

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, November 13, 2023 - 5:30 PM
Council Chambers

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

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

CHANGES TO THE AGENDA

PRESENTATIONS

1. **Downtown Waterfront Alliance Flower Basket Waterer Volunteer Recognition**
2. **Habitat for Humanity Presentation**
Presented by Policy and Advocacy Manager Liz Crouse

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND NON-AGENDA ITEMS

CONSENT AGENDA

1. **City Council Minutes: City Council Minutes - October 23, 2023; City Council Study Session Minutes - October 26, 2023; City Council Special Meeting Minutes - November 1, 2023**
2. **Approval of Vouchers - Check numbers 102776 through 102896 and ACH payments in the amount of \$1,573,204.09.**
3. **Approval of Payroll - Checks Numbers 8400 through 8401 and direct deposit transactions in the total amount of \$560,240.78.**

4. **Resolution 1298 Relating to Extending Sewer Service Outside the City, Authorizing Additional Capacity Through the Execution of a Sewer Utility Extension Capacity Agreement with Driftwood Laguna, LLC, to a Restaurant in Pierce County, Washington**
5. **Harbor WildWatch Lease Amendment**
6. **Professional Services Contract Amendment #1 for Lift Station 1a Rehabilitation**
7. **Resolution 1297 Adopting the City's 2024 Legislative Agenda**
8. **Appointment of Barbara Bleich and Suzanne Gillman to the Arts Commission**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. **Department Updates - November 8, 2023**

BUSINESS ITEMS

1. **Public Hearing - General Fund 2024 Revenue Sources**
Suggested Motion: None.
 - a. Staff Report
 - b. Clarifying Questions
 - c. Public Hearing
2. **First Reading and Adoption of Ordinance 1517 Levying the General Property Taxes in the amount of \$3,404,968 for the Fiscal Year Beginning January 1, 2024**
Suggested Motion: Move to approve Ordinance 1517.
 - a. Staff Report
 - b. Clarifying Questions
 - c. Public Comment
 - d. Council Deliberation and Action

STAFF REPORT

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. **Upcoming City Meetings**

EXECUTIVE SESSION

1. **Executive session to discuss potential litigation per per RCW 42.30.110(1)(i).**

ADJOURN

PUBLIC COMMENT & DECORUM

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

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

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

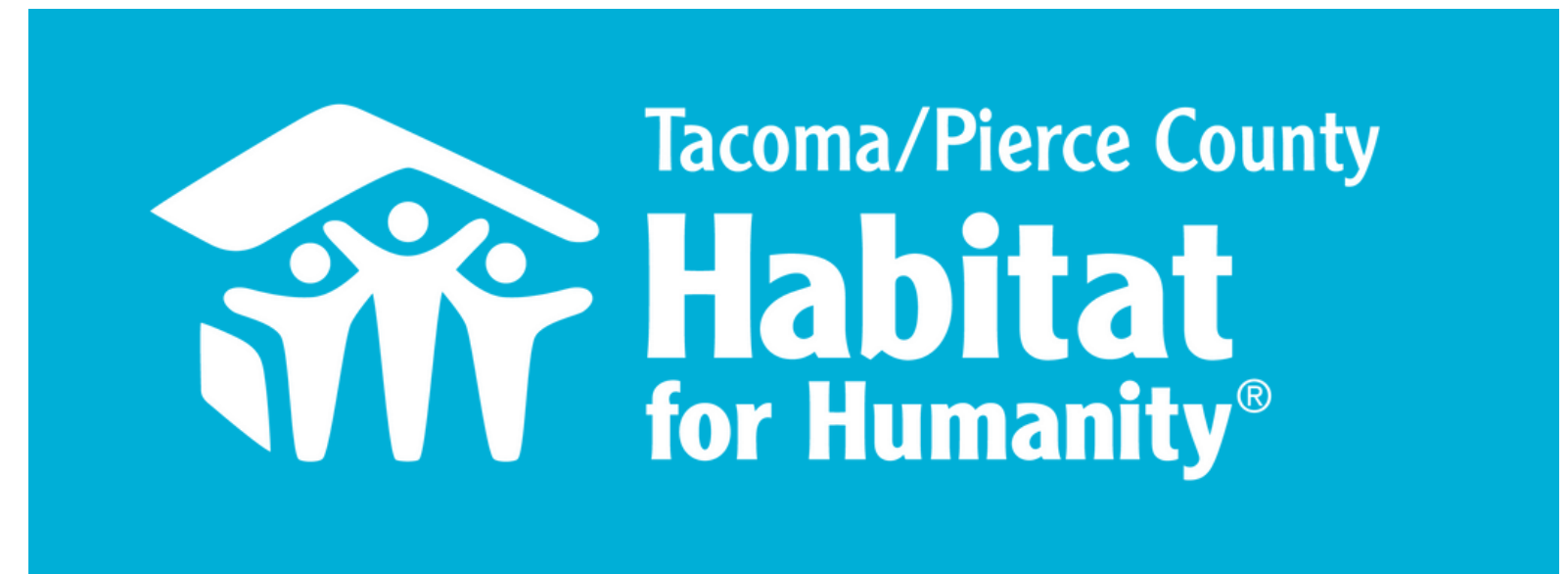
Instead of making oral comments, written comments may be submitted to the city council at mayorandcouncil@gigharborwa.gov.

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

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

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

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

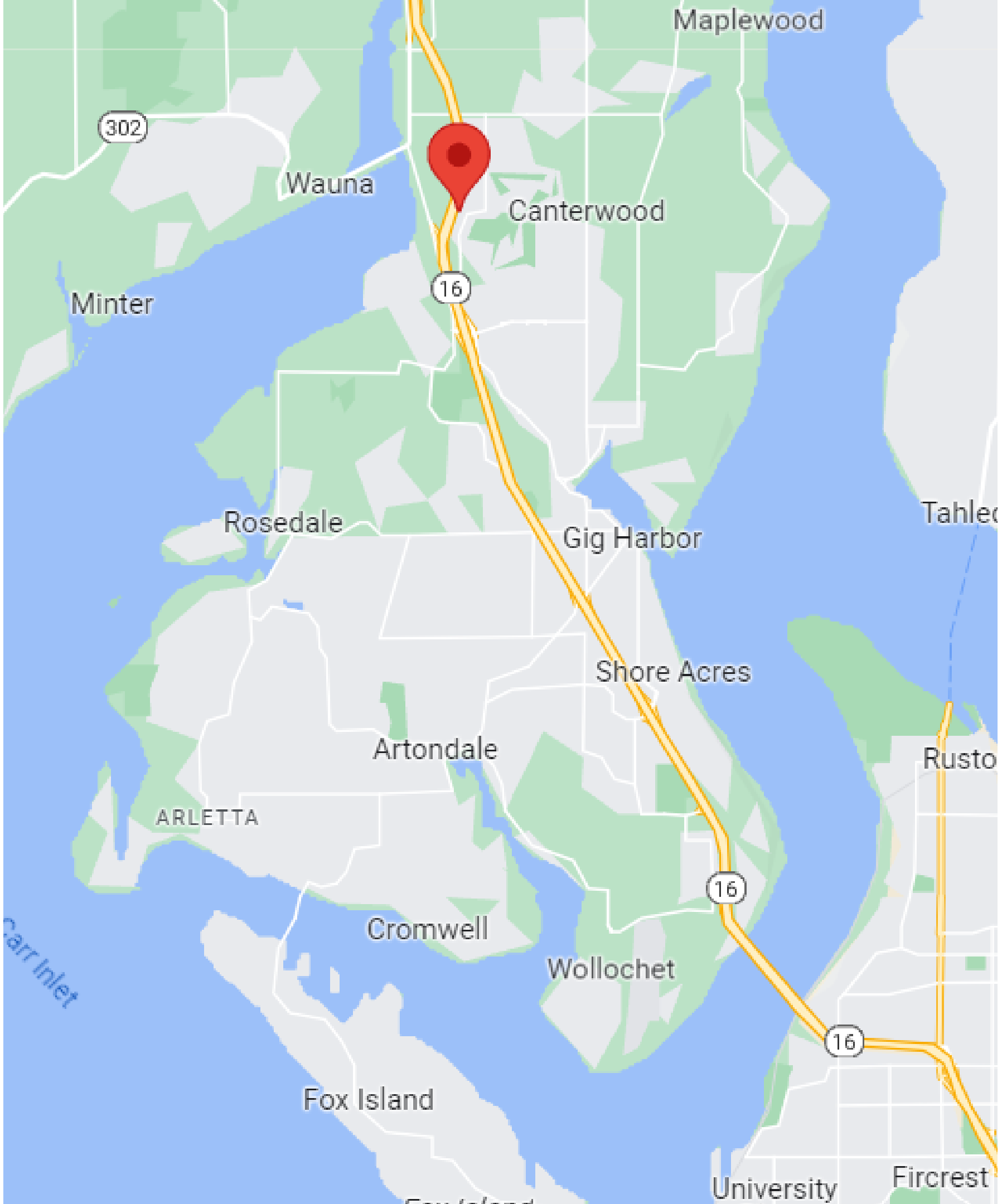


We build strength, stability and self-reliance through shelter.

