

AGENDA
GIG HARBOR CITY COUNCIL SPECIAL MEETING
Monday, January 8, 2024 - 3:00 PM
Council Chambers

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

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

CHANGES TO THE AGENDA

PRESENTATIONS

1. **Tacoma Community College Update**
Presented by Olga Torres Inglebritson, Dean of Gig Harbor Campus & Continuing Education
2. **Recognition of Retirement – Police Services Specialist Debra Yerry-Eason**
Presented by Chief of Police Kelly Busey

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND NON-AGENDA ITEMS

CONSENT AGENDA

1. **City Council Minutes: December 11, 2023, City Council Meeting and December 14, 2023, City Council Study Session**
2. **Approval of Vouchers: Check numbers 102988 through 105088 and ACH payments in the amount of \$1,179,747.57.**

3. **Approval of Payroll for the Month of December: Checks #8404, #8500 through #8501 and direct deposit transactions in the total amount of \$1,055,221.90.**
4. **Approval of Transportation Improvement Board (TIB) Grant Agreements**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. **Department Updates**

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. **Upcoming City Meetings**

ADJOURN

PUBLIC COMMENT & DECORUM

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

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

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

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

There will be no demonstrations during or at the conclusion of any public comment. These guidelines are intended to promote an orderly system of holding public meetings,

to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by voicing their opinions.

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

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

MINUTES
GIG HARBOR CITY COUNCIL MEETING
Monday, December 11, 2023 - 5:30 PM
Council Chambers

CALL TO ORDER/ROLL CALL Mayor Markley called the meeting to order at 5:30 p.m. Councilmembers Barber, Coronado, Henderson, Lykins, Storset, and Woock were present.

1. **Oath of Office for Councilmembers Mary Barber, Ben Coronado, and Le Rodenberg.** The mayor administered the oath of office to Councilmembers Barber and Coronado.

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

CHANGES TO THE AGENDA

MOTION: Move that only in-person or written comment be allowed at our meetings until further notice, with the exception of public hearings (Barber/Lykins).

VOTE: Motion passed 5-1, Woock opposed.

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND NON-AGENDA

ITEMS Public Comment was provided by Sonja Johnson, Cory Burman, Rebecca Stansberry, Ann Stockdale, Josie Emmons Turner, Matthew Sear, Christie Jones, Yvonne Unroe, Steve West, Thomas Wick, Janice Taylor, Judy Bush.

CONSENT AGENDA

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

VOTE: Unanimously approved.

1. **City Council Minutes: City Council Study Session - November 16, 2023; City Council Meeting - November 27, 2023; City Council Study Session - November 30, 2023**
2. **Approval of Vouchers: Check numbers 102990 through 103058 and ACH payments in the amount of \$1,070,059.79.**
3. **Approval of Payroll: Check numbers 8402 through 8403 and direct deposit transactions in the total amount of \$572,382.42.**
4. **Professional Services Contract Amendment #5 for Public Works Operations Center Building**
5. **Resolution 1298 Approving 2024 Lodging Tax Expenditures**
6. **Resolution 1299 Adopting Standards for Indigent Defense**

7. Professional Services Contract with Kintanar Law for Public Defender Services

MAYOR'S REPORT Mayor Markley welcomed Councilmember Coronado and reported on the December 2 tree lighting event and the police department's Holiday Heroes program.

CITY ADMINISTRATOR'S REPORT City Administrator Katrina Knutson reported on police department recruiting, stormwater maintenance after heavy rainfall, the comprehensive plan workshop, and ordinance passing procedures.

1. Department Updates

BUSINESS ITEMS

- 1. Public Hearing: Second Reading and Adoption of Ordinance 1518 Relating to Mid-Biennial Review and Approving the 2023-2024 Budget Modification** Finance Director Dave Rodenbach presented the ordinance.

MOTION: Move to approve Ordinance 1518 (Lykins/Barber).

