

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, January 22, 2024 - 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 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

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND NON-AGENDA ITEMS

CONSENT AGENDA

1. **City Council Minutes: City Council Special Meeting Minutes - January 8, 2024**
2. **Approval of Vouchers: Check numbers 105183 through 105276 and ACH payments in the amount of \$1,210,533.76.**
3. **Approval of Small Public Works Contract for Well #3 Emergency Generator Installation**
4. **Approval of Purchase Agreement for WWTP In-Channel Fine Screen**
5. **Purchase Agreement Amendment #1 for Headworks In-Channel Rotating Drum Screen**
6. **Resolution 1303 Declaring the Existence of an Emergency Necessitating the Waiver of Competitive Bidding Requirements**

to Address the Emergency Repair of a Gravity Sewer Main in Harborview Drive

- 7. Resolution 1304 Authorizing the Submittal of an Application for Grant Funding Assistance for a Brian Abbott Fish Barrier Removal Board Grant Program to the Recreation and Conservation Office (RCO) for North Creek Culvert Replacement Project Construction and Construction Management**
- 8. Amendment #12 to Assigned Counsel Agreement with Pierce County**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

- 1. Department Updates**

BUSINESS ITEMS

- 1. Election of Mayor Pro Tempore**
Suggested Motion: Nominate Councilmember _____ for the role of mayor pro tempore.
 - a. Staff Report: City Clerk Josh Stecker
 - b. Clarifying Questions
 - c. Public Comment
 - d. Council Deliberation and Action
- 2. Resolution 1300 Declaring the City as One of Welcoming**
Suggested Motion: Move to approve Resolution 1300.
 - a. Staff Report: Housing, Health, and Human Services Program Manager Shea Smiley
 - b. Clarifying Questions
 - c. Public Comment
 - d. Council Deliberation and Action
- 3. Changes to Public Comment Procedures**
Suggested Motion: Move to resume allowing public comment via Zoom for all regular city meetings and to move public comment on non-agenda items to after the conclusion of business items at regular city council meetings. These changes will be in effect for all future city meetings until incorporated into Council Guidelines.
 - a. Staff Report: City Clerk Josh Stecker
 - b. Clarifying Questions
 - c. Public Comment
 - d. Council Deliberation and Action

STAFF REPORT

1. **2023 4th Quarter Financial Report and Budget Update**
Finance Director Dave Rodenbach

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@gjgharborwa.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 SPECIAL MEETING
Monday, January 8, 2024 - 3:00 PM
Council Chambers

CALL TO ORDER/ROLL CALL Mayor Markley called the meeting to order at 3:00 p.m. Councilmembers Barber, Coronado, Henderson, Lykins, Rodenberg, and Storset were present. Councilmember Woock was excused.

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

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 Public comment was provided by Joyce Schultz.

CONSENT AGENDA MOTION: Move to approve the consent agenda (Barber/Henderson).

VOTE: Unanimously approved.

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 Mayor Markley reported on the start of the legislative session.

CITY ADMINISTRATOR'S REPORT City Administrator Katrina Knutson reported on a grant application to implement the Urban Forest Management Plan and progress on the Public Works Operations Center. She also recognized councilmembers for their service time.

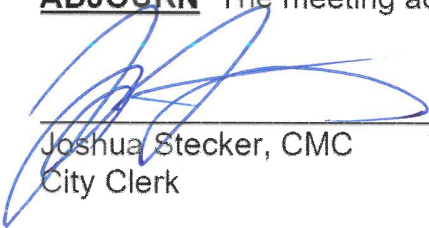
1. Department Updates

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

ADJOURN The meeting adjourned at 3:43 p.m.



Joshua Stecker, CMC
City Clerk



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

Meeting Date: January 22, 2024

SUBJECT: Approval of Small Public Works Contract for Well #3 Emergency Generator Installation

SUBMITTED BY: Public Works Superintendent Jeff Olsen

DEPARTMENT: Public Works

PHONE: (253) 851-8406

SUGGESTED MOTION: Move to authorize the mayor to execute a Small Public Works Contract Award for Well #3 Emergency Generator Installation and authorize the public works director to approve project change order expenditures up to \$17,000.

BACKGROUND INFORMATION: The existing back-up power for the city's Well #3 is a portable generator that requires staff to be on-site to connect, start, and transfer power over to the generator. The work to be completed under the contract would establish a dedicated generator for Well #3 while automating this process and generally includes the purchase and installation of a standby generator with automatic transfer switch. This work will also include the installation of a permanent resistive load bank for load testing purposes and the overall project will greatly increase water system reliability.

FISCAL CONSIDERATION:

Expenditure Required: \$ 172,203.57	Amount Budgeted: \$250,000	Appropriation Required: \$0
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ATTACHMENTS:

1. Henden Contract and Scope of Work

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

**CITY OF GIG HARBOR
SMALL PUBLIC WORKS CONTRACT**

THIS CONTRACT is made and entered into by and between the City of Gig Harbor, Washington (the "City"), and Henden Electric, a Corporation (the "Contractor") organized under the laws of the State of Washington, located and doing business at 26124 Calvary Lane NE, Kingston WA 98346.

FOR AND IN CONSIDERATION of the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1. Scope of Work: Well #3 Emergency Generator Installation

The Contractor agrees to furnish all material, labor, tools, equipment, apparatus, etc. necessary to perform and complete in a workmanlike manner the work set forth in the Scope of Work attached hereto as Exhibit A and incorporated herein by reference.

2. Time of Performance and Completion:

The work to be performed under this Contract shall commence as soon as the Contractor has received a Notice to Proceed from the City and in accordance with the schedule set forth in the Scope of Work.

3. Payments:

The Contractor agrees to perform all work called for at the rate of \$158,130, plus applicable Washington State Sales Tax. Said sum shall constitute full compensation for all labor, materials, tools, appliances, etc. required to perform the required services.

4. Retainage:

Pursuant to RCW 60.28.011, five percent (5%) of all monies earned by the Contractor shall be retained by the City for the purposes mentioned in said statute. The Contractor elects to have these monies (check one):

_____ **Retainage Bond:** In lieu of earned retained funds, the Contractor will provide a Retainage Bond on the City of Gig Harbor's standard Retainage Bond form. Release of retained funds shall be made in accordance with WSDOT General Requirements, Section 1-09.9(1).

_____ **Savings Account:** The City will place retained funds in a separate interest-bearing savings account. Any interest earned will be paid to the Contractor indicated below:

Bank Name: Umpquah Bank

Branch: Gig Harbor

_____ **Escrow/Investment:** The City will deliver the retained funds to the bank listed below. The funds are to be placed in escrow or invested in accordance with the City of Gig Harbor's standard Escrow Agreement form. Any interest earned will be paid to the Contractor indicated below:

Bank Name: _____

Branch: _____

Account Number: _____

5. Performance and Payment Bond - 50% Letter:

- A. The Contractor shall execute and deliver to the City a bond, on forms supplied or approved by the City, with an approved surety company as surety, in the sum of the full amount of the Contract plus the applicable Washington State Sales Tax, in compliance with RCW 39.08.010 through 39.08.060 and any amendments thereto. The surety on any such bonds shall be a surety company duly authorized to transact surety business under the laws of the State of Washington. In lieu of such a bond, the Contractor may provide a letter of credit in the same sum and subject to the same conditions, in a form approved by the City Attorney.
- B. If the amount of this Contract is Thirty-five Thousand Dollars (\$35,000) or less, the Contractor may, at its option, in lieu of the bond specified in subparagraph A, have the City retain fifty percent (50%) of the contract amount for a period of thirty (30) days after the date of completion of services, or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens filed under chapter 60.28 RCW, whichever is later.

6. Warranty/Maintenance Bond:

The Contractor hereby warrants that it is fully licensed, bonded and insured to do business in the State of Washington as a general contractor. The Contractor will warranty the labor and installation of materials for a two-year warranty period and shall furnish a maintenance bond for 15% of the contract amount on the City's standard maintenance bond form in order to guarantee that the work specified in Exhibit A and completed by Contractor will remain free from defects in workmanship and materials for a period of two years after completion of construction.

7. Indemnification:

- A. The Contractor shall defend, protect, indemnify, and save the City of Gig Harbor harmless from and against any damage, cost or liability including reasonable attorney fees, for injuries to persons or property arising from acts or omissions of Contractor, his employees, agents, or sub-contractors, howsoever caused. The Contractor will be responsible for any damages sustained by his employees to

City of Gig Harbor equipment and/or fixtures and shall provide all repairs/replacements, as appropriate, at no cost to the City of Gig Harbor.

- B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees or volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.
- C. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Independent Status of Contractor:

The parties to this contract, in the performance of it, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be considered or construed to be the employees or agents of the other party for any purpose whatsoever.

9. Insurance:

- A. The Contractor shall obtain at the Contractor's cost and maintain in full force and effect during the term of the contract, insurance to meet the following. All carriers (except Workers Compensation) shall have a minimum A.M. Best rating of 'A' VII or better.

The insurance required shall be issued by an insurance company(s) authorized to do business within the State of Washington, and shall name the City of Gig Harbor, its agents and employees, as additional insureds by endorsement under the insurance policy(s). All policies shall be primary to any other valid and collectable insurance. The City of Gig Harbor does not waive its right to subrogation against the Contractor, and the policy shall be so endorsed. The Contractor shall give the City of Gig Harbor, 30-days advance notice of any insurance cancellation.