Canterwood Updates

- 3 Homes just north of Gig Harbor
- Insulated Concrete Forms (ICF)
 - Partnerships: NRMCA, Solid Carbon, Build with Strength
- First zero-carbon Habitat home in the United States!
- Still seeking buyers for the final 2 homes

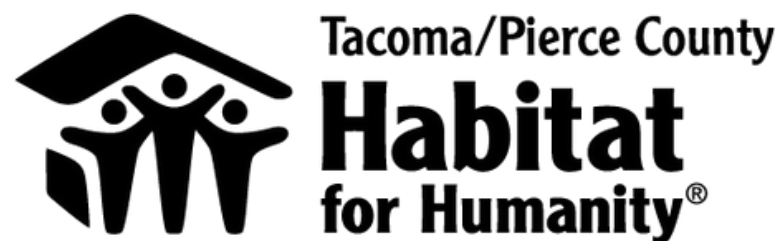




homebuyer profile



average annual salary: \$60,000
single woman with dependent children



- estimated cost to build (per unit): **\$450,000**
- homebuyer sale price: **\$255,000**
*all of our homes are sold under our permanently affordable, resale restricted model
- down payment assistance applied: **\$50,000**
- **first mortgage for homebuyer: \$205,000**
- monthly payment: **\$1,600**
estimates include mortgage, land lease, tax,
insurance & interest

housing counseling

- HUD-certified
 - only organization in Pierce County
 - only Habitat affiliate in Washington
- Accredited Financial Counselors®
 - less than 35 counselors in Washington have this distinction

open and free for all Pierce County residents



how to partner with habitat:

reducing financial barriers

- Fee waivers and reductions
 - Impact Fees
 - Sewer Fees
 - Reducing barriers: landscaping, etc.
- Seek funding
 - Grant research and application preparation -- for jurisdictions
 - Collaborative grant applications -- CHIP, CDBG, HOME, etc.

how to partner with habitat:

administrative & legislative support

- Administrative support
 - Navigating systems: Public works, traffic, fire, solid waste, sewer and building codes departments
 - Application process support
- Legislative support
 - Advocate for all affordable housing funding sources to serve up to 80% AMI to allow for homeownership development
 - Support sales and use tax breaks for affordable housing developers

how habitat can partner with you

- Community Education
- Housing counseling for residents
- Workforce housing

We want to build sustainable, affordable homeownership opportunities for the Gig Harbor community!



MINUTES
GIG HARBOR CITY COUNCIL MEETING
Monday, October 23, 2023 - 5:30 PM
Council Chambers

CALL TO ORDER/ROLL CALL City Clerk Josh Stecker called the meeting to order at 5:30 p.m. in the absence of the mayor and mayor pro tempore. Councilmember Martin nominated Councilmember Rodenberg to serve as chair for the meeting. Council unanimously voted to approve Councilmember Rodenberg as the chair for the meeting. Councilmembers Barber, Henderson, Martin, Rodenberg, Storset (remote attendance), and Woock were present.

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

CHANGES TO THE AGENDA

PRESENTATIONS

1. **Swearing in of Police Officer Adam Moutafts** Councilmember Rodenberg administered the oath of office to Officer Moutafts.
2. **Police Appreciation Week Proclamation** Councilmember Rodenberg presented the proclamation to Chief of Police Kelly Busey.

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND NON-AGENDA ITEMS Public Comment was provided by Mark Avni, Thomas Wick, and Steven McDuffie.

CONSENT AGENDA

MOTION: Move to approve the consent agenda (Barber/Woock).

VOTE: Unanimously approved.

1. **City Council Minutes - City Council Study Session Minutes - September 28, 2023; City Council Minutes - October 9, 2023; City Council Study Session Minutes - October 12, 2023**
2. **Approval of Vouchers - Approval of check numbers 102679 through 102775 and ACH payments in the amount of \$1,026,152.95.**
3. **Purchase Authorization for Public Works Operations Center Building Furnishings**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT City Administrator Katrina Knutson reported employee educational accomplishments highlighted in the department updates. She also reported that the city successfully held an HOA fair for local residents.

1. Department Updates - October 18, 2023

BUSINESS ITEMS

- 1. Memorandum of Understanding with Harbor History Museum for Masonic Lodge Concept Planning** Parks Manager Jennifer Haro introduced the MOU.

MOTION: Move to authorize the mayor to sign the memorandum of understanding with the Harbor History Museum (Woock/Barber).

VOTE: Unanimously approved.

- 2. Public Hearing: Ordinance 1516 Interim Zoning Controls Pertaining to Site Specific Rezones and Height Restriction Area Variances** Councilmember Rodenberg opened the public hearing. Thomas Wick provided public comment. Councilmember Rodenberg closed the public hearing.

STAFF REPORT

- 1. 2023-24 Mid-biennial Budget Review** Finance Director Dave Rodenbach presented a mid-biennial overview of the city's 2023-24 budget. A budget amendment ordinance will be prepared for council's consideration at a future meeting.

2. Third Quarter Budget Update

COUNCIL REPORTS/ COMMENTS Councilmember Martin reported on attending the Project for Civic Health. Councilmember Woock reported on the upcoming KGI Watershed meeting.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

ADJOURN The meeting adjourned at 6:44 p.m.



Joshua Stecker, CMC
City Clerk

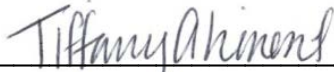
MINUTES
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, October 26, 2023 – 3:00 p.m.
Community Rooms

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 3:01 p.m. Councilmembers Barber, Henderson, Lykins, Martin, Rodenberg, and Woock were present. Councilmember Storset arrived at 4:32 p.m.

DISCUSSION ITEMS:

1. **Introduction of Arts Commission Appointee** – *This agenda item was postponed to a future study session.*
2. **2024 Legislative Agenda** – Josh Weiss and Annika Vaughn of Gordon Thomas Honeywell reviewed the draft legislative agenda and answered council questions.
3. **Harbor WildWatch Lease Renewal for Skansie House** – Parks Manager Jennifer Haro and Lindsey Stover of Harbor WildWatch reviewed the requested lease amendments and answered council questions.
4. **Code Compliance/Enforcement Program Revisions** – Community Development Director Carl de Simas and Code Compliance Officer Adam Blodgett reviewed the proposed program revisions and answered council questions.

ADJOURN: The meeting adjourned at 5:07 p.m.



Tiffany Alimant
Assistant City Clerk

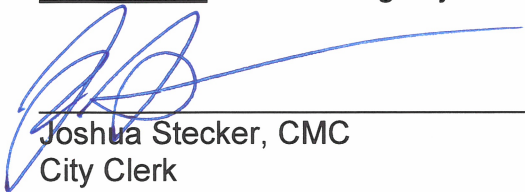
MINUTES
GIG HARBOR CITY COUNCIL SPECIAL MEETING
Monday, November 1, 2023 – 4:00 p.m.
Council Chambers

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 4:00 p.m. Councilmembers Barber, Henderson, Lykins, Rodenberg, Storset and Woock were present. Councilmember Martin was excused.

BUSINESS LISTENING SESSION:

Council held an open forum to hear concerns brought by local business owners.

ADJOURN: The meeting adjourned at 4:58 p.m.



Joshua Stecker, CMC
City Clerk



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

Meeting Date: November 13, 2023

SUBJECT: Harbor WildWatch Lease Amendment

SUBMITTED BY: Parks Manager Jennifer Haro

DEPARTMENT: Public Works

PHONE: (253) 853-8253

SUGGESTED MOTION: Move to approve the proposed lease amendment with Harbor WildWatch.

BACKGROUND INFORMATION: The lease for Harbor WildWatch ends on December 31, 2023. In renewing the lease, Harbor WildWatch has requested a couple of significant changes. These significant changes are summarized below.

Section 4 - Term. The most recent lease was for five years, and previous leases were for even shorter periods. Harbor WildWatch has requested a lease extension for 20 years, which would allow them to qualify for more grants and show potential donors and funding agencies stability for their programs.

Exhibit B - Visitor Information Center. The current lease requires Harbor WildWatch to operate the City's Visitor Information Center with a dedicated volunteer during open hours. Since the pandemic, Harbor WildWatch has had difficulty finding enough volunteers to staff the Information Center desk. With the recent transfer of tourism resources from the city to the Chamber of Commerce, it is not necessary to have two full-service visitor's centers downtown. Harbor WildWatch has agreed to work with the Chamber to provide maps, brochures and other tourism-related items for distribution to visitors. Staff and volunteers will continue to provide information, but will direct more detailed inquiries to the Bogue Visitor's Center.

City Council considered the requested changes at the October 26 study session and supported the changes.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Harbor WildWatch Lease 2nd Amendment

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

**SECOND AMENDMENT
TO
LEASE AGREEMENT BETWEEN
THE CITY OF GIG HARBOR AND
HARBOR WILDWATCH**

THIS SECOND AMENDMENT to the Lease Agreement between the City of Gig Harbor and Harbor WildWatch entered into on November 28, 2017 is made and entered into as of the date signed below by and between the CITY OF GIG HARBOR, a Washington municipal corporation (the “City”), and the HARBOR WILDWATCH, a Washington nonprofit corporation (“HWW”), collectively referred to as the “parties.”