VOTE: Unanimously Approve

- 2. Civic Center HVAC Amendment and Funding Approval with DES** Public Works Director Jeff Langhelm introduced the agreements.

MOTION: Move to authorize the mayor to sign Interagency Amendment No. 1 (Woock/Henderson).

VOTE: Unanimously approved.

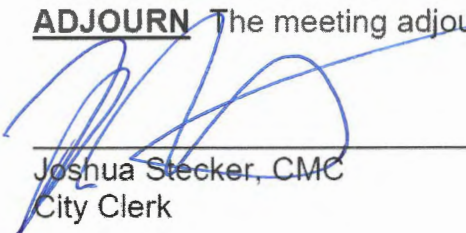
STAFF REPORT

COUNCIL REPORTS/ COMMENTS Councilmember Barber reported on attending the menorah lighting event at Skansie Brothers Park. Councilmember Lykins reported on the November Pierce County Regional Council meeting. Councilmember Woock thanked city employees for their work. Councilmember Coronado thanked staff and council for welcoming him.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

ADJOURN The meeting adjourned at 6:53 p.m.



Joshua Stecker, CMC
City Clerk

MINUTES
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, December 14, 2023 – 3:00 p.m.
Zoom or Civic Center Executive Conference Room

CALL TO ORDER / ROLL CALL: Mayor Pro Tem Lykins called the meeting to order at 3:01 p.m. Councilmembers Barber, Coronado, Henderson, Storset, and Woock were present. Councilmember Rodenberg arrived at 3:12 p.m.

DISCUSSION ITEMS:

1. **City of Gig Harbor Welcoming Resolution** – H3 Program Manager Shealynn Smiley presented council with the proposed resolution and answered questions.

The resolution will come before council for consideration at a regular meeting in January.

2. **Traffic Speed Data** – Public Works Director Jeff Langhelm, City Engineer Aaron Hulst, and Police Chief Kelly Busey reviewed the collected traffic speed data, answered questions from council, and discussed possible next steps related to traffic calming measures.

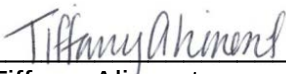
Council entered into recess for five minutes at 4:05 p.m. and returned from recess at 4:12 p.m.

3. **2023 City of Gig Harbor Annual Report: Department Contributions and Accomplishments** – City Administrator Katrina Knutson presented council with the city's annual report and invited department directors to comment.

Council would like to see the annual report shared with the public.

4. **Capital Improvement Projects Story Map & Project Schedule Review** – Public Works Director Jeff Langhelm reviewed the story map and project schedule and answered questions from council.

ADJOURN: The meeting adjourned at 5:12 p.m.



Tiffany Aliment
Assistant City Clerk



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

Meeting Date: January 8, 2024

SUBJECT: Approval of Transportation Improvement Board (TIB) Grant Agreements

SUBMITTED BY: Project Engineer Marcos McGraw

DEPARTMENT: Public Works

PHONE: (253) 853-2647

SUGGESTED MOTION: Move to authorize the mayor to sign the TIB Project Funding Status Form and Fuel Tax Grant Agreement for the Wollochet Drive/Wagner Way Intersection project and the Burnham Drive Half-Street Improvements Phase 1A project.

BACKGROUND INFORMATION: Council approved Resolution 1284 on July 10 which authorized city staff to apply for a Transportation Improvement Board (TIB) grant for the Wollochet Drive/Wagner Way Intersection Improvements and Burnham Drive Half-Street Improvements Phase 1a projects. Engineering staff submitted grant applications for both projects prior to the August deadline. On December 1, the city engineer received grant selection letters from TIB for both projects.

The Project Funding Status Forms affirm the financial information that was included on the grant application. The Fuel Tax Grant Agreements describes the conditions of the agreement.