The Contractor shall submit to the City of Gig Harbor, within 15-days of the contract effective date, a Certificate of Insurance, which outlines the coverage and limits defined in the Insurance section. Contractor shall submit renewal certificates as appropriate during the term of the contract.

- B. Subcontractors: The Contractor is responsible for ensuring that each subcontractor of every tier obtain at a minimum the same insurance coverage and limits as stated herein for the Contractor (with the exception of Builders Risk insurance). Upon request of the City, the Contractor shall provide evidence of such insurance.
- C. No Limitation: Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- D. Minimum Scope of Insurance: The Contractor shall obtain insurance at no cost to the City with the minimum following amounts:
- i. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 - ii. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, stop gap liability, independent Contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. If the Contractor will be conducting excavation or underground operations, then the Commercial General Liability insurance shall be endorsed for the Contractor's liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy, and Umbrella policy, with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage. The Contractor's Commercial General Liability policy shall include Waiver of Transfer of Rights of Recovery Against Others to Us endorsement (CG 24 04 05 09) or equivalent coverage.
 - iii. Workers' Compensation. The Contractor shall provide or purchase industrial insurance coverage prior to performing work under this contract. The City of Gig Harbor will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this Contractor or any sub-Contractor or employee of the Contractor which might arise under the industrial insurance laws during the

performance of duties and services under this contract. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result of work performed under this contract, those payments shall be made by the Contractor; the Contractor shall indemnify the City of Gig Harbor and guarantee payment of such amounts.

Work adjacent to/or over navigable waterways may require coverage under either U.S. Longshoreman's and Harbor Workers Act, or the Jones Act. It is the Contractor's sole responsibility to determine if either of these two coverages must be obtained by the Contractor.

- iv. Builders Risk insurance covering interests of the City, the Contractor, subcontractors, and sub-subcontractors in the work. Builders Risk insurance shall be written on a "Special" causes of loss policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including flood and earthquake, theft, vandalism, malicious mischief, collapse, temporary buildings and debris removal. This Builders Risk insurance covering the work will have a deductible of at least \$5,000 for each occurrence, which will be the responsibility of the Contractor. Higher deductibles for flood and earthquake perils may be accepted by the City upon written request by the Contractor and written acceptance by the City. Any increased deductibles accepted by the City will remain the responsibility of the Contractor. The policy shall include an occupancy clause and list as loss payee the City. The Builders Risk insurance shall be maintained until final acceptance of the work by the City.
- v. Builders' Risk Installation Floater For projects with equipment, materials, or fixtures valued over \$10,000 to be installed, in-transit, or stored off-site Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Contract, a Builders' Risk Installation Floater for coverage of Contractor's labor, materials and equipment to be used for completion of work performed under this Contract. The minimum amount of coverage to be carried shall be equal to the full amount of the Contractor's labor, equipment, materials, or fixtures to be installed, in-transit, or stored off-site during the performance of this Contract. The policy shall include as loss payee the City, the Contractor and its sub-contractors as their interest may appear.
- vi. Pollution Liability Insurance including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of contract activity. This insurance shall be primary over any and all insurance the agency may have in place.

Additionally, the Contractor is responsible for ensuring that any sub-contractor provide adequate insurance coverage for the activities arising out of subcontracts. The Pollution Liability may be either a separate policy or an endorsement on the Contractor's General Liability Coverage.

E. Minimum Amounts of Insurance: Contractor shall maintain at least the following insurance limits:

- i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- ii. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 per project aggregate and a \$2,000,000 products-completed operations aggregate limit.
- iii. Industrial Insurance Coverage: The Contractor shall provide or purchase industrial insurance coverage prior to performing work under this contract, with Washington Stop gap Employer's Liability minimum limits of \$1,000,000 each accident, \$1,000,000 disease - each employee, \$1,000,000 disease - policy limit.

The City will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this Contractor or any sub-Contractor or employee of the Contractor which might arise under the industrial insurance laws during the performance of duties and services under this contract. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result of work performed under this contract, those payments shall be made by the Contractor; the Contractor shall indemnify the City and guarantee payment of such amounts.

- iv. Builders Risk insurance shall be written in the amount of the completed value of the project with no coinsurance provisions.
- v. Pollution Liability Insurance shall be not less than \$1,000,000 per occurrence, \$2,000,000 per project aggregate. This insurance shall be primary over any and all insurance the agency may have in place. Additionally, the CONTRACTOR is responsible for ensuring that any sub-contractor provide adequate insurance coverage for the activities arising out of subcontracts

- F. Other Insurance Provisions: The Automobile Liability, Commercial General Liability, Pollution Liability and Builders Risk insurance policies are to contain, or be endorsed to contain the following:
- i. The Contractor's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
 - ii. The Contractor's insurance shall not be changed or cancelled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
 - iii. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.
- G. Contractor's Insurance for Other Losses: The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or Contractors as well as to any temporary structures, scaffolding and protective fences.
- H. Verification of Coverage: The Contractor shall furnish the City of Gig Harbor with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

10. Prevailing Wage:

- A. The prevailing rate of wage to be paid to all workmen, laborers, or mechanics employed in the performance of any part of this Contract shall be in accordance with the provisions of Chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries. The rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the locality or localities where this Contract will be performed as determined by the Industrial Statistician of the Department of Labor and Industries, are attached hereto and by reference made a part of this Contract as though fully set forth herein.
- B. On or before the date of commencement of the work, the Contractor shall file a statement under oath with the City and with the Director of Labor and Industries certifying the rate of hourly wage paid and to be paid each classification of laborers, workmen, or mechanics employed upon the work by the Contractor or any

Subcontractor, which shall not be less than the prevailing rate of wage. Such statement and any subsequent statement shall be filed in accordance with the practices and procedures required by the Department of Labor and Industries.

- C. By signing this contract, Contractor certifies its compliance with the bidder responsibility criteria of RCW 39.04.350(1) and (2). Pursuant to the requirement of RCW 39.06.020, the Contractor has verified the bidder responsibility criteria for all of its first-tier subcontractors. A subcontractor of any tier hiring other subcontractors shall verify the bidder responsibility criteria for each of its subcontractors at the time of subcontract execution.

11. Termination:

- A. Termination for Contractor's Default. If the Contractor refuses or fails to make adequate progress of the work, or to prosecute the work or any separable part thereof with such diligence that will insure its completion within the time specified in this Contract, or defaults under any provision or breaches any provision of this Contract, the City may serve notice upon the Contractor and its surety of the City's intention to terminate by default the right of the Contractor to perform the Contract, and unless within ten (10) days after the serving of such notice, the Contractor shall satisfactorily arrange to cure its failure to perform and notify the City of the corrections to be made, the right of the Contractor to proceed with the work shall terminate. In the event of any such termination, the City shall serve notice thereof upon the Surety and the Contractor, provided, however, that if the Surety does not commence performance thereof within twenty (20) days from the date of the mailing to such Surety of the notice of termination, the City may take over the work and prosecute the same to completion by Contract or otherwise for the account and at the expense of the Contractor. In the case of termination for default, the Contractor shall not be entitled to receive any further payment until the work is finished.
- B. Termination by City for Convenience. The performance of work under this Contract may be terminated by the City in accordance with this paragraph in whole or in part, whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance or work under the Contract is terminated, and the date upon which such termination becomes effective. The Contractor shall stop work on the project upon the date set forth in the Notice of Termination and shall take such actions as may be necessary, or as the City may direct, for the protection and preservation of the work. After receipt of a Notice of Termination, the Contractor shall submit to the City its termination claim, in the form and with the certification prescribed by the City. Such claim shall be submitted promptly but in no event later than 3 months from the effective date of the termination. Upon approval by the City, the termination claim shall be paid.

- C. Termination by Contractor. If the work should be stopped under an order of any court, or other public authority, for a period of thirty (30) days, through no act or fault of the Contractor or of anyone employed by him, then the Contractor may, upon seven (7) days written notice to the City, terminate this Contract and recover from the City payment for all work executed and any proven loss sustained. Should the City fail to pay to the Contractor, within the payment period provided for in this Contract, any sum due and owing, then the Contractor may, upon seven (7) days written notice to the City, stop the work or terminate this Contract.

12. Compliance with Laws:

The Contractor shall at all times comply with all applicable state and local laws, rules, ordinances and regulations.

13. Nondiscrimination:

Except to the extent permitted by a bona fide occupational qualification, the Contractor agrees that the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

14. Relationship of Parties:

The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of the Contractor shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. In the performance of the work, the Contractor is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives, or subcontractors of the Contractor. The Contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Contractor performs.

15. Legal Action:

In the event that either party shall bring suit to enforce any provision of this Contract or to seek redress for any breach, the prevailing party in such suit shall be entitled to recover its costs, including reasonable attorneys' fees.

16. Entire Agreement:

This Contract, together with all attachments, represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, and agreements, whether written or oral. This Contract may be amended only by written change order, properly signed by both parties.