RECITALS

WHEREAS, the City currently leases to HWW the property located at 3207 Harborview Drive, Gig Harbor, Washington, which includes the building commonly known as the Skansie House. This lease is memorialized in the lease agreement dated November 27, 2017 (the “lease agreement”), which ends on December 31, 2023; and

WHEREAS, the City and HWW previously had lease agreements that extended from 2014 -2015, 2015 – 2018; and

WHEREAS, the City and HWW amended the lease agreement in 2020 to include an 8-foot by 10-foot storage area in the basement of the Skansie House (“First Amendment”); and

WHEREAS, the current lease expires on December 31, 2023 and HWW wishes to extend it for 20 years, in order to be better positioned to obtain grants that help their mission; and

WHEREAS, the City has contracted tourism related duties to the Gig Harbor Chamber of Commerce, which runs a visitor’s center out of their office at 3125 Judson Street seven days a week which eliminates the need for tourism services at Skansie House; and

WHEREAS, the HWW Marine Interpretive Center brings visitors to downtown Gig Harbor year-round for programs open and available to the public, fulfilling their mission and serving the Gig Harbor community and surrounding areas; and

WHEREAS, HWW has had issues getting enough volunteers to staff the visitor’s center desk outside of summer, and would like to eliminate the requirement in their existing lease to staff the visitor’s center, but would still stock visitor information and maps on the premises; and

WHEREAS, the Parks Commission considered this request at their August 2, 2023 meeting and unanimously approved; and

WHEREAS, this lease agreement together with the First Amendment shall be called the "HWW Lease:" and

NOW, THEREFORE, in consideration of the mutual promises below, the parties hereby amend the HWW Lease as follows:

AMENDMENTS

Subsection 4.1 is hereby amended to read:

4.1 The term of this lease shall terminate on December 31, 2043, unless terminated sooner pursuant to the terms and conditions of this lease. Nothing herein shall obligate the City to enter into any additional lease agreements or addenda with the Lessee.

Subsection 5.1 is hereby amended to read:

5.1 Lessee may use the leased premises for office and meeting space and the uses set forth in section 5.2, and for no other purposes without the prior written consent of the City. All such activities shall be conducted in compliance with all applicable regulations. In the event Lessee desires to conduct outdoor activities at the site, Lessee must comply with the City's general special event permit already in place for Skansie Brothers Park.

Exhibit B is hereby deleted.

A new Subsection 5.5 is hereby added:

5.5 Lessee shall provide the City with a written report and supporting documentation of the activities performed by HWW during the prior year by March 31 of each year based on the uses allowed in this lease. In the event the City determines that HWW does not perform as required by this lease, the City may institute the procedures set forth in Section 21 to demand remedy of the default and terminate the lease.

A new Subsection 5.6 is hereby added:

5.6 A building safety checklist will be completed yearly by HWW staff and submitted to the city by March 1 of each year. In addition, HWW staff will have a designated first aid representative on staff that is certified in CPR/First Aid and basic AED use.

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

IN WITNESS WHEREOF, the parties have executed this Amendment effective this 2nd day of November, 2023.

CITY OF GIG HARBOR

HARBOR WILDWATCH

By: _____
Mayor Tracie Markley

By: Lindsey Stover
Lindsey Stover,
Executive Director

APPROVED AS TO FORM:

City Attorney



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

Meeting Date: November 13, 2023

SUBJECT: Professional Services Contract Amendment #1 for Lift Station 1a Rehabilitation

SUBMITTED BY: Project Engineer Marcos McGraw

DEPARTMENT: Public Works

PHONE: (253) 853-2647

SUGGESTED MOTION: Move to authorize the mayor to execute Amendment #1 to the Professional Services Contract with Kennedy-Jenks to finalize the design to rehabilitate lift station 1 in an amount not to exceed \$516,332.00.

BACKGROUND INFORMATION: On May 2, 2023, council approved a professional services contract with Kennedy Jenks Consultants (K-J) to provide preliminary engineering services for preparation of options related to the rehabilitation of sewer lift station #1.

The proposed amendment #1 to the May 2023 professional services contract directs K-J to complete all documents for final plans, specifications, estimates, and permits for full improvements and rehabilitation of lift station 1.

FISCAL CONSIDERATION: The project is included in the 2023-24 Budget, under the Wastewater Capital Fund as objective 4 "Lift Station 1 (Crescent Creek Park) Rehabilitation ". The funds associated with the professional services to progress the design effort are included in the proposed 2023-24 mid-biennial budget amendment.

Staff presented this project to council during the study session meeting on September 14. Councilmembers directed staff to proceed with Option 3 "Full Improvements". The cost summary presented during the study session was estimated at \$474,000.00 for design. The scope of work for this amendment includes permitting services as well as design work and an amount allocated to management reserve. The amount budgeted reflects the amount proposed in the 2023-24 mid-biennium budget amendment.

Expenditure Required: \$ 516,332.00	Amount Budgeted: \$ 525,000.00	Appropriation Required: \$
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ATTACHMENTS:

1. PSC Amendment #1

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

**FIRST AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
KENNEDY JENKS CONSULTANTS, INC.**

THIS FIRST AMENDMENT is made to that certain Professional Services Contract dated May 2, 2023 (the "Agreement"), by and between the City of Gig Harbor, a Washington municipal corporation (hereafter the "City"), and Kennedy Jenks Consultants, Inc., a Washington corporation organized under the laws of the State of Washington (hereafter the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in completing the design for the rehabilitation of Lift Station 1A and desires to extend consultation services in connection with the project; and

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

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

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

2. Payment. Section 2(A) of the Agreement is amended to increase compensation to the Consultant for the work to be performed as described in **Exhibit A** in an amount not to exceed Five Hundred Sixteen Thousand Three Hundred Thirty-two Dollars and Zero Cents, (\$516,332.00) as shown in **Exhibit A**, attached to this Amendment and incorporated herein for a total contract amount of \$547,468.00.

3. Duration of Work. Section 3 of the Agreement is amended to extend the duration of this Agreement to March 31, 2025.

[Remainder of page intentionally left blank.]

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

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

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its Principal

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A – SCOPE OF SERVICES LIFT STATION 1A REPLACEMENT

Background

The City's 2018 Wastewater Comprehensive Plan Update (Plan) provides a framework for decision-making to ensure an acceptable level of service is consistently provided to all sewer customers. The 2018 Plan update includes a Wastewater Collection System Capacity Evaluation to evaluate the existing system's ability to convey current flows and identify future capital improvement projects to minimize maintenance on aging infrastructure and to improve system reliability.

Constructed in 1975, Lift Station 1A serves Wastewater Basin 1, and is the City's second oldest lift station. Wastewater received at Lift Station 1A is pumped to Lift Station 2, and then pumped to Lift Station 3 before finally reaching the WWTP. Wastewater Basin 1 is identified as built out and no growth is expected. Upgrades to Lift Station 1A, a below-grade suction lift station configuration, are identified in the 2018 Plan CIP program. Upgrades were initially planned for 2018, and the preliminary cost estimate only replaced the aging pumps. The lift station and supporting equipment are at the end of its useful life, and parts are not readily available for the aging mechanical equipment.

An alternatives analysis was presented to City Council on September 14th, 2023. The analysis investigated three rehabilitation options: minimal improvements, moderate improvements, and full improvements and focused on: System Reliability, Design Manual Conformance, Capital Costs, Permitting Complexity and Public Impact. Following the presentation, Council decided to move forward with full improvements, Option 3. Full improvements include installation of a new wet well, equipment building and bypass vault. The equipment building will include water service, above grade mechanical piping, Dri-Prime Diesel Backup Pump, Odor Control, and electrical room.

The tasks identified for this project are as follows:

- Task 1 – Project Management
- Task 2 – Quality Control
- Task 3 – Permitting
- Task 4 – Geotechnical
- Task 5 – Survey
- Task 6 – Detailed Design
- Task 7 – Bid Assistance
- Task 8 – Management Reserve

Lift Station 1A Replacement

Consultant will perform survey, engineering and environmental analysis, develop a final design for the Lift Station 1A Replacement project, and provide bidding support services.

Task 1 - Project Management

This task consists of project management and coordination of the activities defined in the contract.

Consultant Services:

1. Preparation of monthly invoices and status reports.
2. Maintenance of the project schedule and project files.
3. Coordination with sub-consultant's activities.
4. Facilitation of client communication related to project execution.
5. Prepare a Project-Specific Health and Safety Plan

City Responsibilities:

- Communicate with Kennedy Jenks' Project Manager
- Timely review of invoices

Assumptions:

- This scope includes project management through bid acceptance.
- The project duration for design will be 12 months.

Deliverables:

- Monthly invoices and status reports over the term of this work assignment (assume 12 monthly invoices).

Schedule:

- November 2023 through November 2024

Task 2 - Quality Control

1. Quality Management Plan
 - a. Prepare a Quality Management Plan (QMP) for the project that identifies procedures, compliance methods, lines of communications and responsibilities, methods of checking and correcting the work, formats and procedures for responding to City's comments on deliverables, and record keeping requirements. The QMP shall also identify personnel and schedules to complete QA/QC reviews of the work and deliverables.
2. QA/QC Monitoring and Project Reviews

- a. Conduct an in-house Concept and Criterion (C&CR) meeting early in the project to obtain focused technical input from senior Consultant staff based on their experience from other similar projects.
- b. Review draft technical memoranda, the draft preliminary design report, Construction Document Submittals (e.g., 30%, 60%, 90%, Final), and other deliverables included in the scope of work will be reviewed. Reviews will be performed by senior Consultant staff as identified in the QMP.