FISCAL CONSIDERATION: The estimated cost for the capital project "Wollochet Drive/Wagner Way Intersection Improvements" is \$1,223,163.00. Under the TIB grant, the state will reimburse the city up to \$1,067,000, 79.9634% of the eligible construction costs.

The estimated cost for the capital project "Burnham Drive Half-Street Improvements Phase 1a" is \$4,731,669.00. Under the TIB grant, the state will reimburse the city up to \$1,524,574, 32.2206% of the eligible construction costs.

ATTACHMENTS:

1. Selection Letter + agreements - Wollochet Dr Signal
 2. Selection Letter + agreements-Burnham Drive Sidewalk
-

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



Washington State Transportation Improvement Board

TIB Members

Chair
Mayor Glenn Johnson
City of Pullman

Vice Chair
Councilmember Sam Low
Snohomish County

Amy Asher
Mason Transit Authority

Aaron Butters, PE
HW Lochner Inc.

Susan Carter
Hopelink

Kent Cash, PE
Port of Vancouver

Barbara Chamberlain
WSDOT

Elizabeth Chamberlain
City of Walla Walla

Dongho Chang, PE
WSDOT

Scott Chesney
Spokane County

Vicky Clarke
Cascade Bicycle Club/Washington Bikes

Mike Dahlem, PE
City of Sumner

Commissioner Al French
Spokane County

Councilmember Hilda González
City of Granger

Commissioner Scott Hutsell
Lincoln County

Les Reardanz
Whatcom Transportation Authority

Peter Rogalsky, PE
City of Richland

Mayor Kim Roscoe
City of Fife

Maria Thomas
Office of Financial Management

Jennifer Walker
Thurston County

Jane Wall
County Road Administration Board

Ashley Probart
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
Fax: 360-586-1165
www.tib.wa.gov

December 1, 2023

Mr. Aaron Hulst, P.E.
City Engineer
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335

Dear Mr. Hulst:

Congratulations! We are pleased to announce the selection of your project, Wollochet Drive Signal, Wagner Way, TIB project number 8-1-127(010)-1.

TIB is awarding 79.9634% of approved eligible project costs with a maximum grant of \$1,067,000.

Before any work is permitted on this project, you must complete and email the following items to your TIB engineer:

- Verify the information on the attached Project Funding Status Form and, revise if necessary. Sign and email a copy.
- Submit the section of your adopted Six Year Transportation Improvement Plan listing this project;
- Sign and email one copy of the Fuel Tax Grant Distribution Agreement.

You may only incur reimbursable expenses after you receive approval from TIB.

In accordance with RCW 47.26.084, you must certify full funding by December 2, 2024 or the grant may be terminated. Grants may also be rescinded due to unreasonable project delay as described in WAC 479-05-211.

If you have questions, please contact Greg Armstrong, TIB Project Engineer, at GregA@TIB.wa.gov.

Sincerely,

Ashley Probart
Executive Director

Enclosures



Project Funding Status Form

Agency Name: **GIG HARBOR**
Project Name: **Wollochet Drive Signal
Wagner Way**

TIB Project Number: **8-1-127(010)-1**

Verify the information below and revise if necessary.

Email to: Your TIB Engineer

PROJECT SCHEDULE

Target Dates		
Construction Approval	Contract Bid Award	Contract Completion
2/19/2024	2/27/2024	12/19/2025

PROJECT FUNDING PARTNERS

List additional funding partners and amount.

Funding Partners	Amount	Revised Funding
GIG HARBOR	267,360	
WSDOT	0	
Federal Funds	0	
TOTAL LOCAL FUNDS	267,360	

Signatures are required from two different agency officials. Return the originally signed form to your TIB Engineer.