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

CITY OF GIG HARBOR

CONTRACTOR

CITY ADMINISTRATOR

Print: _____
Title: _____

ATTEST/AUTHENTICATED:

JOSH STECKER, CITY CLERK

APPROVED AS TO FORM:

OFFICE OF CITY ATTORNEY

EXHIBIT A – SCOPE OF WORK

WELL NO. 3 EMERGENCY GENERATOR INSTALLATION

December 7, 2023

Contract work shall be physically complete **within 45 working days** from the Notice to Proceed date. A “Working Day” is defined as any day Monday-Friday. Saturday and Sundays and the following holidays are considered non-working days: January 1, the third Monday of January, the third Monday of February, Memorial Day, July 4, Labor Day, November 11, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

When any of these holidays fall on a Sunday the following Monday shall be a non-working day. When the holiday falls on a Saturday, the preceding Friday shall be a non-working day. The days between December 25 and January 1 will be classified as non-working days provided that the Contractor suspends work on the project.

Working days may be suspended by the city, due to procuring long lead project materials or equipment. Documentation from the Contractor will be required showing the where the delays on materials occurred and timelines for the delivery of long lead items, prior to approval of the suspension of the contract working days.

BILL OF MATERIALS

Standby Generator Model Number: CUMMINS C200D6D

Configuration:

- 200KW
- 277/480 3-phase
- Engine: Diesel QSB7-G5 NR3
- 400 Amp Breaker
- Power Command Human Machine Interface HMI211
- Level 2 Sound Enclosure
- 351-Gal. Tank
- 12 Volt 6 Amp Unit Mounted Battery Charger

Automatic Transfer Switch Model Number: ASCO Series 300

Configuration:

- NEMA Single Door
- 277/480V 3-phase
- 400 Amps
- 3 Pole/4 Wire Solid Neutral

Permanent Resistive Load Bank: Avtron 4000 Series

Configuration:

- 200 KW
- 5K Load Step Resolution
- Load Voltage 480 VAC 3P
- Integral control power transformer
- NEMA 4 Control Panel Enclosure

Additional Items

- 1 Set of Operation and Maintenance Manuals (hard copy), digital set provide on thumb drive.
- Cummins 2 Yr. 1000 Hr. limited warranty
- 2 Year ASCO Comprehensive Warranty on Transfer Switch
- Start Up, Testing and Training Included

SCOPE OF WORK

Electrical:

- Contractor will be required to obtain electrical permits form Labor and Industries. All fees associated with these permits will be paid for by the contractor.
- No City of Gig Harbor building or land use permit will be required for this project.
- Contractor shall coordinate underground locates.
- Install new underground generator feeders from generator to pump enclosure.
- Install new 400-Amp Automatic Transfer Switch adjacent to existing 3-Way Manual Transfer Switch
- Install new 200KW outdoor permanent resistive load bank adjacent to generator.
- Install 120/240v circuit to supply generator battery charger and block heater.
- Install two (2) 1" conduits and alarming wire to existing SCADA telemetry monitoring cabinet located inside well house. Provide eight (8) #14 control wires from Generator to SCADA cabinet. Contractor shall work with City in landing alarm wiring for outputs. List of out puts will be provided to contractor following contract award.
- Conduct factory start up, commissioning, & load testing. Provide city with final commissioning report and load testing results.
- Provide 6 hours of training for City staff on operation and maintenance of generator, load bank and ATS.

Civil:

- Excavate and prepare generator and load bank slab footprint with 4" of compacted crushed gravel prior to the placement of concrete.
- Pour steel reinforced concrete generator pad per manufactures size and depth recommendations.
- Dig all trenches for underground conduit installation.
- Restore ground to existing condition.
- Provide all labor, tools and equipment needed to penetrate masonry block walls of well house for conduit installation. Restore penetrations with grout.
- Fuel Generator fuel tank to 95%.

Misc. Project Requirements:

- Contractor shall provide submittals for city approval on all permanently installed materials and equipment.

*** * * END OF EXHIBIT A * * ***



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

Meeting Date: January 22, 2024

SUBJECT: Approval of Purchase Agreement for WWTP In-Channel Fine Screen

SUBMITTED BY: Wastewater Treatment Plant Superintendent Chuck Roy

DEPARTMENT: Public Works

PHONE: 253-851-8999

SUGGESTED MOTION: Move to authorize the mayor to execute a purchase agreement for an in-channel fine screen manufactured by Parkson Corporation in an amount not to exceed \$102,167.00, including applicable tax and shipping.

BACKGROUND INFORMATION: The City of Gig Harbor identified the need to replace the influent in-channel fine screen in headworks building at the Wastewater Treatment Plant. The current fine screen is failing and is not reliable.

The formal competitive bidding process was followed. The following bid was received:

Bidder	Total Bid Amount
Parkson Corporation	\$102,167.00

*Bid includes sales tax and shipping.

FISCAL CONSIDERATION: This purchase is funded in the 2023-24 Wastewater Capital Budget, Objective #7. The total amount budgeted (\$225,000.00) was to replace two influent screens. The first screen was purchased from Treatment Equipment for \$106,025.00. There is currently \$109,538.77 remaining for the purchase of the second budgeted screen.

Sufficient funding exists to support the requested expenditure.

Expenditure Required: \$ 102,167.00	Amount Budgeted: \$ 225,000.00	Appropriation Required: \$ 0
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ATTACHMENTS:

1. Purchase Agreement Parkson In-Channel Fine Screen

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

**AGREEMENT FOR PURCHASING MATERIALS
BETWEEN CITY OF GIG HARBOR
AND PARKSON CORPORATION**

THIS AGREEMENT is made by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and Parkson, a Florida corporation ("Vendor").

WHEREAS, the City desires to purchase In-Channel Fine Screening Equipment from the Vendor, as described in Exhibit A and the Vendor agrees to sell and/or deliver such items under the terms set forth in this Agreement; and

WHEREAS, in the process of selection of the Vendor and award of this contract, the City has utilized the applicable procedures in RCW 39.04.190, 35A.40.210(2) and 35.23.352 and Resolution No. 1066;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed as follows:

I. Description of Products, Materials, Supplies, Tools or other items.

The Vendor shall sell and provide for purchase of a Helisieve In-Channel Fine Screen Unit and/or deliver all products, materials, supplies, tools or other items to the City, as described in Exhibit A, which is attached hereto and incorporated herein by this reference (the "Products and Materials").

II. Payment.

A. The City shall pay the Vendor the total sum of One hundred two thousand, one hundred sixty-seven dollars and zero cents (\$102,167.00), including sales tax, for the Products and Materials. This is the maximum amount to be paid under this Agreement, and shall not be exceeded without prior written authorization from the City in the form of a negotiated and executed contract amendment.

B. The City shall pay the Vendor 35% upon execution of the Agreement, 60% upon delivery of the Equipment, and 5% upon Startup, not to exceed 60 days after delivery, each on net 30 terms.

III. Deadline for Delivery.

The City and the Vendor agree that the items described in Exhibit A will be delivered to the City at 4216 Harborview Drive, Gig Harbor, WA 98332 by the Vendor on or before July 31, 2024. However, the City and the Vendor may agree to such duration extension by written instrument approved and signed by the Vendor and by the Department Director if all other terms of this Agreement are unchanged and remain in full force and effect for the entire new duration of the Agreement.

IV. Termination.

Either party shall have the ability to terminate this Agreement no later than 30 days prior to the delivery date, as long as written notice of termination is faxed, e-mailed or hand delivered to the other party at the addresses set forth in this Agreement.

If the City terminates this order as a result of Vendor's default, the Vendor shall be liable for all damages allowed in law or equity, including the excess cost of reprocurring similar equipment. If this order is terminated for the convenience of the City, Vendor will be compensated in accordance with the following cancellation schedule: (i) if this Order is cancelled after Vendor transmits submittals, the City shall pay Vendor 10% of the Order value, unless (ii) this Order is cancelled more than four (4) weeks after submittal approval/release for fabrication, in which case the City shall pay Vendor 75% of the Order value, unless (iii) this Order is cancelled more than eight (8) weeks after submittal approval/release for fabrication, in which case the City shall pay Vendor 100% of the Order value.

V. Indemnification.

A. The Vendor shall indemnify, defend and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or lawsuits, including costs and attorney's fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Limitation of Liability: To the fullest extent allowable by law, in no event shall Vendor, to include Vendor's officers, directors, employees, and agents ("Vendor group") be liable for indirect, incidental, punitive, exemplary, special or consequential damages, whether in contract or tort, even if Vendor or the City of Gig Harbor have been advised of the possibility of such damages. In no event shall Vendor group's aggregate liability arising out of, resulting from, or in any way related to this Agreement from any cause or causes exceed five times the purchase order price. This limitation of liability is cumulative and not per incident.

VI. Insurance.

The Vendor shall procure and maintain for the duration of this Agreement commercial general liability insurance to cover claims for product liability and injuries to persons or damage to property which may arise from or in connection with the Products and Materials supplied to the City. The Vendor shall assume all liability relating to damage or loss of the products and materials until acceptance by the City.

VII. Warranty.



SR 10-25-23

Limited Mechanical Warranty Policy City of Gig Harbor, WA In-Channel Fine Screening Equipment

For a period of twenty-four (24) months following the date of the Owner's acceptance of the Equipment ("Warranty Period"), Parkson's Equipment is limitedly warranted to be free from defective material and workmanship, under normal use and service and when installed, operated and maintained in accordance with installation instructions, this policy and maintenance/operating procedures.