Task 3 –Permitting

Consultant Services:

This task includes subtask to support both environmental permitting and local building permits as required for the project. The lift station is located within 50' of the Crescent Creek, Crescent Creek Wetlands and Gig Harbor. The following permits/approvals are anticipated for the project:

1. Critical Areas Report and Mitigation Plan
 - a. The lift station site is within the 100' buffer of Crescent Creek, Crescent Creek Wetlands and Gig Harbor, and with the proposed addition of impervious surfaces, it is anticipated that environmental mitigation may be required. The Consultant will perform wetland delineation and prepare a Critical Areas Report (CAR) and Mitigation Plan.
2. Shoreline Conditional Use Permit
 - a. The Consultant will develop a shoreline narrative and prepare a Shoreline Conditional Use Permit.
3. SEPA (State Environmental Policy Act) Determination
 - a. The Consultant will perform a SEPA checklist to determine potential environmental impacts of the project and identify what if any mitigation measures could be used to offset the impacts.
4. JARPA (Joint Aquatic Resources Permit Application) (if required)
 - a. The Consultant will complete a JARPA form for submission.
5. Hydraulic Project Approval (HPA) (if required)
 - a. The Consultant will prepare the permits and applications above and submit the documents in addition to the 30% design plans including TESC plans for approval under the HPA
6. Building Permit through City of Gig Harbor
 - a. The Consultant will support the City's building permit application and complete and submit energy code forms.

City Responsibilities:

- Serve as the lead local jurisdiction with the applicable permitting agencies to communicate project details, submit documents prepared by the Consultant, and pay permit related fees as needed.

Assumptions:

- The Mitigation Plan will inform the landscape design required for the project. Landscape design to support mitigation is included in the scope, additional landscape design around the project site beyond that required for mitigation is not included in the scope.
- The SEPA Checklist will inform mitigation measures required to offset project environmental impacts.
- The Consultant will review Stormwater Pollution Prevention Plan (SWPPP) guidelines. Project assumed to replace or add less than 2,000 sf of hard surface and disturb less than 7,000 sf of ground. Assume only minimum technical requirements 2 and 4 of the stormwater manual will apply. Contractor will develop SWPPP.

Deliverables:

- An electronic (Microsoft Word) copy of the draft Critical Areas Report (CAR), Buffer Mitigation Plan, FEMA Floodplain Habitat Assessment, Shoreline narrative, SEPA Checklist, and JARPA form.
- An electronic (Adobe PDF) copy of the final CAR, Buffer Mitigation Plan and FEMA Floodplain Habitat Assessment, shoreline narrative, SEPA Checklist and JARPA form.

Task 4 – Geotechnical Engineering

Consultant Services:

Consultant will provide geotechnical engineering services to evaluate site soil and groundwater conditions and provide recommendations to support design and construction of the proposed LS1A Replacement.

1. **Geotechnical Exploration and Laboratory Testing:** Consultant will complete a geotechnical field investigation and laboratory testing program that includes:
 - a. Coordinate access to the proposed exploration locations.
 - b. Explore subsurface soil and groundwater conditions within the existing lift station site. Consultant will advance one hollow-stem auger boring at the lift station location (30 ft bgs).
 - c. Install monitoring well and datalogger within the boring.
 - d. Perform geotechnical laboratory testing on select soil samples obtained from the exploration.
2. **Analysis and Geotechnical Report:** The results of the Consultant's geotechnical field investigation, laboratory testing, and engineering analyses will be summarized in a draft

report. The draft report will be submitted for the City's review and comment. Upon receipt, Consultant will address the comments, and submit a final report.

City Responsibilities:

- Provide access to the site and provide City Right of Way permits, if required

Assumptions:

- Consultant will employ the exception for performance of a ground motion hazard analysis described in Chapter 11.4 of the American Society of Civil Engineers' Minimum Design Loads and Associated Criteria for Buildings and Other Structures (ASCE/SEI 7-16).
- Soil is not contaminated, and characterization testing is not required.
- Air knifing will not be used to clear borings.
- Traffic control will be limited to traffic cones and warning signs. Use of flaggers is not in contract, can be added by amendment if needed.
- Well decommissioning will be included as a bid item in the project plans and specifications.

Deliverables:

- Draft and final geotechnical engineering reports in Adobe® PDF format.

Task 5 – Survey

Consultant Services:

This task will provide a survey basemap, right-of-way determination, alignment layout and survey of wetland flags, test pits, borings and potholes as established under other tasks.

1. Topographic Survey:

- a. Survey Control: Establish horizontal and vertical control points within the project limits. Basis of control will be NAD 83/2011 and NAVD88 for horizontal and vertical respectively. Approximately 3 control points will be established for continued use.
- b. Survey Mapping: Field mapping within the project limits will include topography, man-made surface features, limits of vegetation, trees (6" DBH or larger), overhead utilities, and painted underground utilities. Irrigation systems will not be included. Perform measure-downs of existing storm drain and sanitary sewer structures (to center of structure), indicating rim and pipe invert elevations. Document the approximate size, type, material, and general condition of the structures.
- c. Underground Utility Locate: An underground conductible utility locate within the project limits to be performed by a private utility locating firm. A one-call utility locate request may also be requested. While every reasonable effort will be made by the Consultant to depict the location of underground utilities based on

utility locates, Consultant is not liable for errors or omissions by utility locators or erroneous or insufficient information shown on utility record drawings.

- d. Base Map Preparation: Prepare 1"=20' topographic base map and digital terrain model (DTM) in AutoCAD Civil3D format of the project to Consultant cad standards. One-foot contours will be generated from the DTM.
- e. ROW, Easements, and Property Lines: Road rights of way within the project limits will be determined from available public records (i.e. records of survey, plats, state right-of-way plans, etc.) and found survey monuments. Parcel lines will be imported from available GIS information from Pierce County. Right-of-way and parcel information will be added to the base map. Easement information may be added from title reports and plat maps if provided by the City.

City Responsibilities:

- Provide City Right of Way permits, if required.
- Provide title report for property.

Assumptions:

- Consultant will be responsible for acquiring the services of a third-party utility locator.
- Irrigation systems will not be included in basemap.
- All field observations will be made from the surface (confined space entry is not in contract).
- Pipe video inspection, potholing or smoke testing needed to verify the condition or connectivity of drainage features is outside the scope of this task.
- The project limits are the property boundary and City ROW.
- Surveying and/or establishing property boundaries is not included in this scope. Property information will be approximated using the property title report or publicly available GIS data.

Deliverables:

- Survey basemap in AutoCAD Civil3D version 2018 format.

Task 6 – Detailed Design

Consultant Services:

This task will include detailed development of design for the pressure sewer force main reroute and sewer lift station replacement for the project. Intermediate design deliverables will be prepared and submitted to the City at the 30%, 60%, 90% level of completeness, Final Design and preparation of Construction Bid Documents. Workshops between the design team and project stakeholders will take place throughout the design development.

The design will include installing new submersible pump equipment inside a new wet well structure; converting the existing wet well structure into an upstream manhole; constructing a

building to house new mechanical piping, new electrical equipment in an electrical room, new dri-prime diesel backup pump and new odor control and installing a new bypass pumping connection vault. The building will include the addition of architectural details to match the existing historically significant park buildings. Landscaping improvements may be included around the building and in accordance with the Mitigation Plan and Shoreline Conditional Use permit in Task 3 to enhance the environmental buffer for Crescent Creek and Gig Harbor.

The following subtasks have been identified for this task:

1. Workshops and Project Coordination

- a. Design and Layout Workshop:** This workshop is to confirm design features of the sewer system and pump station, including sewer alignment, facility layout, general arrangement, etc.
 - b. Design Review Workshops:** Review and discuss City provided review comments for 30%, 60%, and 90% design submittals.
 - c. Construction and Facility Start-up Workshop:** This workshop is to discuss City responsibilities during construction and facility start-up, construction tie-ins, shutdowns, and other construction constraints.
- 2. Drawings:** Prepare design drawings for the lift station replacement. It is anticipated that 58 sheets will be needed for the Lift Station 1A Rehabilitation construction bid package. These include 4 General, 2 TESC, 2 Demolition, 4 Civil, 7 Structural, 8 Architectural, 5 Mechanical, 10 Electrical, and 14 I&C drawings.
 - 3. Specifications:** Prepare technical specifications for the sewer systems extension. It is anticipated that 72 technical specification sections will be needed for the Lift Station 1A Rehabilitation construction bid package. Additionally, it's anticipated there will be 18 division 0 and 20 division 1 specifications. Divisions 0 and 1 will be based on the City's specification template.
 - 4. Cost Estimate:** Prepare an Opinion of Probable Construction Cost (OPCC) for the 30%, 60%, 90%, and Final Design development for the Lift Station 1A Rehabilitation package.
 - 5. Construction Bid Package:** Develop Contractor Construction Documents for bidding and construction.