Mayor or Public Works Director

Signature

Tracie Markley

Printed or Typed Name

Date

Mayor

Title

Financial Officer

Signature

David Rodenbach

Printed or Typed Name

Date

Finance Director

Title



City of Gig Harbor
8-1-127(010)-1
Wollochet Drive Signal
Wagner Way

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of Gig Harbor
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the Wollochet Drive Signal, Wagner Way (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of Gig Harbor, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

For the project specified above, TIB shall pay 79.9634 percent of approved eligible project costs up to the amount of \$1,067,000, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT's Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT's submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Project Funding Status Form
- b) Bid Authorization Form with plans and engineers estimate
- c) Award Updated Cost Estimate
- d) Bid Tabulations
- e) Contract Completion Updated Cost Estimate with final summary of quantities
- f) Project Accounting History

4.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as



often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

5.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

6.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

7.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

8.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9.0 DEFAULT AND TERMINATION

9.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:



- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

9.3 TERMINATION

- a) In the event of default by the RECIPIENT as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.
- b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

10.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

11.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.



12.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

13.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

14.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.



15.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

16.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Approved as to Form
Attorney General

By:

Signature on file

Guy Bowman
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer

Date

Executive Director

Date

Print Name

Print Name



Washington State Transportation Improvement Board

TIB Members

Chair
Mayor Glenn Johnson
City of Pullman

Vice Chair
Councilmember Sam Low
Snohomish County

Amy Asher
Mason Transit Authority

Aaron Butters, PE
HW Lochner Inc.

Susan Carter
Hopelink

Kent Cash, PE
Port of Vancouver

Barbara Chamberlain
WSDOT

Elizabeth Chamberlain
City of Walla Walla

Dongho Chang, PE
WSDOT

Scott Chesney
Spokane County

Vicky Clarke
Cascade Bicycle Club/Washington Bikes

Mike Dahlem, PE
City of Sumner

Commissioner Al French
Spokane County

Councilmember Hilda González
City of Granger

Commissioner Scott Hutsell
Lincoln County

Les Reardanz
Whatcom Transportation Authority

Peter Rogalsky, PE
City of Richland

Mayor Kim Roscoe
City of Fife

Maria Thomas
Office of Financial Management

Jennifer Walker
Thurston County

Jane Wall
County Road Administration Board

Ashley Probart
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
Fax: 360-586-1165
www.tib.wa.gov

December 1, 2023

Mr. Aaron Hulst, P.E.
City Engineer
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335

Dear Mr. Hulst:

Congratulations! We are pleased to announce the selection of your project, Burnham Drive Sidewalk, Eagles Club Driveway to 96th St, TIB project number P-P-127(P05)-1.

TIB is awarding 32.2206% of approved eligible project costs with a maximum grant of \$1,524,574.

Before any work is permitted on this project, you must complete and email the following items to your TIB engineer:

- Verify the information on the attached Project Funding Status Form and, revise if necessary. Sign and email a copy.
- Submit the section of your adopted Six Year Transportation Improvement Plan listing this project;
- Sign and email one copy of the Fuel Tax Grant Distribution Agreement.

You may only incur reimbursable expenses after you receive approval from TIB.

In accordance with RCW 47.26.084, you must certify full funding by December 2, 2024 or the grant may be terminated. Grants may also be rescinded due to unreasonable project delay as described in WAC 479-05-211.

If you have questions, please contact Greg Armstrong, TIB Project Engineer, at GregA@TIB.wa.gov.

Sincerely,

Ashley Probart
Executive Director

Enclosures



Project Funding Status Form

Agency Name: **GIG HARBOR**
Project Name: **Burnham Drive Sidewalk
Eagles Club Driveway to 96th St**

TIB Project Number: **P-P-127(P05)-1**

Verify the information below and revise if necessary.

Email to: Your TIB Engineer

PROJECT SCHEDULE

Target Dates		
Construction Approval	Contract Bid Award	Contract Completion
2/19/2024	2/27/2024	12/19/2025

PROJECT FUNDING PARTNERS

List additional funding partners and amount.