To make claim under this Warranty, Buyer must notify Parkson within ten (10) business days after the date of discovery of any nonconformity and make the affected Equipment immediately available for inspection by Parkson or its service representative. Parkson Equipment may be deemed nonconforming only by an authorized Parkson representative. Returns will not be accepted unless Parkson has authorized said return in writing. If Parkson's inspection indicates nonconforming materials and/or workmanship, the Equipment will, at Parkson's option, either be repaired or replaced without charge. Upon receipt of Parkson's written consent, Equipment may be promptly returned to Parkson, F.O.B. its factory. However, under certain circumstances, Parkson may decide, in its sole discretion, to repair or replace the Equipment at the Project site. Buyer hereby agrees to provide Parkson, its employees and/or representatives, free of charge, on-site access to the Project site, and any necessary utilities and plant personnel needed by Parkson for the purpose of repairing and/or replacing nonconforming Equipment per this Warranty.

The following will void this Warranty:

- (A) Equipment is used for purposes other than those for which it was designed;
- (B) Equipment is not used in accordance with generally approved practices;
- (C) Disasters, whether natural or manmade, such as fire, flood, wind, earthquake, cave-in, lightning, war, or vandalism;
- (D) Unauthorized alterations to or modifications of the Equipment not approved by Parkson, in writing;
- (E) Abuse, neglect or misuse of Equipment, including without limitation, operation of Equipment after a defect is discovered;
- (F) Operation of Equipment by persons not properly trained for that purpose;
- (G) Failure to operate the Equipment in accordance with Parkson's specifications, O&M manuals or other written guidelines; and/or
- (H) Failure to perform regular cleaning, inspection, adjustment and/or preventative maintenance.
- (I) Equipment that is not started up by Parkson within 60 days after delivery to the job site unless special maintenance instructions are requested, in writing, before the 60 days has expired.

Notes:

- (1) Parkson is not liable for any corrective work or expenditure that has not been authorized by Parkson in writing prior to the commencement of such work and prior to committing to such expenditures.
- (2) Inspection service calls, requested by Buyer, where no evidence of nonconforming materials and/or workmanship is found, will be invoiced to the Buyer at Parkson's current per diem, plus all travel and living expenses.
- (3) This Warranty does not cover normal wear and tear.
- (4) Following a Warranty claim, verification of proper operation and maintenance is required.
- (5) Physical damage due to external forces and/or accident is not covered by this Warranty.
- (6) The effects of corrosion and unforeseeable influent characteristics are excluded from this Warranty.
- (7) Actions by 3rd parties in causing nonconformity of the Equipment are not covered under this Warranty.

THE FOREGOING LIMITED WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER GUARANTEES AND WARRANTIES OF ANY KIND WHATSOEVER, WRITTEN, ORAL OR IMPLIED; ALL OTHER WARRANTIES INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.

PARKSON SHALL HAVE NO OBLIGATION OR LIABILITY, WHETHER ARISING IN CONTRACT (INCLUDING WARRANTY), TORT (INCLUDING ACTIVE, PASSIVE, OR IMPUTED NEGLIGENCE AND STRICT LIABILITY), OR OTHERWISE, FOR DAMAGE TO THE EQUIPMENT, PROPERTY DAMAGE, LOSS OF USE, REVENUE OR PROFIT, COST OF CAPITAL, COST OF SUBSTITUTE EQUIPMENT, ADDITIONAL COSTS INCURRED BY BUYER (FOR CORRECTION OR OTHERWISE) OR ANY OTHER INCIDENTAL, SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES, WHETHER RESULTING FROM NONDELIVERY OR FROM THE USE, MISUSE OR INABILITY TO USE THE EQUIPMENT. This exclusion applies even if the Warranty fails of its essential purpose and regardless of whether such damages are sought for breach of warranty, breach of contract, negligence, or strict liability in tort or under any other legal theory.

This document constitutes the sole Warranty in its entirety and no other provisions express or implied exist. Any modification of this Warranty must be in writing and signed by an authorized representative of Parkson. An adjustment made per this Warranty does not void the Warranty, nor does it imply an extension of the Warranty Period. Equipment repaired during the Warranty Period carries the un-expired portion of this original Warranty only. This Warranty is governed by the laws of the state of Florida.

VIII. Written Notice

All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

To the Vendor:

Parkson Corporation
Attn: Andrew Singer
1401 West Cypress Creek Rd, Ste.100
Ft. Lauderdale, FL 33309
Phone: 954-935-6212

To the City :

City of Gig Harbor
Attn: Chuck Roy, Superintendent
3510 Grandview Street
Gig Harbor, WA 98335
Phone: 253-851-8999

IX. Modification

No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and the Vendor.

X. Assignment

Any assignment of this Agreement by the Vendor without the written consent of the City shall be void.

XI. Non-Waiver of Breach

The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.

XII. Resolution of Disputes

Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the City Administrator, and the City Administrator shall determine the term or provisions' true intent or meaning.

If any dispute arises between the City and the Vendor under any of the provisions of this Agreement which cannot be resolved by the City's determination in a reasonable time, or if the Vendor does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be with the Pierce County Superior Court, Pierce County, Washington. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The prevailing party shall be reimbursed by the other party for its costs, expenses, and reasonable attorney's fees incurred in any litigation arising out of the enforcement of this Agreement.

XIII. Entire Agreement

The written provisions and terms of this Agreement, together with all exhibits attached hereto, all bid specifications and bid documents shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on

VENDOR

THE CITY OF GIG HARBOR

By: _____
Its _____

Mayor

ATTEST:

Josh Stecker, City Clerk

Approved as to form:
Office of the City Attorney

City Attorney

EXHIBIT B - BID PROPOSAL

A. Acknowledgement

The undersigned bidder declares that he has read the Contract Documents, understands the conditions of the City*, and has determined for itself all situations affecting the work herein bid upon.

**Certain terms in your "Sample Agreement for Purchasing Materials" conflict with Parkson's Standard Terms and Condition of Sale. To align the documents, we have included a list of exceptions to your Sample Agreement. Parkson reserves such items for further discussion should Parkson be awarded the project.*

NOTE: Show unit prices in figures only. Any bid proposal with an incomplete bid item shall be considered non-responsive.

B. Bid Schedule

Primary Bid:

BID ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	In-Channel Fine Screening Equipment	1		\$ 43,817	\$ 43,817
SUB-TOTAL					\$ 43,817
SALES TAX @ 8.9 %					\$ 8,350
BID TOTAL					\$ 102,167

*All bids must include freight/shipping.

C. PROPOSAL SIGNATURE:

Bidder Signature: Andrew Singer

Printed Bidder Name: Andrew Singer Contracts Manager

Company Name: Parkson Corporation

Address: 1401 West Cypress Creek Road, Suite 100
Ft. Lauderdale, FL 33309

Phone: 954-935-6212

Fax: N/A

Email: asinger@parkson.com

*** END OF EXHIBIT B ***



562 Bunker Court
Vernon Hills IL 60061-1831
Phone 847.816.3700
Fax 847.816.3707

Page 1

October 31, 2023

City of Gig Harbor
Public Works
3510 Grandview Street
Gig Harbor, WA 98335

Attn: Mr. Chuck Roy

Ref: In-Channel Fine Screening Equipment

Dear Mr. Roy:

Parkson Corporation is pleased to provide a proposal for our Helisieve in-channel fine screen unit model HLS500M45 per the above referenced Invitation to Bid. The bid technical specification and drawing is based on Parkson equipment.

In addition to the completed Bid Proposal, a proposal which fully describes our offering is enclosed. Parkson has furnished hundreds of these units in U. S. wastewater treatment plants over the course of 35 years, including the existing unit has been in successful operation for almost 20 years. We are now offering our upgraded design which includes maintenance saving features as a replacement.

Thank you for your consideration of Parkson screening equipment. We look forward to continuing our work with the City of Gig Harbor. If you have any questions or need any additional information, please contact our local representative, Mr. Bret Kreier of JBI Water at 206/617-5525, or me.

Sincerely,

Joseph G. Nagel
Municipal Sales
847/837-4952

Fort Lauderdale ♦ Chicago ♦ Montreal ♦ Sao Paulo ♦ Dubai

www.parkson.com
technology@parkson.com



Quotation

NUMBER: B02301617
TO: City of Gig Harbor
Public Works
3510 Grandview Street
Gig Harbor, WA 98335
Attn : Chuck Roy

DATE: October 30, 2023
REF.: Gig Harbor WWTP
In-Channel Fine Screening
Equipment

Parkson Corporation is pleased to provide this quotation for the following:

ITEM 1 EQUIPMENT

One (1) Helisieve® spiral screening unit model HLS500M45

Basis of Design: (Influent Description)

Peak flow:	4 MGD of municipal raw sewage
Channel width:	24"
Channel depth:	48"

1.A Equipment Description:

1. Shaftless spiral constructed of high strength carbon steel.
2. Water resistant brush attached to the trailing edge of the spiral in the basket area.
3. Screen basket with 1/8" diameter perforations, fabricated of 11 gauge type 304 stainless steel. A screen basket spray bar with solenoid valve will be provided.
4. Rubber channel seals fastened to the outer edges of the screen basket.
5. Transport tube constructed of 11 gauge type 304 stainless steel.
6. Press zone assembly with a spray bar and solenoid valve.
7. Discharge section made of 11 gauge type 304 stainless steel.
8. Drive system consisting of a 1 HP explosion-proof motor (230/460/3/60), gear reducer and drive shaft that is welded directly to the spiral.
9. Pivot stand constructed of type 304 stainless steel structural members.
10. The following electrical devices will be furnished:
 - Brass body solenoid valves in a NEMA 7 enclosure.
 - Access door interlock switch, NEMA 7.
 - E-stop pushbutton in a NEMA 7 enclosure.
 - Float switch level sensors, quantity of two (2).
11. Main control panel furnished in a remotely located NEMA 4X type 304 stainless steel enclosure, housing controls for the screen.
 - 460/3/60 supply, with motor starter, main circuit breaker, 120 volt step down transformer.
 - Programmable relay, current monitor, H-O-A switches, indicating lights and E-stop.
12. One (1) spare brush with clips and fasteners.