City Responsibilities:

- Schedule necessary City staff to participate in workshops.
- Provide timely review of comments on design submittals.
- Lead agency for acquisition of local building and environmental permits.
- Lead agency for coordination with other utility providers with support from Consultant.
- Inspection and CCTV of forcemain and upstream sewers.

Assumptions:

- Intermediate design submittals (30%, 60%, and 90%) will be provided as electronic (PDF) files.

- SCADA integration is not included in this scope. It is assumed that the Owner will contract directly with AIA to perform SCADA integration.
- Generation of 3D landscape renderings is not included in this scope.
- Does not include odorous air sampling and/or characterization.
- There is currently no water hammer protection installed along the force main. Water hammer analysis will not be performed as part of the scope.

Deliverables:

- Workshop agenda and meeting notes.
- Electronic copies of intermediate design submittals (30%, 60%, and 90%)
- Final Design and Bid Documents will be provided in electronic format (PDF, MS Word, MS Excel and CAD as applicable).

Task 7 – Bid Assistance

Consultant Services:

1. Bid Assistance

- Respond to Bidder questions:** Provide answers to bidder questions during bid period (up to 20 questions were assumed). Response to bidder questions will be in the form of Addenda.
- Prepare Addenda:** Provide Addenda to the bid package as needed (up to 2 addenda were assumed)
- Provide technical input on review of submitted bids:** As requested, provide up to 8 hours of review of the content of the submitted bids to advise whether they meet the requirements of the bid process.

Assumptions:

- The bid period will last four weeks.
- City will submit bid documents and all addenda to advertising web site (e.g. Builder's Exchange)

Task 8 – Management Reserve

The management reserve fund is a set-aside fund that can only be used as directed in writing by authorized City staff. This reserve would only be accessed if the City determines that a project element not previously known needs to be added to the project and the level of effort cannot be absorbed as "incidental" to the other phases and tasks.

Deliverables:

- To be determined

EXHIBIT B - COMPENSATION

A. Compensation:

Consultant will be compensated not more than \$516,332 for the Lift Station 1A Rehabilitation Project:

Project / Task	Contract
LS1A Replacement Project	
Task 1. Project Management	\$23,709
Task 2. Quality Control	\$17,902
Task 3. Permitting	\$28,735
Task 4. Geotechnical Engineering	\$27,525
Task 5. Survey	\$11,961
Task 6. Detailed Design	\$372,800
6.1 Data Review	\$2,594
6.2 Workshops	\$2,594
6.3 Engineering Analysis	\$5,188
6.4 Drawings	\$133,350
6.5 Specifications	\$26,790
6.6 OPCC	\$6,065
6.7 Construction Bid Package	\$2,305
6.8 Electrical	\$115,705
6.9 Architectural	\$78,210
Task 7. Bid Assistance	\$13,700
Task 7. Management Reserve	\$20,000
Contract Total	\$516,332

B. Requests for Payment:

1. At a minimum the invoice is to include: performance period; date of submission; Consultant's name, remittance address and phone number; number of hours being billed; invoice total; brief description of services provided and any additional applicable information.

2. Submit via e-mail to:

Marcos McGraw
Project Engineer
3510 Grandview Street
Gig Harbor, WA 98335
(253)853-2647
MMcGraw@gigharborwa.gov

CC: Maureen Whitaker
Executive Assistant / Project Admin
3510 Grandview Street
Gig Harbor, WA 98335
(253)853-7618
MWhitaker@gigharborwa.gov

3. Payment will be made to Consultant within thirty (30) days of the receipt of a complete and accurate invoice

EXHIBIT B - Schedule of Rates and Estimated Hours

CLIENT Name: City of Gig Harbor
PROJECT Description: LS1A Rehabilitation
Proposal/Job Number: Date: 10/23/2023

Classification:	Eng-Sci-8 QA/QC (Foray)	Eng-Sci-7 PIC (Lubovich)	Eng-Sci-5 PM (Ross)	Eng-Sci-4 Str Engr (Powell)	Eng-Sci-4 Bid Mch (Hemdon)	Eng-Sci-6 Cost Est (Hoffman)	Eng-Sci-5 Project Engr (Rolph)	Eng-Sci-5 Civil Engr (Ward)	Eng-Sci-4 Engr Staff ()	Eng-Sci-3 Jr Engr Staff ()	Eng-Sci-2 Jr Engr Staff ()	Sr. CAD-Design	Sr. CAD-Tech	CAD-Tech	Project Administrator	Admin. Assist.	Aide	Total	KJ Labor	KJ Escalation	KJ Assoc. Proj. Costs	Sub Ecological Land Services	Sub Sage	Sub KPG Psomas	Sub AIA	Sub schemata workshop, Inc.	Sub Vortex Services	Sub Flow Science	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses	
Phase **** - Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Task 100 - Program Management																																				
101 Project Management Plan		4	8																12	\$2,600	\$78	\$60							\$0		\$0	\$2,738	\$0	\$0	\$2,738	
102 Schedule Development and Update / Updates: 4			8																8	\$1,640	\$49	\$40							\$0		\$0	\$1,729	\$0	\$0	\$1,729	
103 Project Startup/Closeout			4												8				12	\$1,860	\$56	\$60							\$0		\$0	\$1,976	\$0	\$0	\$1,976	
104 Monthly Invoice and Reporting / Months: 12			12												24				36	\$5,580	\$167	\$180							\$0		\$0	\$5,927	\$0	\$0	\$5,927	
105 Project Management / Months: 12			48																48	\$9,840	\$295	\$240							\$0		\$0	\$10,375	\$0	\$0	\$10,375	
106 Health & Safety							1	2							2				5	\$911	\$27	\$25							\$0		\$0	\$963	\$0	\$0	\$963	
																			0	\$0	\$0	\$0							\$0		\$0	\$0	\$0	\$0	\$0	
Task 100 Subtotal	0	4	80	0	0	0	1	2	0	0	0	0	0	0	34	0	0	121	\$22,431	\$673	\$605	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,709	\$0	\$0	\$23,709
Task 200 - Quality Control																																				
201 Quality Management Plan			2																2	\$410	\$12	\$10							\$0		\$0	\$432	\$0	\$0	\$432	
202 QA/QC Monitoring and Project Reviews	52	4	4		0		4								2				66	\$16,640	\$499	\$330							\$0		\$0	\$17,469	\$0	\$0	\$17,469	
Project Initiation Review	2	2	2				2								2																					
Predesign/CCR	2	2	2				2																													
30 Percent Design	12																																			
60 Percent Design	12																																			
90 Percent Design	12																																			
Final Design	12																																			
Task 200 Subtotal	52	4	6	0	0	0	4	0	0	0	0	0	0	0	2	0	0	68	\$17,050	\$512	\$340	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,902	\$0	\$0	\$17,902
Task 300 - Permitting																																				
301 Environmental Permitting Coordination / Permits: 3							9												9	\$1,845	\$55	\$45							\$0		\$0	\$1,945	\$0	\$0	\$1,945	
302 Stormwater				2			4												6	\$1,200	\$36	\$30							\$0		\$0	\$1,266	\$0	\$0	\$1,266	
303 City (Building/Compliance Forms)				2	32														34	\$6,460	\$194	\$170							\$0		\$0	\$6,824	\$0	\$0	\$6,824	
304S ELS																			0	\$0	\$0	\$0	\$17,000						\$1,700		\$0	\$17,000	\$1,700	\$0	\$18,700	
Task 300 Subtotal	0	0	0	4	32	0	13	0	0	0	0	0	0	0	0	0	0	49	\$9,505	\$285	\$245	\$17,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,700	\$0	\$0	\$27,035	\$1,700	\$0	\$28,735	
Task 400 - Geotech Engineering																																				
401 Geotech Coordination and Report Review				4			2												6	\$1,170	\$35	\$30							\$0		\$0	\$1,235	\$0	\$0	\$1,235	
402S Sage																			0	\$0	\$0	\$0	\$23,900						\$2,390		\$0	\$0	\$26,290	\$0	\$0	\$26,290
Task 400 Subtotal	0	0	0	4	0	0	2	0	0	0	0	0	0	0	0	0	0	6	\$1,170	\$35	\$30	\$0	\$23,900	\$0	\$0	\$0	\$0	\$0	\$0	\$2,390	\$0	\$0	\$1,235	\$26,290	\$0	\$27,525
Task 500 - Survey																																				
501 Survey Coordination			1				1					4							6	\$1,070	\$32	\$30							\$0		\$0	\$1,132	\$0	\$0	\$1,132	
502S KPG Psomas																			0	\$0	\$0	\$0		\$9,844					\$984		\$0	\$0	\$10,828	\$0	\$0	\$10,828
Task 500 Subtotal	0	0	1	0	0	0	1	0	0	0	0	4	0	0	0	0	0	6	\$1,070	\$32	\$30	\$0	\$0	\$9,844	\$0	\$0	\$0	\$0	\$984	\$0	\$0	\$1,132	\$10,828	\$0	\$11,961	
Task 600 - Detail Design																																				
601 Data Review			6				6												12	\$2,460	\$74	\$60							\$0		\$0	\$2,594	\$0	\$0	\$2,594	
602 Design Coordination			6				6	0											12	\$2,460	\$74	\$60							\$0		\$0	\$2,594	\$0	\$0	\$2,594	
Design Progress Meetings (1 hours each and includes prep, agenda and notes) / 6		6	6				6																													
603 Engineering Calculations/Analysis/Coordination	0	0			0		24	0											24	\$4,920	\$148	\$120							\$0		\$0	\$5,188	\$0	\$0	\$5,188	
Interdiscipline Design Coordination							20																													
Equipment List							4																													
604 Drawings				96	56		168	0	0			199	199					718	\$125,010	\$3,750	\$3,590								\$0	\$1,000	\$0	\$132,350	\$0	\$1,000	\$133,350	