Funding Partners	Amount	Revised Funding
GIG HARBOR	2,959,401	
WSDOT	0	
Federal Funds	0	
Puget Sound Energy	137,500	
Burnham Drive Apartments	110,194	
TOTAL LOCAL FUNDS	3,207,095	

Signatures are required from two different agency officials. Return the originally signed form to your TIB Engineer.

Mayor or Public Works Director

Signature

Tracie Markley

Printed or Typed Name

Date

Mayor

Title

Financial Officer

Signature

David Rodenbach

Printed or Typed Name

Date

Finance Director

Title



City of Gig Harbor
P-P-127(P05)-1
Burnham Drive Sidewalk
Eagles Club Driveway to 96th St

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of Gig Harbor
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the Burnham Drive Sidewalk, Eagles Club Driveway to 96th St (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of Gig Harbor, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

For the project specified above, TIB shall pay 32.2206 percent of approved eligible project costs up to the amount of \$1,524,574, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT's Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

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- a) Project Funding Status Form
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4.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as



often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

5.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

6.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

7.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

8.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9.0 DEFAULT AND TERMINATION

9.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:



- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

9.3 TERMINATION

- a) In the event of default by the RECIPIENT as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.
- b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

10.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

11.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.



12.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

13.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

14.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.



15.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

16.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Approved as to Form
Attorney General

By:

Signature on file

Guy Bowman
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer

Date

Executive Director

Date

Print Name

Print Name



DEPARTMENT UPDATES

Friday, January 5, 2024

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

Council Retreat: On Friday, February 2, the Gig Harbor City Council will hold its 2024 Council Retreat at the Civic Center. At the retreat, council will discuss several topics, which include:

- Strategic Plan Review and Prioritization
- Roles and Responsibilities
- Work Session Format (in-person or remote)
- Downtown Zoning
- Downtown Parking
- Parks District Options

As always, the retreat is open to the public and everyone is welcome to attend.

Housing, Health, and Human Services (H3) Department Update: The H3 Program Manager attended a memorial service on Homeless Remembrance Day (December 21, 2023) at the Shiloh Baptist Church in Tacoma to honor the 295 unhoused residents of Pierce County that passed away in 2023. This service, coupled with the ongoing attendance of coalition, city, and county meetings and extensive research will all inform the city's homelessness response plan the H3 program manager is actively working on.

In addition, the H3 Program Manager met with the Pierce County Mobile Community Intervention Response Team's (MCIRT) Program Manager to discuss strengthening our partnership in the continued effort to support residents aging in place.

COMMUNITY DEVELOPMENT

Community Development Director Carl de Simas

Well, it's that time of the year again! A time when we reflect on another year passed by and reset for another year ahead. We love this time of year in the Community Development Department. It's a time when we ask ourselves: What can we do better? One of our measures of success is how well we served the public and how our customers felt about our performance for the year. We are firm believers in the idea that opportunities for improvement are omnipresent. A minor tweak here, a major twist there, and occasionally you find positive changes that will have lasting and noticeable effects. These areas of opportunity are what we will be looking to identify early in 2024. Customer service is paramount to what we do, and we do it well. But this year, watch out, because it is going to

be one of progress towards providing the best service, both internal and external, and really setting the standard for others to model themselves after. Stay tuned to this channel and prepare to be amazed!

We would also like to take a moment to express our gratitude and our great respect for the rest of the departments that make up this great city government. It truly is a team effort, and we couldn't enjoy the success we do without all of you and your support. Keep up the great work in 2024 Team Gig Harbor! Happy New Year!!

PLANNING

We are moving forward with finalizing Interim Ordinance 1516 with the Planning Commission scheduled to make a recommendation at the January 18 Public Hearing.

Also on January 18, a discussion will be held at the city council study session regarding the UGA Retraction proposed by Pierce County. Although county action is not imminent, a review of the proposal will help to inform any comments or concerns the City of Gig Harbor may have. The discussion will kick off with a presentation by Erika Rhett Hunt, Long Range Planning Supervisor for Pierce County.