ITEM 2 SERVICES

2.A Drawings and Installation, Operation and Maintenance (IO&M) Manuals:

- | | |
|------------------------|-------------------|
| 1. Approval drawings: | 2 prints included |
| 2. Certified drawings: | 2 prints included |
| 3. IO&M manuals: | 2 included |

2.B Start-Up Assistance:

Parkson will furnish a factory representative for a total of one (1) day during one (1) trip to the jobsite to assist in installation inspection, start-up supervision, and operator training. Dates of service to be scheduled upon Purchaser's written request.

2.C Mechanical Warranty:

Per attached, with the period to be two (2) years from the date of acceptance.

PRICING:

All of the above for \$SEE BID PROPOSAL.
F.O.B. jobsite, freight included, taxes included.

VALIDITY:

Pricing is valid for thirty (30) days from quotation date, for shipment of equipment within the schedule stated below.

PAYMENT TERMS:

35% with order, 65% net 30 days after shipment.

Please refer to our Standard Conditions of Sale regarding additional details about price validity, escalation potential and materials availability.

TIMETABLE GUIDELINE:

Within ten (10) business days of receiving a written Purchase Order in Parkson's office, if necessary, Parkson will submit a written Request for Additional Information requesting items including, but not limited to, full-scale drawings, specification sections, amendments and other documents necessary for Parkson to begin work on this Project. No work can be done on this Project until all Additional Information is received by Parkson, thus beginning the Submittal Phase. If you do not receive such a Request for Additional Information within the stated ten (10) business days, then the Submittal Phase will begin on the eleventh (11th) business day following receipt of the written Purchase Order in Parkson's office. The Shipment Phase is thereafter contingent upon your final approval of all submitted Approval Drawings. Once said final approval is received in Parkson's offices, the Shipment Phase will begin.

Submittal Phase: Approval drawings will be submitted six (6) weeks from receipt of all requested Additional Information if necessary, or if not necessary, from the eleventh (11th) business day following receipt of a written Purchase Order in Parkson's office.

Shipment Phase: Sixteen (16) weeks following receipt of final approval of all submitted Approval Drawings in Parkson's office.



If the Submittal Phase is waived, the Shipment Phase will begin on receipt of all requested Additional Information if necessary, or if not necessary, on the eleventh (11th) business day following receipt of a written Purchase Order in Parkson's offices.

Dates are subject to confirmation upon receipt of written Purchase Order.

TERMS AND CONDITIONS:

This Quotation is governed by and subject to Parkson's Standard Conditions of Sale, which are incorporated by reference and accessible at: <http://www.parkson.com/files/documents/Sales-conditions.pdf>.

PURCHASER/OWNER RESPONSIBILITY:

- Removal of existing equipment.
- Anchor bolts.
- Local disconnect switches or junction boxes.
- Level sensor mounting pipe.
- Lifting hoist.
- Manual bar screen.
- Slide gates.
- Lubricants.
- Shop or field painting.
- Screenings dumpster.
- Davit crane.
- Spray wash water connection and piping.
- Heat tracing or power for heat tracing of the unit or spray wash water line.
- Pressure gauges or pressure reducing valves.
- Ball valves, Y-strainers or filters.
- Control panel supports or mounting.
- Unloading, uncrating, installation and installation supervision. Installation will, at minimum, require a forklift and possibly a crane/hoist.
- Readiness of the equipment before requesting start-up service. Non-readiness may incur additional charges.
- Electrical connection and interconnecting wiring to or from any of the following: Solenoid valves, motor, control panel, E-stop, interlock switch, level sensor. Wiring and conduit from each unit-mounted electrical device to a terminal box or control panel.
- Interconnecting piping.
- Piping connections, platforms, stairs, gratings and railings unless stated otherwise.
- Determining the compatibility of equipment materials of construction and process conditions (air and water) is the responsibility of the owner and/or consulting engineer. Note that even relatively low levels of H₂S and/or Chlorides can cause corrosion of 304SS and thus it is important for the owner and/or consulting engineer to pay particular attention to materials suitability for the specific water/wastewater in which the equipment will be operated. Higher grades of stainless steel like 316 are options.
- Any other auxiliary equipment or service not detailed above.



Please return one signed copy of this Quotation, or your Purchase Order, to Parkson Corporation at the address below. Refer to this Quotation, date, and related correspondence.

Issued By:

PARKSON CORPORATION
562 Bunker Court
Vernon Hills, IL 60061

Name: Joseph G. Nagel
Title: Municipal Sales
Date: October 30, 2023

Accepted By: (Herein called the Buyer)

Name
Title:
Date:



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

Meeting Date: January 22, 2024

SUBJECT: Purchase Agreement Amendment #1 for Headworks In-Channel Rotating Drum Screen

SUBMITTED BY: Wastewater Treatment Plant Superintendent Chuck Roy

DEPARTMENT: Public Works

PHONE: (253) 851-8999

SUGGESTED MOTION: Move to authorize the public works director to execute the first amendment to the purchase agreement of an in-channel rotating drum screen.

BACKGROUND INFORMATION: There has been a significant delay in the delivery of the headworks in-channel rotating drum screen due to production delays as stated by the project manager at Treatment Equipment Company (TEC). This proposed amendment addresses the extended amount of time that it will take for the delivery of the screen.

The original delivery date in the agreement was March 31, 2024. The delivery date is proposed to be extended to July 31, 2024

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. 2024 Purchase Agreement Amend 1_TEC Deadline for Del. Ext_01-22-24

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

**FIRST AMENDMENT
TO
AGREEMENT FOR PURCHASING MATERIALS
BETWEEN THE CITY OF GIG HARBOR AND
TREATMENT EQUIPMENT COMPANY INC.**

THIS FIRST AMENDMENT is made to that certain Agreement for Purchasing Materials dated August 14, 2023 (the "Agreement"), by and between the City of Gig Harbor, a Washington municipal corporation (hereafter the "City"), and Treatment Equipment Company, Inc/Saveco North America, an Illinois corporation organized under the laws of the State of Illinois (hereafter the "Vendor").

RECITALS

WHEREAS, the City is presently engaged in completing a purchase of one Headworks In-Channel Rotating Drum Screen and desires to extend deadline for delivery in connection with the project; and

WHEREAS, the Agreement requires the parties to execute an amendment to the Agreement in order to modify the deadline for delivery to be performed by the Vendor;

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 remains unchanged.

2. Payment. Section 2(A) of the Agreement remains unchanged to the Vendor for the delivery of the Products and Materials described in **Exhibit A** in an amount not to exceed One Hundred Six Thousand, Twenty-Five dollars and no cents, (\$106,025.00) as shown in **Exhibit A**.

3. Deadline for Delivery. Section 3 of the Agreement is amended to extend the deadline for delivery of this Agreement to July 31, 2024. The original delivery date on the Agreement was March 31, 2024.

[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

_____.

VENDOR

CITY OF GIG HARBOR

By: _____
Its Principal

By: _____
Public Works Director

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney



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

Meeting Date: January 22, 2024

SUBJECT: Resolution 1303 Declaring the Existence of an Emergency Necessitating the Waiver of Competitive Bidding Requirements to Address the Emergency Repair of a Gravity Sewer Main in Harborview Drive

SUBMITTED BY: Senior Engineer Dean Zavack

DEPARTMENT: Public Works

PHONE: (253) 853-7637

SUGGESTED MOTION: Move to approve Resolution 1303.

BACKGROUND INFORMATION:

On January 3 the city was informed that the gravity sewer main (GM-444) that runs along Harborview Drive, between the intersections of N. Harborview Drive and Austin Street, was broken through by the city's consultant who was performing geotechnical borings for the North Creek Culvert Replacement Project. The subcontractor, HWA GeoSciences Inc., performed the correct utility locate search procedure required by state law. The city completed the sewer utility locates based on best information available. Unfortunately, the 15-inch diam. gravity sewer main (approx. 10 feet deep) was not in the location marked by the city for the sewer locates and an approximate 8-inch by 8-inch cut was punctured in the sewer pipe sidewall with the drilling equipment. Any sewer that may have leaked from the opening in the sewer main has been contained within the bore hole. The city performed a temporary field repair using a section of 6-inch diameter sealed pipe inserted into the bore hole to plug the sewer main opening as best as possible, without open cut excavation, until a permanent repair can be performed.