EXHIBIT B - Schedule of Rates and Estimated Hours

CLIENT Name:City of Gig Harbor

PROJECT Description:LS1A Rehabilitation

Proposal/Job Number:Date:10/23/2023

	Eng-Sci-8 QA/QC (Foray)	Eng-Sci-7 PIC (Lubovich)	Eng-Sci-5 PM (Ross)	Eng-Sci-4 Sr Engr (Powell)	Eng-Sci-4 Bid Mch (Hendon)	Eng-Sci-6 Cost Est (Hoffman)	Eng-Sci-5 Project Engr (Rolph)	Eng-Sci-5 Civil Engr (Ward)	Eng-Sci-4 Engr Staff ()	Eng-Sci-3 Jr Engr Staff ()	Eng-Sci-2 Jr Engr Staff ()	Sr. CAD-Design	Sr. CAD-Tech	CAD-Tech	Project Administrator	Admin. Assist.	Aide		KJ	KJ	KJ	Sub	Sub	Sub	Sub	Sub	Sub	Sub	KJ	KJ	KJ				
Classification:																		Total	Labor	Escalation	Assoc. Proj. Costs	Ecological Land Services	Sage	KPG Psomas	AIA	schemata workshop, inc.	Vortex Services	Flow Science	Sub-Markup	ODCs	ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
605 Specifications	8		20	31	8		36										54	155	\$25,258	\$758	\$775							\$0		\$0	\$26,790	\$0	\$0	\$26,790	
606 Cost Estimate (30%, 60%, 90%, Final) / 4						24	2											26	\$5,762	\$173	\$130							\$0		\$0	\$6,065	\$0	\$0	\$6,065	
607 Construction Bid Package							4					4					8	16	\$2,160	\$65	\$80							\$0		\$0	\$2,305	\$0	\$0	\$2,305	
608S AIA																		0	\$0	\$0	\$0			\$105,186				\$10,519		\$0	\$0	\$115,705	\$0	\$0	\$115,705
609S SWI																		0	\$0	\$0	\$0				\$71,100			\$7,110		\$0	\$0	\$78,210	\$0	\$0	\$78,210
																		0	\$0	\$0	\$0							\$0		\$0	\$0	\$0	\$0	\$0	
Task 600 Subtotal	8	6	32	127	64	24	246	0	0	0	0	203	199	0	0	0	62	963	\$168,030	\$5,041	\$4,815	\$0	\$0	\$0	\$105,186	\$71,100	\$0	\$0	\$17,629	\$1,000	\$0	\$177,885	\$193,915	\$1,000	\$372,800
Task 700 Bid Assistance																																			
701 Bid Assistance			8	4		2	22					8						44	\$8,676	\$260	\$220							\$0		\$0	\$9,156	\$0	\$0	\$9,156	
Bid Questions / 20			2	4			6																												
Addenda Preparation / 2			4				12					8																							
Bid Evaluation			2			2	4																												
702S AIA																		0	\$0	\$0	\$0				\$2,231			\$223		\$0	\$0	\$2,454	\$0	\$0	\$2,454
703S SWI																		0	\$0	\$0	\$0				\$1,900			\$190		\$0	\$0	\$2,090	\$0	\$0	\$2,090
																		0	\$0	\$0	\$0							\$0		\$0	\$0	\$0	\$0	\$0	
Task 700 Subtotal	0	0	8	4	0	2	22	0	0	0	0	8	0	0	0	0	0	44	\$8,676	\$260	\$220	\$0	\$0	\$0	\$2,231	\$1,900	\$0	\$0	\$413	\$0	\$0	\$9,156	\$4,544	\$0	\$13,700
Task 800 Management Reserve																																			
801 Management Reserve																		0	\$20,000									\$0		\$0	\$20,000	\$0	\$0	\$20,000	
																		0	\$0	\$0	\$0							\$0		\$0	\$0	\$0	\$0	\$0	
																		0	\$0	\$0	\$0							\$0		\$0	\$0	\$0	\$0	\$0	
Task 800 Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
All Phases Total	60	14	127	139	96	26	289	2	0	0	0	215	199	0	36	0	62	1257	\$247,932	\$6,838	\$6,285	\$17,000	\$23,900	\$9,844	\$107,417	\$73,000	\$0	\$0	\$23,116	\$1,000	\$0	\$278,054	\$237,277	\$1,000	\$516,332



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

Meeting Date: November 13, 2023

SUBJECT: Resolution 1297 Adopting the City's 2024 Legislative Agenda

SUBMITTED BY: City Administrator Katrina Knutson

DEPARTMENT: Administration

PHONE: (253) 851-6127

SUGGESTED MOTION: Move to approve Resolution 1297

BACKGROUND INFORMATION: Staff and the city council have worked closely with the city's lobbyists from Gordon Thomas Honeywell to prepare the 2024 State Legislative Agenda to inform the city's representatives, residents, and lobbyists of council's legislative priorities in 2024.

The Legislative Agenda is designed to capture the intent of the city council and mayor on key legislative matters and will be presented to the city's representatives from the 26th District and others as needed. The city's lobbyists will actively promote the city's interest on these items.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Resolution 1297
-

STRATEGIC PLAN PRIORITY: Maintain small town character and historic preservation while growing responsibly.

RESOLUTION 1297

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING THE CITY'S 2024 STATE LEGISLATIVE AGENDA

WHEREAS, city staff and the city council have worked diligently to establish a legislative agenda of matters of great importance to the city and its residents; and

WHEREAS, in working with our state legislators, the mayor, city council and city staff will put special emphasis on the matters listed in the legislative agenda; and

WHEREAS, the city council and mayor now desire to formally adopt the 2024 State Legislative Agenda to inform residents and legislators;

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

Section 1: Agenda Adoption. The 2024 State Legislative Agenda is hereby adopted as set forth in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 13th day of November, 2023.

Tracie Markley
Mayor

Attest:

Joshua Stecker
City Clerk

EXHIBIT A

2024 State Legislative Agenda

Gig Harbor Sports Complex – Capital Budget Request

The city is in the final stages of completing the Gig Harbor Sports Complex. The sports complex is a multi-phase project representing a partnership between the YMCA and other local organizations, the state, and the city. This facility will serve nearly 50,000 people in the surrounding 5-mile radius and was designed through a robust public outreach process to identify top community needs. The project has two components: construction of two lighted turf fields and installation of a new community park, which will include pickleball courts, bocce ball courts, a playground area, event lawn and sheltered performance stage, two covered picnic areas, and associated parking and restroom facilities. The city has secured full funding for the community park and associated improvements and will be going out to bid for construction of this portion of the project in December 2023.

The final stage of the project, construction of the lighted turf fields, requires more significant financial resources. Design and pre-construction are complete; however, **\$1.5 million** in additional capital funding is needed to complete construction of the project. The city is asking for the remaining \$1.5 million in the 2024 capital budget, allowing this multiphase project to be constructed and ready for use by the end of 2024. State contribution will be matched with YMCA and City funds to bring the project to completion.

HVAC Upgrades at the Civic Center – Capital Budget Request

The City of Gig Harbor is aligned with the state's goal to decarbonize publicly owned facilities and infrastructure; however, these improvements can be costly for small cities to finance. The city requests \$2.2 million in state Climate Commitment Act funding to install a new, energy efficient HVAC system at the Gig Harbor Civic Center.

Public Safety

Gig Harbor joins other Pierce County cities in asking the Legislature to provide tools for local jurisdictions to respond to public safety concerns affecting our residents:

- Property crime and vehicular theft– the city asks the Legislature to modify the vehicular pursuit statute to provide officers the discretion to pursue for property crimes and vehicular theft, which represent the preponderance of increased crime incidents within Gig Harbor.
- Parental/custodial consent for juvenile questioning– current law requires juveniles to be assigned an attorney before obtaining consent for law enforcement to search personal property or engage in questioning. This process creates additional barriers to due process as local jurisdictions struggle to hire and maintain public defenders. The city requests that the Legislature amend current statute to allow for a parent or guardian to provide consent of a juvenile in custody to be interviewed by law enforcement and provide consent to search property.

State Route 16 Congestion Relief – Transportation Budget Language

The city is incredibly grateful for the state investment made in the 2023 Legislative Session in the city's Wollochet Drive Safety Improvements, which encompasses several improvements to the on- and off-ramps and signals of the Wollochet Intersection along Highway 16. This project received \$1.68 million in the 23-25 biennium, which, matched with city funds, would fully fund construction. Though located along a state highway, the city will own and complete this project; however, funding was directed to the WSDOT Safety Improvements Program to administer the project in the 2023 Transportation Budget. With the support of WSDOT, Gig Harbor asks that this funding is moved to WSDOT Local Programs in the 2024 Supplemental Transportation budget, allowing the city to administer and complete these critical improvements.