Summit Pointe, a 56-lot subdivision located off 112th St. just north of Burnham Drive, was approved by the Hearing Examiner in November and is now moving forward. Information about the project can be found [here](#). In keeping with our commitment to increased efficiency and streamlining our permit process, the Summit Pointe Preliminary Plat will be subject to the '2x6' process, which applies strict review timeframes and more structured collaboration between departments.

BUILDING

Over this past reporting period, the Building Division has changed the status of 23 permit applications to 'Issued', including those for the buildings at the Sports Complex (concessions/restrooms, picnic shelters, and performance building). 17 projects have been finalized, including a new salon at 5125 Olympic.

The division has begun conducting final inspections of the Public Works Operations Center. This much needed facility is really coming together with anticipated completion in February.



Staff have worked collaboratively over the years with the Master Builders Association. At the most recent Building Official's Forum, a topic of discussion was pre-approved base plans for Accessory Dwelling Units (ADUs). There are cities in our region that already provide this service free of charge and several others, including Puyallup and Tacoma, are actively pursuing the concept.

COURT

Court Administrator Stacy Colberg

Jury Trials: The following cases are set for jury trial on Thursday, January 18. Jury trials are open to the public.

City vs. Haley Lynn Barbare	ID Card Procure Unlawfully
City vs. Haley Lynn Barbare	DWLS 3rd, Oper Veh w/o Ignition Interlock
City vs. Daniel Jay Logan	Theft 3rd
City vs. China Davis Nathan	Physical Control Motor Veh While Under the Influence

Public Defense Services: The City of Gig Harbor has contracted with Kintanar Law for public defense services in 2024. Our first court session of the new year is on Wednesday, January 3, when we will begin the transition of public defense services from Pierce County Department of Assigned Counsel to Kintanar Law. For the month of January, public defense attorneys from both agencies will be working together to transfer data and inform clients about the change. Contact information for Kintanar Law is available on the [court website](#).

FINANCE

Finance Director Dave Rodenbach

2022 Audit: Each year, the city is audited by the State Auditor's Office (SAO). The SAO audits the city's annual financial statements and compliance with certain federal, state, and local laws and policies.

The audit of 2022 was recently completed on December 27. The auditors concluded that the city's financial statements are fairly stated, and the city operated in compliance with certain provisions of laws, regulations, contracts, and grant agreements. Noncompliance with which could have a direct and material effect on the financial statements.

The following areas were examined in this audit:

- Cash Receipting – timeliness and completeness of deposits
- Payroll – gross wages, leave cash outs, and bonus and incentive payments
- Procurement – public works and professional services
- Police Department – citation reconciliations, property room, and disposition of property
- Open Public Meetings – compliance with minutes, meetings, and executive session requirements
- Financial Condition – reviewing for indications of financial distress

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 Services Specialist	FT	Closed - interviews pending

ITS

Information Technology Services Manager Keith Smith

Facilities Security: We are continuing to work with vendor Security Solutions Northwest to deploy cameras and door controls to facilities around the city for the new security badge system.

Public Works Operations Center: We are working with Public Works staff and contractors on technology installations and configurations in preparation for occupancy of the building.

Municipal Court: We completed deployment of new computers for staff to replace outdated and unsupported hardware.

POLICE

Police Chief Kelly Busey

NYE: It was a fairly quiet New Year's Eve in the city. The Washington State Patrol was involved in a vehicle pursuit of an impaired driver that ended on SR-16 near Burnham Drive. This incident created a bit of a spectacle that generated inquiries, but was nothing of major consequence.

Burglary: In the early morning hours of January 4, Officer Abell and Sergeant Dominguez were called to the report of a trespass and theft in progress from the secured yard of a business located on Skansie Avenue. Pierce County Deputies assisted as the area was contained. Officers located the suspect hiding just outside the fenced area. He had evidence of the crime on his person, and he was tied to a stolen truck parked nearby. The truck also contained stolen property. The suspect experienced a potential drug overdose and was transported to the hospital for treatment before being booked into jail. This same person is a suspect in other crimes within the city and our detectives are looking further into those cases.