The city's wastewater staff discovered that there was a manhole located approximately 4-5 feet from the damaged pipe location. Not knowing the existence of this manhole was the cause of mis-locating the sewer main. The manhole lid was completely paved over previously by a contractor paving that section of roadway. Staff has exposed the lid of the manhole, assessed the damage to the gravity main, and have raised the manhole frame and lid to road grade.

The wastewater superintendent and operation's lead have come up with a permanent repair solution to the gravity sewer main, but this would require bringing in a specialized vendor to perform a trenchless pipe repair working from the adjacent newly uncovered manhole. This would be a permanent sewer pipe repair to be completed as soon as possible. The trenchless pipe repair would eliminate the need to dig up the street and reduce the city's need for overtime, reduced risk, long lane closures, equipment rental costs, and significantly reduce the cost to replace the damaged pavement. Completing this repair in a timely manner is essential to protect the integrity of the roadway (Harborview Drive) and prevent sewer spills to waters of the state.

On January 12, the city administrator declared an emergency existed related to this damaged gravity sewer main and awarded a contract to Insta-Pipe, Inc. to place a repair lining in the damaged section of 15-inch diameter gravity sewer main. Resolution 1066 authorizes the city to waive competitive bidding and professional selection requirements in the event of an emergency.

FISCAL CONSIDERATION:

Expenditure Required: \$ 17,283.18	Amount Budgeted: \$ 100,000.00	Appropriation Required: \$ 0
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ATTACHMENTS:

1. Resolution 1303
2. COGH Limited Works Contract-Revised for Insta-Pipe

STRATEGIC PLAN PRIORITY:

Ensure sustainable future for public services and facilities.

RESOLUTION 1303

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, DECLARING THE EXISTENCE OF AN EMERGENCY NECESSITATING THE WAIVER OF COMPETITIVE BIDDING REQUIREMENTS TO ADDRESS THE EMERGENCY REPAIR OF A GRAVITY SEWER MAIN IN HARBORVIEW DRIVE; WAIVING THE REQUIREMENTS OF RCW 39.04.190, RCW 39.04.155, AND CITY OF GIG HARBOR RESOLUTION NO. 1066; AND AUTHORIZING THE EMERGENCY WORK

WHEREAS, on January 3, 2024, the city was informed that the gravity sewer main (GM-444) that runs along Harborview Drive, between the intersections of N. Harborview Drive and Austin Street, was broken through by the city's consultant who was performing geotechnical borings for the North Creek Culvert Replacement Project. City staff located the sewer main before drilling using the best information available, per state law, but an unknown sewer manhole was shifting the sewer main 8-feet over from their located sewer mark. City staff found the paved over manhole lid while investigating the sewer main break; and

WHEREAS, on January 4, 2024, the sewer line was inspected by city staff with a remote camera to determine the extent of damage to the existing 15" diam. PVC sewer main; and

WHEREAS, the city now prepared to correct the damaged gravity sewer main by using trenchless repair technology to correct the issue without creating a large open trench excavation that has increased risks and increased costs; and

WHEREAS, time is of the essence to avoid any future discharge of raw sewer; and

WHEREAS, on January 12, 2024, the city administrator declared an emergency existed related to this damaged gravity sewer main and awarded a contract to Complete Trenchless Inc. to place a lining in the damaged section of the 15" diam. gravity sewer main; and

WHEREAS, Resolution 1066 authorizes the city to waive competitive bidding and professional selection requirements in the event of an emergency; and

WHEREAS, Resolution 1066 defines an emergency as an unforeseen circumstance beyond the control of the municipality that either (a) presents a real, immediate threat to the proper performance of an essential function; or (b) will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken; and

WHEREAS, because of this emergency, the city is unable to comply with the city's resolution applicable to bidding procedures;

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

Section 1. Finding and Declaration of Emergency. Based upon the WHEREAS clauses above, which are incorporated as findings, the city council hereby declares that an emergency exists requiring the immediate action by the city in order to preserve the public health, safety, property and welfare. The city council further declares that the delay necessitated by compliance with the procedures for procurement of equipment and construction of public works found in Resolution 1066 prevents the city from coping with the emergency in time to minimize impact to the city's vital infrastructure.

Section 2. Authorization of Repairs. The city council hereby authorizes expenditures necessary for the emergency repairs and authorizes the city administrator to execute the contract(s) necessary to complete the work.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 22nd day of January, 2024.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk

**CITY OF GIG HARBOR
SMALL PUBLIC WORKS CONTRACT**

THIS CONTRACT is made and entered into by and between the City of Gig Harbor, Washington (the "City"), and Insta-Pipe, Inc., a Washington Corporation (the "Contractor").

FOR AND IN CONSIDERATION of the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1. Scope of Work: Harborview Drive Emergency Gravity Sewer Main Repair

The Contractor agrees to furnish all material, labor, tools, equipment, apparatus, etc. necessary to perform and complete in a workmanlike manner the work set forth in the Scope of Work attached hereto as Exhibit A and incorporated herein by reference.

2. Time of Performance and Completion:

The work to be performed under this Contract shall commence as soon as the Contractor has received a Notice to Proceed from the City and in accordance with the schedule set forth in the Scope of Work.

3. Payments:

The Contractor agrees to perform all work called for at the rate of Fourteen Thousand Seven Hundred Eighty-Three Dollars and Eighteen Cents (\$14,783.18), that includes applicable Washington State Sales Tax. Said sum shall constitute full compensation for all labor, materials, tools, appliances, etc. required to perform the required services.

4. Retainage.

[This section intentionally left blank.]

5. Performance and Payment Bond - 50% Letter.

[This section intentionally left blank.]

6. Warranty/Maintenance Bond.

[This section intentionally left blank.]

7. Indemnification:

- A. The Contractor shall defend, protect, indemnify, and save the City of Gig Harbor harmless from and against any damage, cost or liability including reasonable attorney fees, for injuries to persons or property arising from acts or omissions of

Contractor, his employees, agents or sub-contractors, howsoever caused. The Contractor will be responsible for any damages sustained by his employees to City of Gig Harbor equipment and/or fixtures and shall provide all repairs/replacements, as appropriate, at no cost to the City of Gig Harbor.

- B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees or volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.
- C. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Independent Status of Contractor:

The parties to this contract, in the performance of it, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be considered or construed to be the employees or agents of the other party for any purpose whatsoever.

9. Insurance:

- A. The Contractor shall obtain at the Contractor's cost, and maintain in full force and effect during the term of the contract, insurance to meet the following. All carriers (except Workers Compensation) shall have a minimum A.M. Best rating of 'A' VII or better.

The insurance required shall be issued by an insurance company(s) authorized to do business within the State of Washington, and shall name the City of Gig Harbor, its agents and employees, as additional insureds by endorsement under the insurance policy(s). All policies shall be primary to any other valid and collectable insurance. The City of Gig Harbor does not waive its right to subrogation against the Contractor, and the policy shall be so endorsed. The Contractor shall give the City of Gig Harbor, 30-days advance notice of any insurance cancellation.

The Contractor shall submit to the City of Gig Harbor, within 15-days of the contract effective date, a Certificate of Insurance, which outlines the coverage and limits defined in the Insurance section. Contractor shall submit renewal certificates as appropriate during the term of the contract.

- B. Subcontractors: The Contractor is responsible for ensuring that each subcontractor of every tier obtain at a minimum the same insurance coverage and limits as stated herein for the Contractor (with the exception of Builders Risk insurance). Upon request of the City, the Contractor shall provide evidence of such insurance.
- C. No Limitation: Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- D. Minimum Scope of Insurance: The Contractor shall obtain insurance at no cost to the City with the minimum following amounts:
- i. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 - ii. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent Contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. If the Contractor will be conducting excavation or underground operations, then the Commercial General Liability insurance shall be endorsed for the Contractor's liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy, and Umbrella policy, with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage. The Contractor's Commercial General Liability policy shall include Waiver of Transfer of Rights of Recovery Against Others to Us endorsement (CG 24 04 05 09) or equivalent coverage.
 - iii. Workers' Compensation. The Contractor shall provide or purchase industrial insurance coverage prior to performing work under this contract. The City of Gig Harbor will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this Contractor or any sub-Contractor or employee of the Contractor

which might arise under the industrial insurance laws during the performance of duties and services under this contract. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result of work performed under this contract, those payments shall be made by the Contractor; the Contractor shall indemnify the City of Gig Harbor and guarantee payment of such amounts.

Work adjacent to/or over navigable waterways may require coverage under either U.S. Longshoreman's and Harbor Workers Act, or the Jones Act. It is the Contractor's sole responsibility to determine if either of these two coverages must be obtained by the Contractor.

- iv. Pollution Liability Insurance including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of contract activity. This insurance shall be primary over any and all insurance the agency may have in place. Additionally, the Contractor is responsible for ensuring that any sub-contractor provide adequate insurance coverage for the activities arising out of subcontracts. The Pollution Liability may be either a separate policy or an endorsement on the Contractor's General Liability Coverage.

