04.010 Study Sessions](#)** – This section provides for holding study sessions on the third Monday of each month at 5:30. Provisions for holding study sessions are in Council Guidelines & Procedures and should not be codified to allow Council the flexibility to schedule them as desired.
- **New Section in [GHMC 2.47 Police Department](#)** – A new section is proposed to codify an oath of office for police officers. Currently, only the Chief of Police is required to take an oath of office. We perform a ceremonial oath of office for each of our new officers, but this practice is not codified or adopted by any policy or procedure.
- **New Chapter in GHMC Title 2 Providing Delegation of Surplus Authority** – A new chapter is proposed that will delegate surplus authority to the Mayor for any items deemed surplus by the City with a value up to \$10,000. The Mayor will be obligated to dispose of all property in a manner that meets the best interest of the City—by resale, donation, recycling, etc.

Currently, Council receives a resolution on consent agenda for these types of items. However, this process is not defined by any policy and past resolutions provide no indication of the disposal methods. Surplus items with value over \$10,000 and real property would require Council approval before disposal.

- **New Section in [GHMC 2.16 City Clerk](#)** - A new section is proposed that will provide the City Clerk with the authority to make corrections to scrivener's errors in official City documents. All City ordinances currently contain a "Correction of Errors" section which provides this authorization. This code change would extend the authority to resolutions, contracts, minutes and other legal documents and would remove the need to provide the Correction of Errors section on ordinances. Scrivener's errors will be clearly defined (misspellings, grammatical errors, numbering errors, etc.) in the code to clarify the extent of this authority.
- **New Section/Chapter on Flag Displays** – A new section is proposed that states that the City will lower flags at all facilities in accordance with the Governor's direction to state agency. The Mayor may also direct the flag to be lowered in recognition of events that affect the City of Gig Harbor.

ID	Task Name	Duration	Start	Finish	Predecessors	F	Aug 14, '22	S	S	Nov 13, '22	T	Feb 12, '23	T	May 14, '23	F	S	Aug 13,
1	<b>Parks Projects</b>																
2	<b>Skansie Netshed Structural Repairs</b>	295 days	Mon 3/14/22	Fri 4/28/23			Skansie Netshed Structural Repairs										
3	Design and Bidding	160 days	Mon 3/14/22	Fri 10/21/22			[Task Bar]										
4	Bid Award	0 days	Mon 10/24/22	Mon 10/24/22	3FS+1 day												
5	Construction	120 days	Mon 11/14/22	Fri 4/28/23	3,4FS+14 days												
6	<b>Gig Harbor Sports Complex Phase 1B Design and Permitting</b>	250 days	Wed 3/16/22	Tue 2/28/23			Harbor Sports Complex Phase 1B Design and Permitting										
7	Design and Permitting	250 days	Wed 3/16/22	Tue 2/28/23			[Task Bar]										
8	<b>Austin Honoring Art Installation</b>	280 days	Mon 8/2/21	Fri 8/26/22			[Task Bar]										
9	Design and Permitting	177 days	Mon 8/2/21	Tue 4/5/22			[Task Bar]										
10	Pre-loading and Foundation Construction	68 days	Wed 3/30/22	Fri 7/1/22			[Task Bar]										
11	Artwork raising and unveiling	40 days	Mon 7/4/22	Fri 8/26/22	10,9		[Task Bar]										
12	<b>Commercial Fishing Homeport Design and Permitting</b>	385 days	Mon 1/24/22	Fri 7/14/23			Commercial Fishing Homeport Design and Permitting										
13	Design and Permitting	385 days	Mon 1/24/22	Fri 7/14/23			[Task Bar]										
14	<b>City Building Projects</b>																
15	<b>Civic Center Electric Vehicle Charging Station</b>	216 days	Mon 2/14/22	Mon 12/12/22			Civic Center Electric Vehicle Charging Station										
16	Infrastructure Preparations	70 days	Mon 2/14/22	Fri 5/20/22			[Task Bar]										
17	Design	106 days	Mon 5/23/22	Mon 10/17/22	16		[Task Bar]										
18	Construction	40 days	Tue 10/18/22	Mon 12/12/22	17		[Task Bar]										
19	<b>Bogue Visitor's Center Building Rehabilitation</b>	171 days	Mon 3/7/22	Mon 10/31/22			Bogue Visitor's Center Building Rehabilitation										
20	Consultant Selection	36 days	Mon 3/7/22	Mon 4/25/22			[Task Bar]										
21	Design/Permitting	91 days	Mon 4/25/22	Mon 8/29/22			[Task Bar]										

Project: 2022 Active CIP Schedule Print Date: Fri 8/5/22	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			



ID	Task Name	Duration	Start	Finish	Predecessors	F	Aug 14, '22	S	S	Nov 13, '22	T	Feb 12, '23	T	May 14, '23	Aug 13,
22	Bid Award	1 day	Mon 10/10/22	Mon 10/10/22											
23	Construction	50 days	Mon 10/31/22	Fri 1/6/23	22FS+14 days										
24	<b>City Streets Projects</b>														
25	<b>Public Works Ops Center-Building Design/Permit/Construct</b>	666 days	Fri 5/7/21	Fri 11/24/23											
26	Design/Permitting	306 days	Fri 5/7/21	Fri 7/8/22											
27	Bid Award	0 days	Mon 12/12/22	Mon 12/12/22											
28	Construction	250 days	Mon 12/12/22	Fri 11/24/23	27										
29	<b>Harborview Dr./Stinson Ave Intersection Improvements</b>	284 days	Wed 8/4/21	Mon 9/5/22											
30	Construction	284 days	Wed 8/4/21	Mon 9/5/22											
31	<b>Rosedale St/Stinson Ave Intersection Improvements</b>	267 days	Wed 8/4/21	Thu 8/11/22											
32	Construction	289 days	Wed 8/4/21	Mon 9/12/22											
33	<b>Annual Pavement Maintenance and Repair</b>	204 days	Wed 1/5/22	Mon 10/17/22											
34	Consultant Selection	15 days	Wed 1/5/22	Tue 1/25/22											
35	Design	62 days	Fri 2/18/22	Mon 5/16/22	34										
36	Bid Award	0 days	Mon 6/27/22	Mon 6/27/22	35										
37	Construction	66 days	Mon 7/18/22	Mon 10/17/22	36										
38	<b>Mid-Block RRFB Crosswalk System</b>	218 days	Wed 3/2/22	Fri 12/30/22											
39	Design	132 days	Wed 3/2/22	Thu 9/1/22											
40	Construction	87 days	Thu 9/1/22	Fri 12/30/22											
41	<b>Burnham Dr. Improvements Ph 1A</b>	847 days	Fri 1/1/21	Mon 4/1/24											
42	Design and Permitting	462 days	Fri 1/1/21	Mon 10/10/22											