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

Meeting Date: November 13, 2023

SUBJECT: Appointment of Barbara Bleich and Suzanne Gillman to the Arts Commission

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to confirm the appointment of Barbara Bleich and Suzanne Gillman to the Arts Commission terms expiring on March 31, 2025.

BACKGROUND INFORMATION: Based on their qualifications, the mayor intends to appoint Barbara Bleich and Suzanne Gillman to the arts commission.

FISCAL CONSIDERATION: None.

ATTACHMENTS: None

STRATEGIC PLAN PRIORITY: Foster a healthy city organization



DEPARTMENT UPDATES

Wednesday, November 8, 2023

A TWICE-MONTHLY SUMMARY FROM YOUR CITY OF GIG HARBOR LEADERSHIP TEAM

These department updates are an effort to increase our internal and external communication initiatives, to provide the mayor and city councilmembers with the information they need to serve the public and make informed decisions, and just as importantly, to share citywide information and updates with all staff and residents. Please feel free to send any questions, suggestions, or concerns about this document to communications@gigharborwa.gov.

ADMINISTRATION

City Administrator Katrina Knutson

PIERCE COUNTY PUBLIC SAFETY MEETING: Public safety continues to be a high priority at the city, including recent police recruitment success and focus on the next State Legislative Session where we will again lobby for needed changes to recent policing legislation. On Wednesday November 1, Mayor Markley, City Administrator Knutson, and Police Chief Kelly Busey attended the Pierce County Public Safety Coalition meeting where Mayors, City Managers/Administrators, and Police Chiefs from the cities of Edgewood, Fife, Tacoma, Gig Harbor, Lakewood, Dupont, Puyallup, Sumner, Orting, and Ruston gathered to discuss a combined Pierce County legislative request that will be made in the 2024 session regarding criminal justice and public safety. Also in attendance at the meeting were State Representative Leavitt and Senator Conway who actively listened to the combined ask from cities to allow for such things as police pursuits for retail theft and stolen vehicles. Please see the full request letter [here](#). Below is a summary of the combined request:

- 1) We ask that the State Legislature provide tools to address auto theft and property crime, including increased state funding to support regional enforcement and prosecution efforts.
- 2) Cities need ongoing, stable funding for both co-responder programs and therapeutic courts to be able to hire and retain staff.
- 3) We ask the State Legislature to make refinements to the pursuit policy to allow for the pursuit of stolen vehicles, given the number of criminals who use stolen vehicles to facilitate other crimes, and allow local jurisdictions to individually continue with their current policy against all pursuits if they consider that to be the best choice for their community.
- 4) We ask the State Legislature to amend the law to allow for a parent or guardian to provide consent of a juvenile to be interviewed by law enforcement to include consent to search property.
- 5) We ask the legislature to provide funding for additional capacity for the Criminal Justice Training Commission (CJTC) to provide Basic Law Enforcement Academy (BLEA) training, including funding for a new training academy, needed to provide the necessary training and remove the 25% cost share. Furthermore, CJTC should eliminate the "by name" requirement necessary to reserve a seat in BLEA. Individual law enforcement agencies should be trusted to reserve a seat with only their agency name, and then provide a specific, individual name to CJTC in a reasonable amount of time prior to the start of the academy. If the respective agency cannot fill that seat within a reasonable time, the seat will be given to another agency, but mandating that each seat is assigned a specific new-employees name is unrealistic and places an enormous burden on smaller jurisdictions.

BUSINESS LISTENING SESSION: The city recently hosted its first Business Listening Session on November 1, and it was a very successful exercise. The city council, Mayor Markley, City Administrator Knutson, Public Works Director Jeff Langhelm, and Community Development Director Carl de Simas listened as our local business owners expressed their concerns regarding the permit application process and current zoning regulations that can sometimes make it difficult to open and maintain a business in Gig Harbor. Roughly 20 people were in attendance and four of them provided the city with valuable feedback - from inconsistencies in our applications to evaluating parking requirements and addressing crime.

Our local business community is struggling right now. Between the residual effects of Covid, the shift to more online shopping, and rising costs in general, they need our support more than ever. The city will continue to work with the Chamber of Commerce and Downtown Waterfront Alliance to find ways to streamline and improve our processes. This collaborative effort promises to foster a more supportive environment for businesses, ensuring a brighter economic future for both the city and its residents.

WEBSITE REDESIGN LAUNCH: The city’s website (www.gigharborwa.gov) will be getting a brand-new look starting on Thursday, November 9. The site will be much more user-friendly and easier to navigate, while featuring a new color scheme that coordinates with the city’ logo. Revamped calendar and news sections will make it easier for residents to find current information and we’ve added new ways to access the most commonly requested information more quickly. Let us know what you think: communications@gigharborwa.gov.

COMMUNITY DEVELOPMENT

Community Development Director Carl de Simas

PLANNING

Three projects will be heard by the Hearing Examiner on November 7, including two rezoning applications that will follow the process established by interim Ordinance 1516. Ordinance 1516 was adopted by the city council on September 7 and clarifies inconsistencies in the GHMC with respect to site-specific rezoning applications. The timeline for council taking action on the interim Ordinance is shown below:



The third project on the November 7 Hearing Examiner agenda is Summit Pointe Preliminary Plat, a proposal to create 56 residential units on a 16.71-acre site off 112th St. The project documents can be found [here](#).

BUILDING

Over this past reporting period, the Building Division has received applications for 37 new permits, including replacement of the Boat Barn Marina. 29 permits have been issued, including the Hawkins Poe and Code Ninjas Tenant Improvements and the façade replacement at Harbor Plaza. 29 projects have been closed, including the new dock at 7 Seas, Emerald Therapy & Massage, and the MRI facility at Lakefield Veterinary.

CODE ENFORCEMENT

- Work conducted in city right-of-way. Additional inspections completed. Notice of Violation issued.
- Stop Work Order issued for land clearing activities. Notice of Violation issued.
- Sign Sweeps conducted with 48 non-permitted signs removed.
- Illegal Dumping. Quickly resolved by our fantastic Public Works crew!
- Junk vehicle public nuisance request. Providing resources to owner for resolution.
- Continued work on the compliance process and program after a very productive and engaging city council study session.

COURT

Court Administrator Stacy Colberg

No updates this week but stay tuned!

FINANCE

Finance Director Dave Rodenbach

BANKING CHANGE: The move to Kitsap Bank is under way! Signature cards are completed, and checks are ordered. In the next week, we will be establishing online access for system users.

The final accounts payable cycle check run with Umpqua will be November 27. The November 17 main payroll direct deposit and all related checks will be run through Umpqua Bank. Essentially, all transactions initiated prior to December 1, 2023 will be drawn on Umpqua Bank. All transactions subsequent to December 1, 2023 will be written on Kitsap Bank.

HUMAN RESOURCES

Human Resources Director Shannon Costanti

ADVANCE YOUR CAREER

Are you looking to grow in your career? There are a variety of opportunities currently available throughout the city. [Take a look](#) and apply today! If you know someone who would be a great fit, please be encouraged to tell them about it!

POSITION	TYPE	STATUS
Police Officer - Entry Level	FT	Continuous
Police Officer - Exceptional Entry	FT	Continuous
Police Officer - Lateral Entry	FT	Continuous
Police Officer - Lateral Entry	FT	Olivia Mancuso started 11/6/2023
Police Services Specialist	FT	Closed - selection pending

EVENTS

2023 GHOULISH GIG: City staff gathered for food, fellowship, and FUN on Halloween. Shout out to the wellness committee for sponsoring and the Community Development team for creating and hosting such a freaky, frightening, and flabbergasting event for staff!!



ITS

Information Technology Services Manager Keith Smith

No updates this week but stay tuned!

POLICE

Police Chief Kelly Busey

WELCOME: We are glad to welcome our newest member, Officer Olivia Mancuso. She comes to us as a lateral officer, which means she can immediately join Officer Adam Moutafts in the Field Training Program. (Officer Moutafts is progressing very well.) We are now back to “pre-retirement” staffing levels and are in the process of hiring more new officers to fill our four open positions.

COMMUNITY ENGAGEMENT: Sergeant Martineau organized a “Stuff the Squad Car” food drive to benefit the FISH Food Bank that was held on November 4. The event was held outside the Fred Meyer grocery store and resulted in the donation of over 1,900 pounds of food and over \$1,700 in cash.



On October 30, our staff was asked to be judges for the annual Chili Cookoff held at the Sound Vista Village retirement home. It was a great opportunity for our officers and administrative staff to interact with the residents at that facility. Oh, and the chili was good!



NEW VEHICLES: We got a line on some hard to come by new patrol cars via a dealership in Arizona. As we have been reporting, police vehicles are not in constant production and demand is high. We hope to have the new vehicles outfitted and in service soon.