Staffing: Our two newest officers are still in their field training process and are progressing. We are excited to welcome yet another new officer on January 23. This will bring us to 22 commissioned officers.

PUBLIC WORKS

Public Works Director Jeff Langhelm

Undecorating the Town: This week our partner, TLB Events, will begin removing holiday decorations from around town. Operations staff will follow suit and complete the removal of holiday decorations the week of January 8, including the tree at Skansie Park. Hopefully this year no one will call the city in frustration that we “cut down the beautiful Christmas tree in Skansie Park that has been there for years!”

Streetlight Repairs: Operations staff continue to remove failed streetlight lamps and ship them back to the vendor for warranty repairs at an alarming rate. We are also continuing to work with the City Attorney’s office to hold the vendor accountable for the high failure rate of these lamps.

Lift Station #1A (Crescent Creek Park) Geotechnical Borings: Next week users of Crescent Creek Park will have minor impacts due to the use of large equipment to perform geotechnical borings associated with the Lift Station #1A project. This equipment will use a few stalls in the north end of the parking lot for staging and will perform the borings in the vicinity of the existing lift station.

Skansie Apple Tree: The apple tree at Skansie Park will be cut down in the next week or two, due to its poor condition and the danger it poses to park visitors. Crews will be planting a silver maple in its place.

Sports Complex Phase 2 & 3 Feasibility Study: Revised alternatives and cost estimates will be presented to city council at a study session on January 18.

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	Jan. 8	5:30pm	City Council	See Agenda
W	Jan. 10	10:00am	Arts Commission	Creative Endeavor Grant Application, Guidelines, and Scoring Matrix
TH	Jan. 11	5:00pm	City Council Study Session	• Levy Lid Lift Discussion • Public Comment Procedures
TH	Jan. 11	5:30pm	Design Review Board	CANCELLED
TH	Jan. 18	3:00pm	City Council Study Session	• Introduction of Appointee to Parks Commission • UGA Retraction Proposal • Sports Complex Phase 2 & 3 Update
TH	Jan. 18	5:30pm	Planning Commission	Public Hearing: Site Specific Rezone and Height Restriction Variance Procedures
M	Jan. 22	5:30pm	City Council	Business Items: • Election of Mayor Pro Tempore • Resolution 1300 Declaring the City as One of Welcoming Staff Report: Quarterly Budget Update
TH	Jan. 25	3:00pm	City Council Study Session	• Site Specific Rezone and Height Restriction Variance Procedures Ordinance • Redundant Watermain in Gig Harbor North • Lift Station 5 Feasibility Study • Aquifer Level Review at City Wells
TH	Jan. 25	5:30pm	Design Review Board	
F	Feb. 2	9:00am	City Council Retreat	Commercial Fishing Homeport
M	Feb. 12	5:30pm	City Council	Presentations: • Red Cross Month Proclamation – Larry Bleich • Pierce County Opioid Task Force – Opioid Task Force Coordinator Chelsea L. Amato Consent Agenda: • Public Works Construction Contract Award for Skansie Netshed Structural Improvements, Repainting, and Reroofing • Peacock Hill Half-Street Improvements Design Professional Services Contract • Amendments to the Harbor Hill Storm and Sewer Maintenance Agreements Business Items • Resolution XXXX Authorizing Application for Special Election
TH	Feb. 15	3:00pm	City Council Study Session	

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	Feb. 26	5:30pm	City Council	Consent Agenda: • Public Works Construction Contract Award for Prentice Ave./Fennimore St. Half-Width Frontage Improvements Business Items • Authorizing Fact Sheet for Special Election
TH	Feb. 29	3:00pm	City Council Study Session	

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