Project: 2022 Active CIP Schedule Print Date: Fri 8/5/22	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			

ID	Task Name	Duration	Start	Finish	Predecessors	F	Aug 14, '22	S	S	Nov 13, '22	M	T	Feb 12, '23	W	T	May 14, '23	F	S	Aug 13,	S
43	Construction	365 days	Tue 11/8/22	Mon 4/1/24	42FS+20 days															
44	<b>Prentice- Fennimore Half-Width Improvements</b>	349 days	Tue 3/29/22	Fri 7/28/23																
45	Design	199 days	Tue 3/29/22	Fri 12/30/22																
46	Construction	150 days	Mon 1/2/23	Fri 7/28/23	45															
47	<b>38th Ave Improvements Phase 2 - Design and Permitting</b>	221 days	Thu 3/10/22	Thu 1/12/23																
48	Consultant Selection	33 days	Thu 3/10/22	Mon 4/25/22																
49	Design and Permitting	188 days	Tue 4/26/22	Thu 1/12/23	48															
50	<b>Water Projects</b>																			
51	<b>Emergency Water Intertie- Canterwood Blvd</b>	349 days	Wed 9/29/21	Mon 1/30/23																
52	Design and Agreements	249 days	Wed 9/29/21	Mon 9/12/22																
53	Bid Award	0 days	Mon 9/12/22	Mon 9/12/22	52															
54	Construction	100 days	Tue 9/13/22	Mon 1/30/23	53															
55	<b>Reid Dr. (55th St Ct) Water Main Improvements</b>	196 days	Mon 4/25/22	Mon 1/23/23																
56	Design and Bidding	76 days	Mon 4/25/22	Mon 8/8/22																
57	Bid Award	0 days	Mon 8/8/22	Mon 8/8/22	56															
58	Construction	120 days	Tue 8/9/22	Mon 1/23/23	57															
59	<b>Wastewater Projects</b>																			
60	<b>LS#6 (Ryan St) Replacement</b>	276 days	Wed 8/11/21	Wed 8/31/22																
61	Construction	276 days	Wed 8/11/21	Wed 8/31/22																
62	<b>LS#12 (Woodhill Dr) Rehabilitation Design</b>	263 days	Mon 11/29/21	Wed 11/30/22																
63	Construction	263 days	Mon 11/29/21	Wed 11/30/22																

Project: 2022 Active CIP Schedule Print Date: Fri 8/5/22	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
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	Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
	Summary		Inactive Task		Duration-only		Finish-only			

ID	Task Name	Duration	Start	Finish	Predecessors	F	Aug 14, '22	S	S	Nov 13, '22	T	Feb 12, '23	T	May 14, '23	Aug 13,
							S	S	M	T	W	T	F	S	S
64	<b>Murphy's Landing Marina Navigation Channel Dredging</b>	363 days	Wed 8/11/21	Fri 12/30/22											
65	Design/Permitting	363 days	Wed 8/11/21	Fri 12/30/22											
66	<b>Waterwater Treatment Plant Digester Upgrades</b>	331 days	Wed 11/17/21	Wed 2/22/23											
67	Design and Procurement	271 days	Wed 11/17/21	Wed 11/30/22											
68	Construction	60 days	Thu 12/1/22	Wed 2/22/23	67										
69	<b>Stinson Ave Slip Lining Sewer Main</b>	187 days	Fri 3/4/22	Mon 11/21/22											
70	Design and Bidding	137 days	Fri 3/4/22	Mon 9/12/22											
71	Contract Award	0 days	Mon 9/12/22	Mon 9/12/22	70										
72	Construction	50 days	Tue 9/13/22	Mon 11/21/22	71										
73	<b>Stormwater Projects</b>														
74	<b>Donkey Creek Daylighting</b>	156 days	Wed 4/27/22	Wed 11/30/22											
75	Consultant Selection	34 days	Wed 4/27/22	Mon 6/13/22											
76	Conceptual Design and Public Process	122 days	Tue 6/14/22	Wed 11/30/22	75										
77	<b>Storm Pipe Slip Lining at Mnt View Place and Vernhardson</b>	152 days	Fri 4/22/22	Mon 11/21/22											
78	Design	102 days	Fri 4/22/22	Mon 9/12/22											
79	Contract Award	0 days	Mon 9/12/22	Mon 9/12/22	78										
80	Construction	50 days	Tue 9/13/22	Mon 11/21/22	79										
81	<b>Other Department Tasks</b>														
82	<b>Utility Rate Studies</b>	152 days	Wed 3/2/22	Thu 9/29/22											
83	Development and Public Process	102 days	Wed 3/2/22	Thu 7/21/22											
84	Code Development and Adoption	50 days	Fri 7/22/22	Thu 9/29/22	83										