PUBLIC WORKS

Public Works Director Jeff Langhelm

SPORTS COMPLEX PHASE 2/3 FEASIBILITY STUDY: The city's consultant submitted cost estimates for Phases 2 and 3 of the Sports Complex, and they were far higher than anticipated. Surprisingly, as drawn, Phase 2 (the reconfiguration and addition of artificial turf to the baseball fields) is more expensive than developing the vacant lot for Phase 3. Engineering staff and our consultant are looking at ways to reduce costs and will be meeting with community stakeholders to find ways to limit the scope of the project so that construction is feasible.

CANOE & KAYAK CLUB AT SKANSIE PARK: Before the boat storage building and paddler's dock were completed at Ancich Park, the city had an agreement with the Gig Harbor Canoe & Kayak Club to use Skansie Park for boat storage, practices, and camps. Now that the facility at Ancich Park is complete, the city would like to reclaim that portion of Skansie Park for public use. The Club has been given three months' notice to move their items out of the park. The city will continue to support the use of the park for summer camps.

PARKS COMMISSIONER MOVING ON: Longtime chair of the Parks Commission, Ben Coronado, will be moving on to city council. Ben has served on the Parks Commission for approximately eight years. Thank you for your service, Ben!

STREET OPERATIONS UPDATES: (1) It's that time of year when the crews prepare to respond to snow and ice removal. This has already included placement of liquid de-icer prior to the cold weather near the end of October. (2) Crews continue to remove, ship, and replace street light lamps that are covered under warranty repairs.

STORM OPERATIONS UPDATES: (1) As the leaves turn color, the crews begin to significantly increase the frequency of street sweeping. This increased sweeping significantly reduces the amount of debris that enters our storm system. (2) The Operations Crew continues to perform storm drain cleaning. This work occurs both on a schedule and on an as-needed basis, such as on Saturday, November 4 as a result of the significant rain that came through our area.

PARKS, GROUNDS, AND FACILITIES MAINTENANCE: (1) Crews have winterized the city's irrigation systems and our outdoor drinking fountains. (2) The long-awaited mitigation work associated with the installation of the honoring art at Austin Park was recently completed. This work consisted of placing new vegetation in the shoreline area. (3) Crews have completed the tree preparation work and placed holiday lights on the trees lining Pioneer Way near Harborview Drive.

WATER OPERATIONS UPDATES: (1) Crews have completed the water main flushing in the 450 zone (mostly Gig Harbor North) and are now working in the 440 zone (the higher elevations of the city's water service area south of Rosedale Street). (2) Multiple new water sample stations have been installed. These new sample stations help the city verify the quality of our drinking water system.

WASTEWATER OPERATIONS UPDATES: (1) Crews are working on odor scrubber equipment at the treatment plant. This odor scrubber was added to the system about ten years ago and is beginning to require more frequent maintenance. (2) Wastewater staff is winterizing water lines and irrigation lines at the treatment plant and lift stations.



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

Meeting Date: November 13, 2023

SUBJECT: Public Hearing - General Fund 2024 Revenue Sources

SUBMITTED BY: Finance Director David Rodenbach

DEPARTMENT: Finance

PHONE: (253) 853-7610

SUGGESTED MOTION: None.

BACKGROUND INFORMATION: Chapter 251, Laws of 1995 (RCW 84.55.120) requires a public hearing on revenue sources for the next year's general fund budget. The hearing must include consideration of possible increases in property tax revenues.

FISCAL CONSIDERATION:

	2021-2022	2023-2024	% Change	2023-2024	% Change
Revenue Source	Actual	Mid-Biennial Estimate	From 2021-2022	Budget	From Budget
Property tax	\$ 6,278,480	\$ 6,764,207	8%	\$ 6,710,000	1%
Sales tax	17,472,959	17,384,623	-1%	18,089,445	-4%
Other taxes	4,509,834	5,015,196	11%	4,561,834	10%
Licenses and permits	3,211,880	1,716,003	-47%	4,081,497	-58%
Intergovernmental revenues	3,445,476	1,845,998	-46%	434,236	325%
Charges for services	433,748	271,072	-38%	455,429	-40%
Fines and forfeits	118,266	104,857	-11%	111,456	-6%
Miscellaneous	910,997	1,177,097	29%	738,503	59%
Total revenues	36,381,640	34,279,053	-6%	35,182,400	-3%
Beginning fund balance	4,897,210	7,424,597	52%	6,319,652	17%
Total resources	\$41,278,850	\$41,703,650	1%	\$ 41,502,052	0%

So far, in 2023, revenues for the general fund are down six percent from 2021-2022 and three percent from 2023-2024 budget. Total resources, however, are on track to meet or slightly exceed budget. This is mostly due to the following:

- Beginning fund balance came in higher than budgeted, and
- The city received unbudgeted grant revenues, and
- Interest revenues are exceeding budget.

The recommended levy for 2024 property taxes is \$3,404,968.

ATTACHMENTS: None

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



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

Meeting Date: November 13, 2023

SUBJECT: First Reading and Adoption of Ordinance 1517 Levying the General Property Taxes in the amount of \$3,404,968 for the Fiscal Year Beginning January 1, 2024

SUBMITTED BY: Finance Director David Rodenbach

DEPARTMENT: Finance

PHONE: (253)853-7610

SUGGESTED MOTION: Move to approve Ordinance 1517.

BACKGROUND INFORMATION: This ordinance sets the city's regular property tax levy for collection in 2024.

FISCAL CONSIDERATION: The proposed regular property tax levy for collection 2024 is \$3,404,969. This is a 1.14% increase over the prior year and calculates to a rate of about \$0.6981 per thousand dollars of assessed valuation. The current rate is \$0.6979.

The 2024 levy is a total increase of \$83,187 from the 2023 levy. The increase consists of the following components:

1.14% increase from previous year	\$37,836.00
New construction and improvements	\$36,446.00
State assessed property	\$6,467.00
Levy for refunds	\$2,438.00
Total Increase over prior year's levy	\$83,187.00

ATTACHMENTS:

1. Ordinance 1517

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

ORDINANCE 1517

**AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON,
LEVYING THE GENERAL PROPERTY TAXES IN THE AMOUNT OF
\$3,404,968 FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024.**

WHEREAS, the City Council of the City of Gig Harbor has met and considered its budget for the 2024 calendar year; and

WHEREAS, the city's actual levy amount from the previous year was 3,321,781.51; and

WHEREAS, the population of the city is more than 10,000; and

NOW THEREFORE, the City Council of the City of Gig Harbor, Washington, do ordain as follows:

An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$37,835.79 which is a percentage increase of 1.14% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 13th day of November, 2023.

Tracie Markley
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

Please see the meeting agenda for specific details on how to attend: <https://www.gigharborwa.gov/811/Agendas-Minutes>

Day	Date	Time	Group	Agenda Items
M	Nov. 13	5:30pm	City Council	<i>See Agenda</i>
TH	Nov. 16	3:00pm	City Council Study Session	• Police Department Accreditation • Prioritization of Capital Improvement Projects • General Fund Priorities
TH	Nov. 16	5:30pm	Planning Commission	Ordinance 1516
TU	Nov. 21	2:00pm	Civil Service Commission Special Meeting	
TH	Nov. 23	5:30pm	Design Review Board	CANCELLED
M	Nov. 27	5:00pm	City Council Special Meeting	• Reception for Outgoing Councilmember(s)
M	Nov. 27	5:30pm	City Council	Consent Agenda: • Contract Amendment with Lawhead Architects for Ops Center • PSC with Carollo for Nutrient Upgrades at WWTP Business Items: • Public Hearing: First Reading and Adoption of Ordinance XXXX Amending the 2023-24 Budget • Resolution XXXX Authorizing Levy Lid Lift Ballot Measure • Civic Center HVAC Agreement • PSC with PND for Cushman Trail Phase 5A Design
TH	Nov. 30	3:00pm	City Council Study Session	• 38th Ave Phase 2 Project Updates • Traffic Speed Data • Housing, Health, and Human Services Program Update
W	Dec. 6	5:30pm	Parks Commission Meeting	
TH	Dec. 7	5:30pm	Planning Commission	Housing Element & Workshop
M	Dec. 11	5:30pm	City Council	Roll Call: Oath of Office for Incoming Councilmembers Business Items: • SR16/Wollochet Westbound On-ramp Contract Amendment • Olympic Drive/Pt. Fosdick Right Turn Lane Design Professional Services Contract • Peacock Hill Half-Street Improvements Design Professional Services Contract
W	Dec. 13	10:00am	Arts Commission	
TH	Dec. 14	3:00pm	City Council Study Session	• Sports Complex Phase 2 & 3 Update • Aquifer Level Review at City Wells

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

Please see the meeting agenda for specific details on how to attend: <https://www.gigharborwa.gov/811/Agendas-Minutes>

Day	Date	Time	Group	Agenda Items
				- Proposed Amendments to the Harbor Hill Storm and Sewer Maintenance Agreements - Commercial Fishing Homeport Discussion
TH	Dec. 14	5:30pm	Design Review Board	
TH	Dec. 21	5:30pm	Planning Commission	
M	Dec. 25	5:30pm	City Council	NO MEETING
TH	Dec. 28	5:30pm	Design Review Board	
M	Jan. 8	5:30pm	City Council	Presentation: - Tacoma Community College Update - Recognition of Retirement – Debra Yerry-Eason

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