E. Minimum Amounts of Insurance: Contractor shall maintain at least the following insurance limits:

- i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- ii. Commercial General Liability insurance shall be written with limits no less than \$ 500,000 each occurrence, \$1,000,000 per project aggregate and a \$1,000,000 products-completed operations aggregate limit.
- iii. Industrial Insurance Coverage: The Contractor shall provide or purchase industrial insurance coverage prior to performing work under this contract, with Washington Stop gap Employer's Liability minimum limits of \$1,000,000 each accident, \$1,000,000 disease - each employee, \$1,000,000 disease - policy limit.

The City will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this Contractor or any sub-Contractor or employee of the Contractor which might arise under the industrial insurance laws during the performance of duties and services under this contract. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result of work performed under

this contract, those payments shall be made by the Contractor; the Contractor shall indemnify the City and guarantee payment of such amounts.

- iv. Pollution Liability Insurance shall be not less than \$ 500,000 per occurrence, \$1,000,000 per project aggregate. This insurance shall be primary over any and all insurance the agency may have in place. Additionally, the CONTRACTOR is responsible for ensuring that any sub-contractor provide adequate insurance coverage for the activities arising out of subcontracts

F. Other Insurance Provisions: The Automobile Liability, Commercial General Liability, Pollution Liability and Builders Risk insurance policies are to contain, or be endorsed to contain the following:

- i. The Contractor's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
- ii. The Contractor's insurance shall not be changed or cancelled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
- iii. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.

G. Contractor's Insurance for Other Losses: The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or Contractors as well as to any temporary structures, scaffolding and protective fences.

H. Verification of Coverage: The Contractor shall furnish the City of Gig Harbor with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

[The remainder of this page left intentionally blank]

10. Prevailing Wage:

- A. The prevailing rate of wage to be paid to all workmen, laborers, or mechanics employed in the performance of any part of this Contract shall be in accordance with the provisions of Chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries. The rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the locality or localities where this Contract will be performed as determined by the Industrial Statistician of the Department of Labor and Industries, are attached hereto and by reference made a part of this Contract as though fully set forth herein.
- B. On or before the date of commencement of the work, the Contractor shall file a statement under oath with the City and with the Director of Labor and Industries certifying the rate of hourly wage paid and to be paid each classification of laborers, workmen, or mechanics employed upon the work by the Contractor or any Subcontractor, which shall not be less than the prevailing rate of wage. Such statement and any subsequent statement shall be filed in accordance with the practices and procedures required by the Department of Labor and Industries.
- C. By signing this contract, Contractor certifies its compliance with the bidder responsibility criteria of RCW 39.04.350(1) and (2). Pursuant to the requirement of RCW 39.06.020, the Contractor has verified the bidder responsibility criteria for all of its first-tier subcontractors. A subcontractor of any tier hiring other subcontractors shall verify the bidder responsibility criteria for each of its subcontractors at the time of subcontract execution.

11. Termination:

- A. Termination for Contractor's Default. If the Contractor refuses or fails to make adequate progress of the work, or to prosecute the work or any separable part thereof with such diligence that will insure its completion within the time specified in this Contract, or defaults under any provision or breaches any provision of this Contract, the City may serve notice upon the Contractor and its surety of the City's intention to terminate by default the right of the Contractor to perform the Contract, and unless within ten (10) days after the serving of such notice, the Contractor shall satisfactorily arrange to cure its failure to perform and notify the City of the corrections to be made, the right of the Contractor to proceed with the work shall terminate. In the event of any such termination, the City shall serve notice thereof upon the Surety and the Contractor, provided, however, that if the Surety does not commence performance thereof within twenty (20) days from the date of the mailing to such Surety of the notice of termination, the City may take over the work and prosecute the same to completion by Contract or otherwise for the account and at the expense of the Contractor. In the case of termination for default, the Contractor shall not be entitled to receive any further payment until the work is finished.

- B. Termination by City for Convenience. The performance of work under this Contract may be terminated by the City in accordance with this paragraph in whole or in part, whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance or work under the Contract is terminated, and the date upon which such termination becomes effective. The Contractor shall stop work on the project upon the date set forth in the Notice of Termination and shall take such actions as may be necessary, or as the City may direct, for the protection and preservation of the work. After receipt of a Notice of Termination, the Contractor shall submit to the City its termination claim, in the form and with the certification prescribed by the City. Such claim shall be submitted promptly but in no event later than 3 months from the effective date of the termination. Upon approval by the City, the termination claim shall be paid.
- C. Termination by Contractor. If the work should be stopped under an order of any court, or other public authority, for a period of thirty (30) days, through no act or fault of the Contractor or of anyone employed by him, then the Contractor may, upon seven (7) days written notice to the City, terminate this Contract and recover from the City payment for all work executed and any proven loss sustained. Should the City fail to pay to the Contractor, within the payment period provided for in this Contract, any sum due and owing, then the Contractor may, upon seven (7) days written notice to the City, stop the work or terminate this Contract.

12. Compliance with Laws:

The Contractor shall at all times comply with all applicable state and local laws, rules, ordinances and regulations.

13. Nondiscrimination:

Except to the extent permitted by a bona fide occupational qualification, the Contractor agrees that the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

14. Relationship of Parties:

The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of the Contractor shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. In the performance of the work, the Contractor is an

independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives, or subcontractors of the Contractor. The Contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Contractor performs

15. Legal Action:

In the event that either party shall bring suit to enforce any provision of this Contract or to seek redress for any breach, the prevailing party in such suit shall be entitled to recover its costs, including reasonable attorneys' fees.

16. Entire Agreement:

This Contract, together with all attachments, represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations and agreements, whether written or oral. This Contract may be amended only by written change order, properly signed by both parties.

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

CITY OF GIG HARBOR

CONTRACTOR

CITY ADMINISTRATOR

Print: _____
Title: _____

ATTEST/AUTHENTICATED:

JOSH STECKER, CITY CLERK

APPROVED AS TO FORM:

OFFICE OF CITY ATTORNEY

Insta-Pipe, Inc.
 855 Trosper Rd. SW, 108-204
 Olympia, WA 98512
 insta-pipe.com | 360-943-5840
 WA#INSTAI*914P6, OR#190180



Date: 1/9/2024
Quote No: 24-5609
 Prepared By: Bradlee Roberts
 206-265-0321
brad.roberts@insta-pipe.com

QUOTE

To:	Gig Harbor Wastewater Division 4216 Harborview Dr Gig Harbor, WA 98332	Attention:	Chuck Roy
		Phone:	253-377-3995
		Email:	croy@gigharborwa.gov
Project:	15in Emergency Main Point Repair Harborview Drive	Scope:	15in Popint Repair x 48in Length
Owner:	Gig Harbor - Wastewarer Divisioin	Prev. Wages:	Yes 24
State:	WA	Notes:	Night Work

Dear Chuck Roy,

We are pleased to offer this estimate for the above referenced project. This estimate is for the Mobilization, Cleaning, Inspection and Installation of a 15in Point Repair that's 48in in Length. We also included the cost for a Bypass Pump System if needed. This might take an additional day to get the equipment ready.

Item	Description	Quantity / Unit	Rate	Total
1	Mobilization	1 EA	\$4,000.00	\$4,000.00
2	CCTV	1 LS	\$1,375.00	\$1,375.00
3	15in Point Repair	1 EA	\$8,200.00	\$8,200.00
Additional				
4	4in Bypass System	1 LS	\$5,750.00	
			Total:	\$13,575.00
			Tax:	\$1,208.18
			Total:	\$14,783.18

Exclusions (clarifications to exclusions are provided in parenthesis)

- 1 Bypass pumping and operating pump stations
- 2 Storm drain run off SWPPP or best practices plan
- 3 Permits, licenses and bonds
- 4 Excavation of any kind
- 5 Access- (Owner shall provide adequate vehicle access to all access MHs)
- 6 Major traffic control (services are for cones only)
- 7 Water (General Contractor or Owner to provide onsite water)
- 8 Disposal (General Contractor or Owner to provide disposal within 1-hour roundtrip drive)
- 9 Cleaning
- 10 Notification of work (General Contractor or Owner to provide notications of upcoming work to owners)

Proposal Acceptance

Estimate and payment terms: This estimate is valid for 30-days. Payment terms are net 15 days and subject to maximum allowable interest for late payments.

 Company Signature

 Client Signature

 Print Name/Title

 Print Name/Title



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

Meeting Date: January 22, 2024

SUBJECT: Resolution 1304 Authorizing the Submittal of an Application for Grant Funding Assistance for a Brian Abbott Fish Barrier Removal Board Grant Program to the Recreation and Conservation Office (RCO) for North Creek Culvert Replacement Project Construction and Construction Management

SUBMITTED BY: Senior Engineer Dean Zavack

DEPARTMENT: Public Works

PHONE: (253) 853-7637

SUGGESTED MOTION: Move to approve Resolution 1304.

BACKGROUND INFORMATION: City council resolutions are required in order to make application for certain grant applications. RCO is one agency that requires each jurisdiction applying for grants to provide a formal resolution or authorization supporting the proposed application and establishing the authorized agent for the city.