Project: 2022 Active CIP Schedule Print Date: Fri 8/5/22	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			

**CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX**

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
<b>PARKS PROJECTS</b>		
<p><b>Skansie Netshed Reroof and Repaint</b>  <b>Project Budget:</b> \$300,000  <b>Fund:</b> Parks Development  <b>Objective No.:</b> 6</p>	<p>This project consists of design, permitting, and construction of minor repairs, siding repairs, repaint the exterior of the building, and re-roof the building.</p>	<ul style="list-style-type: none"> <li>o The City approved a professional services contract with Helix Design Group on March 23, 2022.</li> <li>o Helix has submitted 90% plans/technical specifications and structural assessment.</li> <li>o Staff submitted review comments of structural assessment to Helix.</li> <li>o <b>Staff provided a project update and presented the structural assessment report to Council at the Study Session on 07/14/22 - City Council recommended structural stabilization of the net shed.</b></li> <li>o <b>Amendment #1 to the professional services contract added design work for structural stabilization of the netshed will be presented to City Council at the meeting on 8/8/2022.</b></li> </ul>
<p><b>Gig Harbor Sports Complex Phase 1B - Design, Permitting, and Construction</b>  <b>Project Budget:</b> \$1,000,000  <b>Fund:</b> Parks Development (Federal Grant, RCO LWCF Grant, HBZ, Park Impact Fees)  <b>Objective No.:</b> 1  <b>Project No.:</b> CPP-2007</p>	<p>The City has been proceeding with developing a sports complex in Gig Harbor North since the City acquired park land in this area in 2011 in accordance with the 6-year CIP. The City then developed a series of master plans for the sports complex and the scope of the complex increased until 2018 when the project developed into the phased development that we have today. The current project phase consists of two sub-phases that are interrelated but not equivalent. The YMCA will proceed with the Phase 1A project, which consists of two artificial turf fields with associated lighting and parking and is funded in part with the City's previously awarded legislative grant and an RCO grant. Phase 1B requested funding from two RCO grants in 2020 and will proceed to YMCAs Phase 1A. The design and permitting effort for the project is scheduled to be completed in 2022 with construction beginning either at the end of 2022 or in early 2023.</p>	<ul style="list-style-type: none"> <li>o City Council approved BCRA, Inc.'s professional services contract for design, permitting, and bid support on 03/28/22.</li> <li>o A kick-off meeting was held with BCRA on 03/31/22.</li> <li>o Site survey is completed. <ul style="list-style-type: none"> <li>• Completed topographic survey of Phase 1A and Phase 1B parcels. This is necessary to construct Phase 1B.</li> <li>• Comprehensive tree survey of all Sports Complex parcels.</li> <li>• Survey of all Sports Complex parcel lines to create a Binding Site Plan.</li> </ul> </li> <li>o The City hosted an informational open house on 05/07/22 for the entire Sports Complex project where Phase 1B was presented.</li> <li>o Council conducted a Study Session on 05/26/22 to examine the status of the Sports Complex and to hear staff suggestions regarding next steps, particularly in light of public comment.</li> <li>o A public open house occurred on 06/28/22 from 5:00 pm - 6:30 pm in the Civic Center Lobby where Staff and the consultant received options for certain facility design details.</li> <li>o Staff made a presentation to the Parks Commission at their 07/06/22 meeting.</li> <li>o Staff provided an update and requested Council input at the 07/14/22 Council Study Session.</li> </ul>
<p><b>Community Paddler's Dock</b>  <b>Project Budget:</b> \$300,000  <b>Fund:</b> Parks Development (HBZ, Park Impact Fees, GHCKRT Donation, Gen. Fund)  <b>Objective No.:</b> 5  <b>Project No.:</b> CPP-1824</p>	<p>Design, permit, and construct a new gangway and float system for use by human powered craft from the existing Jerkovich Pier.</p>	<ul style="list-style-type: none"> <li>o A Certificate of Occupancy has been issued.</li> <li>o Additional foam billets have been installed by the Contractor.</li> <li>o Signage will be considered for site interpretation/history, operations, and notices.</li> <li>o <b>Vendor bids were received for fabricating security fencing to provide additional protection for the private dock next door.</b></li> <li>o <b>Due to the value of the fencing the Shoreline Master Program permit is being updated to reflect the extension of the security fence.</b></li> <li>o <b>Once fabricated, delivered and the SMP update is complete, the Public Works Operations staff will install the fencing.</b></li> </ul>

**CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX**

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
<p><b>Austin Estuary Honoring Symbol</b>  <b>2021 Project Budget:</b> \$75,000 (\$25,000 donations, \$50,000 Public Arts Capital Projects)  <b>Fund:</b> Public Arts Capital Projects  <b>Objective No.:</b> 1  <b>Project No.:</b> CPP-1926</p>	<p>In conjunction with the Puyallup Tribe of Indians, the Gig Harbor Kiwanis Foundation, and the City's Arts Commission, the City Council awarded a contract in 2019 for the placement of an "honor symbol" in Austin Estuary Park to acknowledge the importance of the Tribe as the original residents of Gig Harbor. This project received funding in the 2019 and 2020 budget. Staff is working with the Puyallup Tribe of Indians, a citizen group, and directed by City Council. Honor Symbol, carved from a California Redwood by master carver Guy Capoeman.</p>	<ul style="list-style-type: none"> <li>o Staff is coordinating with the Tribe for the unveiling of the artwork. Dates for the unveiling ceremony are being coordinated between the Tribe and the City. Staff is tentatively looking at dates in mid-August.</li> <li>o The City's Contractor (KPC) has completed the foundation work.</li> <li><b>o Staff is coordinating with the artist to raise the artwork on August 10 then complete the assembly of the artwork by August 13.</b></li> <li><b>o Staff is coordinating with the Puyallup Tribe to have an unveiling of the artwork later in August.</b></li> <li><b>o Operations Staff has created a preliminary gravel walkway up to the base for the artwork and will finlize the placement of topsoil and plants once the artwork is in place.</b></li> </ul>
<p><b>Commercial Fishing Homeport Design/Permitting</b>  <b>Project Budget:</b> \$110,000  <b>Fund:</b> Parks Development  <b>Objective No.:</b> 10  <b>Project No.:</b> CPP-2204</p>	<p>Design and permit for a new float system for the commercial fishing homeport at Ancich Park.</p>	<ul style="list-style-type: none"> <li>o The City submitted an application for Port of Tacoma Local Economic Development Investment Funds on 02/25/2022.</li> <li>o Beach mitigation has been identified throughout the Harbor as possible mitigation. City Staff has met with representatives from commercial fishing fleet on the 30% design and possible mitigation. The 60% design <b>addresses</b> comments from the fleet representatives.</li> <li>o 60% design was received from DCG on 05/27/22 and <b>was</b> distributed to stakeholders for discussion with Council and commercial fishing operators at the Study Session on 06/16/22.</li> <li>o DCG submitted for City Planning Land Use permits on 05/17/22.</li> <li>o DCG <b>submitted</b> for Federal permits on 06/22.</li> <li>o Project total costs are currently estimated at \$3,345,366.45, with the construction cost at \$2,525,259.40.</li> <li>o A professional services contract amendment will be presented to Council on <b>09/12/22</b> for the increased cost in the electrical design and <b>extra required mitigation</b> .</li> </ul>
<p><b>Eddon Boat Park - Brick House Remodel</b>  <b>2021 Project Budget:</b> \$100,000  <b>Fund:</b> Parks Development  <b>Objective No.:</b> 10  <b>Project No.:</b> CPP-1403</p>	<p>Remodel and rehabilitate the historic Eddon Residence.</p>	<ul style="list-style-type: none"> <li>o Certificate of Occupancy is dependent on completion of the new parking stalls associated with the construction of the Harborview/Stinson intersection improvements.</li> <li><b>o A use agreement is under development between the City and Eddon Boat House, which will be presented to Council at a special council meeting in August and ahead of opening the building to reservations by community groups.</b></li> </ul>

**CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX**

<b>PROJECT</b>	<b>PROJECT DESCRIPTION</b>	<b>STATUS UPDATE</b>
<b>CITY BUILDING PROJECTS</b>		
<b>Bogue Visitor Center Reroof</b> <b>Project Budget:</b> \$85,000 <b>Fund:</b> City Buildings <b>Objective No.:</b> 3	Re-roof the City's Visitor's Center building in accordance with Building Code requirements. Additionally, the HVAC is beyond its useful life and this project proposes to upgrade the HVAC units.	<ul style="list-style-type: none"> <li>o City staff negotiated a contract with Richaven Architect that was authorized and executed by the City Administrator.</li> <li>o <b>Project milestone dates are somewhat delayed due to requirements for asbestos testing of the roofing material; the milestones consist of bid documents by August 2022; Advertisement in August 2022; Construction beginning October 2022 dependent on possible long lead fabrication time for rigid insulation panels.</b></li> </ul>
<b>CITY STREETS PROJECTS</b>		
<b>Public Works Operations Center – Building Design/Permit/Construct</b> <b>Project Budget:</b> \$3,300,000 <b>Fund:</b> Parks, Streets, Water, Storm Capital <b>Objective No.:</b> 2 <b>Project No.:</b> CSP-1307	This final phase of the project will construct the PW Operations Center building in accordance with the recently completed design and permits.	<ul style="list-style-type: none"> <li>o <b>Staff advertised for bids on 06/09/22, held a bid opening on 07/21/22, and received only one bid that was significantly over budget.</b></li> <li>o <b>A resolution to reject the bid will be presented to Council on 08/08/22.</b></li> <li>o <b>Staff and consultant are preparing to rebid this project in fall 2022, assuming a more favorable bidding climate.</b></li> </ul>
<b>Harborview Dr/Stinson Ave Intersection Improvements</b> <b>Project Budget:</b> \$2,100,000 <b>Fund:</b> Street Capital (TIB Grant, HBZ, TIF) <b>Objective No.:</b> 2 <b>Project No.:</b> CSP-1904	Complete the construction of the roundabout and other intersection improvements at Stinson Avenue and Harborview Drive. Due to economies of scale for permitting and civil construction cost, this work will include the construction of additional parking stalls for the Eddon Boat Park Brick House Rehabilitation project.	<ul style="list-style-type: none"> <li>o Council authorized the Construction Contract Award to Active Construction Inc. on 08/09/21.</li> <li>o The project officially started back up on 02/28/22 with the full detour in place.</li> <li>o Council approved a Change Order on 03/14/22 to incentivize quicker completion to allow the road to open sooner.</li> <li>o The roundabout was paved and reopened to two-way traffic on May 26th.</li> <li>o <b>Anticipated project physical completion August 2022.</b></li> <li>o <b>Remaining outstanding items that will be addressed in the coming weeks to reach physical completion include placement of the grasscrete parking area at the Eddon Park driveway, relocating an existing fire hydrant, installation of luminaires, and the final punch list.</b></li> </ul>
<b>Rosedale St/Stinson Ave Intersection Improvements</b> <b>2021 Project Budget:</b> \$1,500,000 <b>Fund:</b> Street Capital (PSRC grant, TIB grant, TIF) <b>Objective Nos.:</b> 2 & 3 <b>Project No.:</b> CSP-1502	Complete the design, permitting, and construction of approximately 2,700 LF of pavement overlay along Stinson Avenue between Rosedale Street and Pioneer Way. The project will construct a mini roundabout at Stinson/Rosedale and provide an HMA overlay and upgrade the existing non-compliant curb ramps to ADA standards.	<ul style="list-style-type: none"> <li>o <b>The contractor received the long-awaited luminaires but they were not the approved ones that the contractor submitted on and were slightly different than specified in the Public Works Standards. However, the City is working with the contractor to accept the poles through a Public Works Variance process.</b></li> <li>o <b>Project substantial completion is expected by September 2022.</b></li> </ul>
<b>Annual Pavement Maintenance and Repair</b> <b>Project Budget:</b> \$2,500,000 <b>Fund:</b> Street Operating <b>Objective No.:</b> 2 <b>Project No.:</b> CSP-2102	Perform pavement replacement, pavement repair, or chip sealing of various roadway sections throughout the City, tentatively include 45th St Ct., Briarwood Lane, Pt. Fosdick Dr, Wollochet Dr, Woodhill Drive, the Olympic Dr/Pt Fosdick Dr intersection, and Hollycroft St. Pavement maintenance and repairs include ADA improvements where required.	<ul style="list-style-type: none"> <li>o A Study Session on this project and on the general topic of pavement maintenance was held on 03/31/22.</li> <li>o Staff released the project to bid on May 18th, with a bid opening on June 1st, with contract award by Council on June 27th.</li> <li>o Work will be completed during the end of summer or first part of fall.</li> <li>o A large public outreach effort is required for this project. <b>City staff are weekly releasing public notices and updating the city webpage.</b></li> <li>- <b>Work completed as of 8/5/2022: pedestrian ramps along Briarwood Lane demotion of pedestrian ramps along the west side of Point Fosdick Dr.</b></li> <li>- <b>Future work consists of: Repaving Briarwood Lane, new pedestrian ramps along Point Fosdick Dr., repaving left turn lanes from Olympic Dr. to Point Fosdick Dr. southbound, repaving Point Fosdick Dr. between 48th St. &amp; Harbor Country Dr., and repaving 45th St.</b></li> </ul>

**CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX**

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
<p><b>Mid-Block RRFB Crosswalk System</b>  <b>Project Budget:</b> \$50,000  <b>Fund:</b> Street Capital  <b>Objective No.:</b> 6</p>	<p>This objective will provide for the in-house design, purchase, and in-house construction of mid-block pedestrian crosswalks and the associated rapid-flash beacon system at 50<sup>th</sup> St. Ct. adjacent to Veterans Memorial Park and along Soundview Drive near Hunt St. <b>and on Pacific Ave at the top of the hill from Borgen Blvd.</b></p>	<ul style="list-style-type: none"> <li>o The City has contracted with a surveying firm to collect survey data for the proposed locations.</li> <li>o Survey received in early July for Pacific Ave.</li> <li>o In-house design and construction is TBD based on Staff availability for the 50th St. Ct. location.</li> <li>o In-house design is complete <b>for the Pacific Ave location.</b></li> <li>o <b>In-house construction is expected to be completed prior to the beginning of school for the location on Pacific Ave.</b></li> </ul>
<p><b>Burnham Dr Improvements Ph 1A</b>  <b>Project Budget:</b> \$2,200,000  <b>Fund:</b> Street Capital (HBZ)  <b>Objective No.:</b> 3  <b>Project No.:</b> CSP-2003</p>	<p>Complete the design and permitting associated with approximately 1,400 LF of roadway corridor improvements along portions of Burnham Drive (between 96th Street and the northerly Eagles driveway) where gaps exist. Improvements will be consistent with Alternative 3 as described to City Council in November 2020. This work will also replace the existing 24-inch diameter concrete culvert with a new fish passable culvert (identified separately in Storm Capital). Due to the proximity of these two capital projects, the City will see cost savings by bidding and constructing these projects together.</p>	<ul style="list-style-type: none"> <li>o Due to conflict between stream elevation and the existing gravity sewer pipe, it has been determined that a bridge is the best option for replacing the culvert at 96th Street.</li> <li>o Submitted state, federal, and local permit applications in November 2021.</li> <li>o Consultant is currently working on the final version of the drawings and specifications.</li> <li>o Dept. of Fish &amp; Wildlife and Army Corps of Engineers (USACE) accepted and are reviewing the permit applications.</li> <li>o USACE required submission of a mitigation plan for the areas of impact by the wetlands along the east side of the road</li> <li>o On 06/27/22, City Council awarded Contract Amendment #2 to David Evans &amp; Associates to develop a mitigation plan consisting of conserving a portion of the city-owned parcel located just west of the sewer treatment plant (0221064046) and removing invasives from the same parcel.</li> <li>o <i>Consultant is preparing a mitigation plan in response to the request from USACE.</i></li> </ul>
<p><b>Prentice-Fennimore Half-Width Improvements</b>  <b>Project Budget:</b> \$75,000  <b>Fund:</b> Street Capital  <b>Objective No.:</b> 8  <b>Project No.:</b> CSP-2107</p>	<p>Complete a topographic survey, conceptual design, and associated cost estimate for half-width frontage improvements between Harbor Ridge Middle School and Peacock Hill Ave. in preparation for possible grant applications in 2022. This phase will take the project to 30% design documents to bid ready.</p>	<ul style="list-style-type: none"> <li>o The arborist was on-site to evaluate those trees on 06/23/22. <b>Staff received the arborist report on 07/26/22.</b></li> <li>o Utility locates occurred on 06/13/22.</li> <li>o Geotechnical Potholing, and borings were performed on 07/05/22. <b>Design will move forward once all of the field investigation results have been received by the design consultant from the sub-consultants.</b></li> </ul>
<p><b>Harbor History Museum Driveway Entrance Revision</b>  <b>Project Budget:</b> \$33,000  <b>Fund:</b> Street Capital  <b>Objective No.:</b> 4  <b>Project No.:</b> CSP-2006</p>	<p>Revise the sidewalk and driveway grade at the entrance to reduce the large change in grade that exists. This work is proposed to be designed by Engineering Division staff and constructed by Operations Division staff.</p>	<ul style="list-style-type: none"> <li>o City Staff will narrow down options to revise the grade of the driveway.</li> <li>o Survey received in late March.</li> <li>o The Museum has a prescheduled event on 08/20/22.</li> <li>o <b>Design and construction will be determined based on Staff availability and capacity.</b></li> </ul>

**CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX**

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
<p><b>38th Avenue Phase 2 Half-Width Roadway Improvements</b>  <b>Project Budget:</b> \$800,000  <b>Fund:</b> Street Capital  <b>Objective No.:</b> 10  <b>Project No.:</b> CSP-2206</p>	<p><b>Design and construct half-width roadway improvements in accordance with the intent of using low-impact design for stormwater management.</b></p>	<ul style="list-style-type: none"> <li>o A professional services contract for design was awarded to KPFF on 06/13/22.</li> <li>o Project Design Kickoff meeting was held on 07/11/22.</li> <li>o Field investigations began week of 07/18/22, and survey will be performed on site during the months of July thru the end of September. This will include Cultural Resources, Arborist, Geotechnical, and Environmental.</li> <li>o City Staff will be working on obtaining Right of Entry (ROE) forms for the field investigation and survey during July.</li> <li>o A decision was made after the initial scoping of the project to include the sanitary sewer design within 38th. Staff will be presenting a professional services contract amendment to Council for approval on <b>09/12/22</b>.</li> <li>o This project is anticipated to be bid ready in June 2023.</li> </ul> <p><b>o Right of Entry documents went out the week of July 18th to adjacent homeowners on the east side of 38th for the field investigations and survey.</b></p>
<b>WATER PROJECTS</b>		
<p><b>Emergency Water Intertie - Canterwood Blvd</b>  <b>Project Budget:</b> \$547,000  <b>Fund:</b> Water Capital  <b>Objective No.:</b> 2  <b>Project No.:</b> CSP-1918</p>	<p>Complete the design, then construct the water main (approx. 1,600 LF) along Canterwood Blvd between St. Anthony's hospital and Baker Way and associated emergency water intertie with an adjacent water purveyor to provide a redundant water source in the event of an emergency.</p>	<ul style="list-style-type: none"> <li>o Staff has met with the St. Anthony Hospital to review the project status.</li> <li>o Washington Water Company has notified the City that they have received an application from a proposed preliminary plat on the west side of Canterwood Blvd. for water service. To avoid parallel water mains in Canterwood Blvd. staff is working with Washington Water and Carollo to determine a new location of the intertie south of Baker Way where the original plan had it located. Public Works staff talked to the City Attorney on possible options for this on the legal side.</li> <li>o <b>City Staff met with Washington Water Company on 07/28/22 with the information received from the City Attorney to determine next steps for the main. Once determined, Staff will give final direction to the City's Consultant, Carollo to move forward with final design.</b></li> </ul>
<p><b>Reid Dr (55th St Ct) Water Main Improvements</b>  <b>Project Budget:</b> \$300,000  <b>Fund:</b> Water Capital  <b>Objective No.:</b> 4  <b>Project No.:</b> CWP-2208</p>	<p>This project will replace an aging, deep PVC water main with a new 8-inch water main located along 55th St. Ct. east of Reid Dr. that currently has insufficient valve controls. This project was designed in-house.</p>	<ul style="list-style-type: none"> <li>o <b>Bid opening held on 07/28/22 with four (4) bids received.</b></li> <li>o <b>Construction contract award is scheduled for Council approval on 08/08/22.</b></li> <li>o Staff is aware that 55th St Ct. is located within a tax title parcel and has been working with the County to determine the process for permits, if any, and notifications for the project.</li> <li>o <b>Staff has been notified by material suppliers that some materials are becoming difficult to come by. After looking at the possibility of having the City order these materials ahead of time, Staff has decided to order some of these materials ahead of time to keep the project on track.</b></li> </ul>
<p><b>Well #3 Emergency Repair</b>  <b>2021 Fund:</b> Unbudgeted  <b>Project No.:</b> CWP-2009</p>	<p>Design, permitting and construction of replacement Well #3A on the same site as the existing Well #3.</p>	<ul style="list-style-type: none"> <li>o Construction completed and the Well is fully operational as of 06/30/21.</li> <li>o City is addressing Dept. of Health (DOH) review comments in order to receive final approval.</li> </ul>
<b>WASTEWATER PROJECTS</b>		
<p><b>LS#6 (Ryan St) Replacement</b>  <b>Project Budget:</b> \$1,400,000  <b>Fund:</b> Wastewater Capital  <b>Objective No.:</b> 5  <b>Project No.:</b> CSSP-1706</p>	<p>Complete construction of the replacement sewer lift station.</p>	<ul style="list-style-type: none"> <li>o <b>Construction in progress with anticipated completion in September 2022.</b></li> </ul>
<p><b>LS#12 (Woodhill Drive) Rehabilitation</b>  <b>Project Budget:</b> \$2,839,000  <b>Fund:</b> Wastewater Capital  <b>Objective No.:</b> 2  <b>Project No.:</b> CSSP-2005</p>	<p>Complete upgrade and replacement of the sewer lift station structural, mechanical, and electrical systems.</p>	<ul style="list-style-type: none"> <li>o Construction in progress with anticipated completion in November 2022.</li> </ul>



**CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX**

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
<p><b>Murphy's Landing Marina Navigation Channel Dredging</b>  <b>Project Budget:</b> \$25,000  <b>Fund:</b> Wastewater Capital  <b>Objective No.:</b> 8  <b>Project No.:</b> CSSP-1919</p>	<p>In partnership with Murphy's Landing Marina, design and permit a bid ready set of contract documents for the removal of a portion of infill sedimentation that has occurred throughout the years, and will continue to do so, within the marina navigation channel.                      NOTE: This work first required an agreement with the Marina noting that all construction costs for the channel dredging will be the sole responsibility of the Marina, and the City will NOT participate in any construction or long-term maintenance costs.</p>	<ul style="list-style-type: none"> <li>o The City's obligation is to complete design, submit permit applications, and manage submissions until permit approval.</li> <li>o In accordance with clause 2.1 of agreement between City and Murphy's Landing, City provided opportunity for Murphy's Landing board members to review and comment on design and permit documents</li> <li>o Permit submission process completed April 26, 2022. City Planning Division requested an amended Habitat Management Plan related to site conditions.</li> </ul>
<p><b>Wastewater Treatment Plant Digester Upgrades</b>  <b>Project Budget:</b> \$150,000  <b>Fund:</b> Wastewater Capital  <b>Objective:</b> 9</p>	<p>The current centrifuge operation contributes a high ammonia concentration to the WWTP by way of its discharge. This high concentration severely limits the throughput of the centrifuge without causing detrimental impacts to the treatment plant. These improvements should have positive results in increased centrifuge capacity and plant efficiency. A side benefit would be a potential reduction in power costs for a reduced blower and centrifuge runtime.</p>	<ul style="list-style-type: none"> <li>o The City's consultant APG-Neuros is performing the design work.</li> <li>o Currently at <b>90%</b> design.</li> <li>o Construction completion is subject to design and material availability.</li> </ul>
<b>STORMWATER PROJECTS</b>		
<p><b>Burnham Dr Culvert Replacement (at 96<sup>th</sup> St)</b></p>	<p>Due to the proximity of the Burnham Dr Improvements Ph 1A capital project, the City will see cost savings by bidding and constructing these two projects together. The culvert portion of work will replace the existing 24-inch diameter concrete culvert with a new fish passable culvert (identified separately in Storm Capital).</p>	<p>See Burnham Dr Improvements Ph 1A for project updates.</p>
<b>OTHER DEPARTMENT TASKS</b>		
<p><b>Utility Rate Studies 2022</b>  <b>Project Budget:</b> \$40,000 (Storm, Water, Wastewater)  <b>Fund:</b> Storm Operating, Water Operating, Wastewater Operating  <b>Objective:</b> 3, 5, 2</p>	<p>Perform a study to review each utility's existing rates and charges, review the forecasted revenues, and assess against the respective planned capital projects.</p>	<ul style="list-style-type: none"> <li>o Staff and the Consultant presented the initial review of existing and proposed general facilities charges at the Council Study Session <b>later in 2022.</b></li> <li>o Staff and the Consultant will be presenting proposed monthly rate adjustments at a Council Study Session in spring 2022.</li> </ul>



## MEMORANDUM

**DATE:** July 22, 2022  
**TO:** City Council  
**FROM:** Laura Pettitt, Tourism & Communications Director  
**SUBJECT:** 4th of July Event Discussion

At the June 27<sup>th</sup> City Council meeting, City Council voted 4-3 to ban the personal use of fireworks within city limits through Ordinance 1488. This directive came on the heels of the limiting of setting off personal fireworks to one day (July 4) in 2022.

Since the adoption of Ordinance 1488, there has been some interest from residents in a City-produced 4<sup>th</sup> of July event. On the direction of Councilmembers Woock and Barber, we are bringing this matter forward for Council discussion.

Previous research into a City-sponsored 4<sup>th</sup> of July event have centered around a fireworks show off a barge in the Harbor. The fall-out zone for detritus from exploded fireworks was determined to be too tight and unsafe for standard fireworks. Further, setting off fireworks over land or sea managed by DNR is illegal according to RCW Chapter 70.77. This would include the water portion of the harbor.

Other considerations have been whether or not an event and related street closure negatively impacts downtown businesses and if the investment of staff time, GHPD overtime and planning shows a proper return on investment. In the past, feedback from downtown business has been that the 4<sup>th</sup> of July weekend is a high traffic time and performs well for downtown core businesses without an event of street closure, and doing so may actually negatively impact sales.

In looking at alternatives to a traditional fireworks show, pricing has been researched for a drone show, utilizing new technology to avoid detritus and fire risk from a traditional show. Pricing for drone shows, according to HireaUAVPro.com (the producer responsible for drone shows in California, Utah and Colorado) is approximately \$300-450 per drone, with shows typically using 300-500 drones. This would place cost for a one-time event at anywhere from \$90,000 to \$225,000. This cost would apply for the

drone show only and would not include additional costs for event production. To note, UAV has more requests than they are able to service currently for 2023.

An item to consider is whether this is a manageable cost for an event that spans one day, or if those funds would be better spent on attracting business and tourism over a longer time period in Gig Harbor's shoulder season.

A third option is to create a community event without a firework or drone show, instead offering activities, music and food in the downtown core. This would still require several City expenditures, including a third-party planner overseen by the Communications & Tourism Director for pre-event planning and execution; GHPD and/or external security overtime to enforce road closures; partner and vendor buy-in, with staffing needs over a holiday.

Prior to establishing any interest in these three options, the City would need to secure the support of the Gig Harbor Downtown Waterfront Alliance and affected businesses before proceeding.



## INTEROFFICE MEMORANDUM

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**TO:** KATRINA KNUTSON – CITY ADMINISTRATOR  
**FROM:** KELLY BUSEY – CHIEF OF POLICE  
PAUL RICE - BUILDING OFFICIAL/FIRE MARSHAL  
**SUBJECT:** FIREWORK DISPLAY INFORMATION  
**DATE:** CITY COUNCIL STUDY SESSION – AUGUST 11, 2022

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### **INFORMATION/BACKGROUND**

Fireworks displays are regulated under the provisions of the International Fire Code as adopted by the city and state, and specifically Section 5608. There are several specific requirements included in the permitting process including delineation and review of the proposed fireworks, approval of a site plan which includes a code compliant fall out zone, a state licensed “approved, competent operator” to conduct the show, as well as a host of safety procedures and inspections required prior to, during, and following an event.

The referenced standard which outlines the technical specifics for displays is NFPA 1123. This standard spells out the requirements for shell sizing, fallout areas, floating vessels, electrical ignition requirements, etc.

A mortar type display firework of 6 inches will reach an average height of just over 600 feet with a potential reach of approximately 350 feet (See Figure A). As a reference, the maximum elevation of the land surrounding Gig Harbor is 372 feet.

For a standard display of 6-12 inch shells and not including any chain-fused aerial shells, comets or mines that may reposition during malfunction, the minimum required fall out area would be 1680 feet in diameter. Figure B is a graphic which depicts such an area located in the widest portion of the Harbor.

Spectators, unauthorized vehicles, watercraft, or readily combustible materials shall not be located within the fallout area during the display. This includes fire protection and other emergency response personnel and their vehicles.

Additionally, for overwater displays, the U.S. Coast Guard requires a marine event permit and must approve a safety zone. It is unknown without application what the minimum safety zone might be required by that agency.

One other consideration would be the impact to surrounding wildlife. Gig Harbor is known to be home to resident eagles and herons. Further analysis of this impact should be considered.

## **CONCLUSION**

Based upon the minimum required safety distance specified by the NFPA and the unknown requirements for a Coast Guard Marine Event Permit, it does not appear feasible to conduct a professional fireworks display within the confines of Gig Harbor.

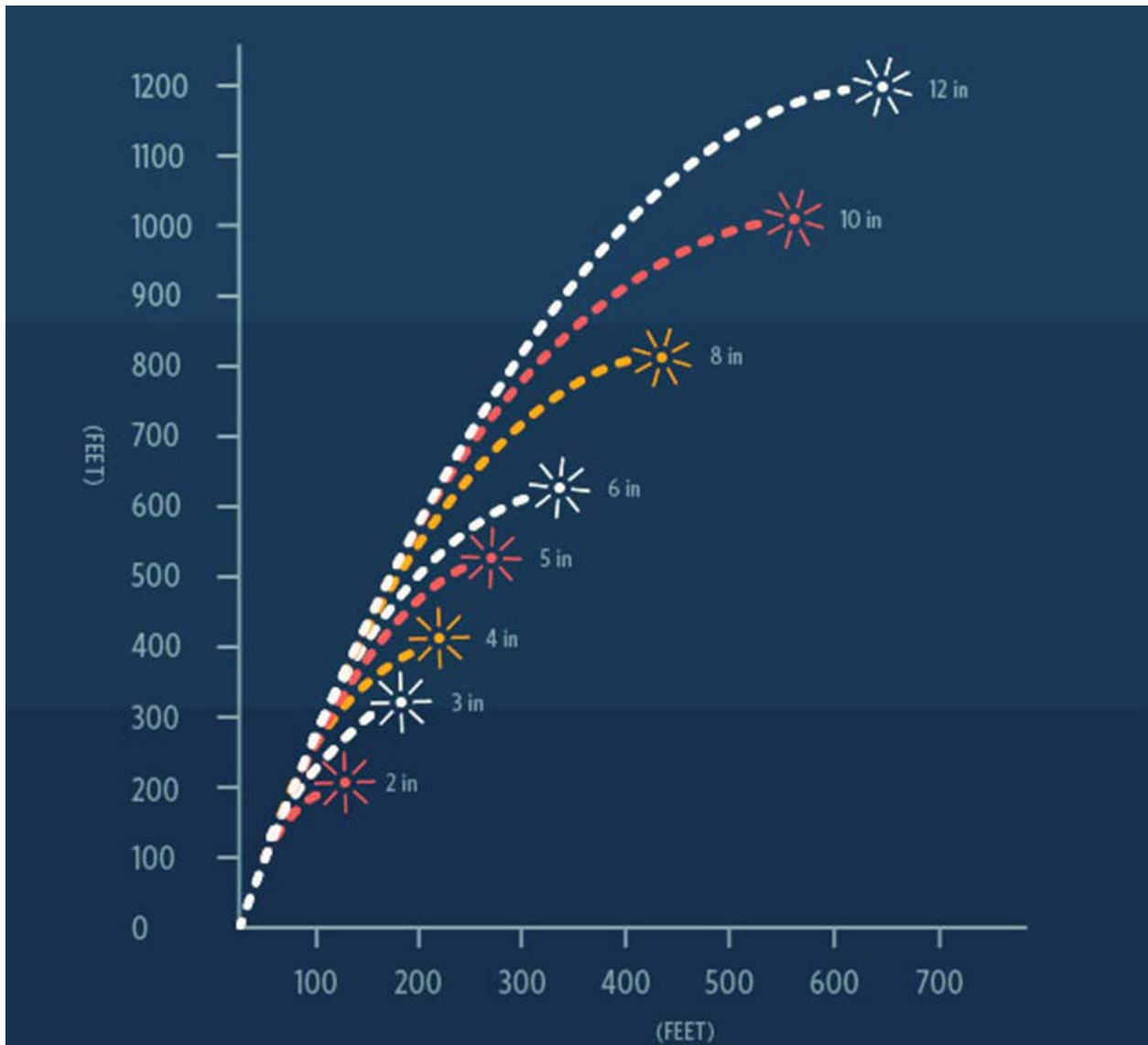


Figure A – Average height and spread of various mortar fireworks.



Figure B – Required fallout area for 6-inch mortar fireworks display (1680 feet)