The city's North Creek Culvert Replacement Project proposes to remove a partial fish barrier in North Creek under Harborview Drive. The city anticipates their design consultant, Parametrix, will complete the North Creek Culvert Replacement design and bid documents by end of 2024 in anticipation of putting the project out for public bid in early 2025. For the upcoming grant cycle, staff recommends applying through RCO's Brian Abbott Fish Barrier Removal Board program to support up to \$5,000,000 in funding for construction and construction management of the North Creek Culvert Replacement Project. The total estimated construction cost of the project is estimated at \$6,200,000 (2023).

FISCAL CONSIDERATION:

Expenditure Required: \$ 0	Amount Budgeted: \$ 0	Appropriation Required: \$ 0
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ATTACHMENTS:

1. Resolution 1304
2. Resolution 1304 Exhibit A

STRATEGIC PLAN PRIORITY:

Promote environmental sustainability and preserve Gig Harbor's natural beauty.

RESOLUTION 1304

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR GRANT FUNDING ASSISTANCE FOR A BRIAN ABBOTT FISH BARRIER REMOVAL BOARD GRANT PROGRAM TO THE RECREATION AND CONSERVATION OFFICE (RCO) FOR NORTH CREEK CULVERT REPLACEMENT PROJECT CONSTRUCTION AND CONSTRUCTION MANAGEMENT

WHEREAS, the city's North Creek Culvert Replacement Project proposes to remove a partial fish barrier in North Creek under Harborview Drive; and

WHEREAS, the Washington State Recreation and Conservation Office (RCO) requires each jurisdiction applying for grants to provide a formal resolution or authorization supporting the proposed application and establishing the authorized agent for the city; and

WHEREAS, the city completed a feasibility study for the project in 2023 and began the formal design and permitting of the project in 2023; and

WHEREAS, for the upcoming grant cycle, staff recommends applying through RCOs Brian Abbott Fish Barrier Removal Board (BAFBRB) program to support up to \$5,000,000 in funding for construction and construction management of the North Creek Culvert Replacement Project in 2025; and

WHEREAS, a city council resolution is required in order to make application for the BAFBRB grant application.

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

Section 1. The mayor is hereby authorized to execute the RCO Applicant Resolution/Authorization form as shown in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 22nd day of January, 2024.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 1304

EXHIBIT A



Applicant Resolution/Authorization

Organization Name (sponsor) City of Gig Harbor

Resolution No. or Document Name Resolution 1304

Project(s) Number(s), and Name(s) 23-1938 North Creek Culvert Replacement

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Tracie Markley, Mayor
Project contact (day-to-day administering of the grant and communicating with the RCO)	Jeff Langhelm, PE, Public Works Director
RCO Grant Agreement (Agreement)	Tracie Markley, Mayor
Agreement amendments	Jeff Langhelm, PE, Public Works Director
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Tracie Markley, Mayor

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title Mayor Date _____

On File at: City of Gig Harbor

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: City of Gig Harbor Date: 1/22/2024

Washington State Attorney General's Office

Approved as to form Brian Toller 2/13/2020
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.



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

Meeting Date: January 22, 2024

SUBJECT: Amendment #12 to Assigned Counsel Agreement with Pierce County

SUBMITTED BY: City Administrator Katrina Knutson

DEPARTMENT: Administration

PHONE: (253) 851-6127

SUGGESTED MOTION: Move to authorize the mayor to execute Amendment #12 to Assigned Counsel Agreement with Pierce County.

BACKGROUND INFORMATION: On December 11, council approved an agreement with Kintanar Law to provide assigned counsel services for the city beginning on January 1. Pierce County, the city's previous assigned counsel provider, agreed to continue its services during the month of January to ensure a smooth transition to Kintanar Law. This amendment extends the county's services for the month of January only at the county's 2023 rate.

FISCAL CONSIDERATION:

Expenditure Required: \$14,650	Amount Budgeted: \$180,000.00	Appropriation Required: \$ 0
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ATTACHMENTS:

1. Amendment #12 to Assigned Counsel Agreement with Pierce County
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STRATEGIC PLAN PRIORITY: Provide a safe, healthy, and inclusive community.

AMENDMENT NO. 12 TO ASSIGNED COUNSEL AGREEMENT

THIS AMENDMENT NO. 12 to that certain Assigned Counsel Agreement dated January 1, 2007, as amended (the "Agreement") is made by and between the CITY OF GIG HARBOR, a Washington municipal corporation (the "City"), and PIERCE COUNTY, a political subdivision of the State of Washington (the "County"), on behalf of its Department of Assigned Counsel (the "Department").

WITNESSETH:

WHEREAS, the parties entered into an Agreement for the provision of legal counsel services to indigent defendants in the Gig Harbor Municipal Court for the 2007-2008 calendar years; and extended by amendments the Agreement to cover complete services described herein through January of the 2024 calendar year in the event of subsequent agreement between the City and the Department; and

WHEREAS, the parties have reached subsequent agreement and desire to extend the term of the Agreement to cover January 2024, and

NOW, THEREFORE, in consideration of the mutual promises contained in the Agreement and this Amendment, the parties hereto agree as follows:

TERMS:

Section 1. Section 1 of the Agreement is hereby amended to read as follows:

The Department will provide complete legal counsel services described herein to indigent defendants in the Gig Harbor Municipal Court from the date of execution of this agreement or January 1, 2024, whichever is earlier, through January 31, 2024. Such services will include, but are not limited to, legal services to all indigent defendants charged with misdemeanor crimes, including, where appropriate, interviewing defendants held in custody, representation at arraignments as requested by the Court, and at all subsequent proceedings in the Municipal Court. Indigency status will be determined by the court in accordance with CrRLJ 3.1 and RCW 10.101.

Section 2. Section 2 of the Agreement is hereby amended to read as follows:

A. In return for the services rendered to the City and to those indigent defendants represented by the Department in 2024, the City agrees to pay the County the sum of Fourteen Thousand Six Hundred Fifty dollars (\$14,650) which covers the cost of 1.25 defense attorneys, plus a 0.25 legal assistant for the period of January 1, 2024, through January 31, 2024. Payment shall be due and payable at the end of January 2024, for those services rendered.

B. All indigent defendants determined to have a conflict of interest by the Department of Assigned Counsel will be represented by conflict counsel. The City shall reimburse the County for any and all costs associated with furnishing conflict counsel, experts, and investigators. Pursuant to RPC 1.8, all payments for those services will remain separate from the contract compensation to the Department of Assigned Counsel.

C. In the event caseload exceeds Indigent Defense Standards for 1.25 attorneys during the contract period, the parties agree in good faith to modify terms of the agreement and/or accept increases in professional service fees to the City to accommodate case overflow.

EXCEPT AS EXPRESSLY MODIFIED BY THIS AMENDMENT NO. 11,
ALL TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN
FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, this Amendment shall become effective upon
signature by the last party hereto.

CITY OF GIG HARBOR

PIERCE COUNTY

Mayor Tracie Markley Date

Michael R. Kawamura, Director Date
Department of Assigned Counsel

Attest:

Approved as to legal form only:

City Clerk Date

By: _____
Deputy Prosecuting Attorney Date

Approved as to legal form only:

Recommended:

City Attorney Date

By: _____
Finance Director Date

By: _____
Executive Date



DEPARTMENT UPDATES

Wednesday, January 17, 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

Kudos to Brandon Crosswhite: Field Supervisor Brandon Crosswhite was on-call for Public Works last weekend during the storm event and very low temperatures. Several businesses and residents have called or written to express their sincere appreciation of how quickly Brandon responded and how helpful he was once he arrived. Thank you, Brandon, for embodying the city's mission: "Dedicated to our community through teamwork, public service, safety, and respect".

Elevate Health Board Update: On January 16, Mayor Markley attended her first Elevate Health board meeting as an official board member. She learned of the amazing work that Elevate Health has been doing over the past two years, as well as plans for the future. One of the most impactful things she heard about was the Community-Based Care Coordination and Community Hub that is being built across Pierce County. There are over 150 Community Health Workers (CHWs) being placed strategically across the county to provide one-on-one counseling and resources to those in need of a wide array of services and support. CHWs are critical to the mission of Elevate Health because the people they meet with are often more open and honest about their needs and then are able to receive the care they and their families require.

Mayor Markley is most excited about the connections that will be formed between the work this group is doing and how our own Housing, Health, and Human Services Program Manager (H3), Shea Smiley, will be able to access these resources to provide support to the residents of our city who are in need of a helping hand. The mayor was surprised to learn of the support that already exists on this side of the bridge and how we can work together for the good of our community. The mayor's goal is to bring people and resources together to make the greatest impact possible. A healthy community has been one of her main priorities and being part of the Elevate Health board is going to help achieve that goal.

The board approved the 2024 budget and a conflict of interest policy as well. Mayor Markley was most impressed with the caliber and talent of the other board members, as well as the Elevate Health staff and is looking forward to a very productive and successful year. To learn more about Elevate Health, please read more [here](#).

2024 Creative Endeavor Grants: At the January 11 study session, city council reversed its previous decision and expressed its support for funding the 2024 Creative Endeavor Grants at \$35,000. This is incredibly exciting news for our arts and culture community! Council understands the benefits of

the Creative Endeavor Grant program, as well as the positive impacts the arts have in our community - especially for our youth.

The grant program is administered by the Gig Harbor Arts Commission. The commission will hold a special meeting on Wednesday, January 24 to finalize the 2024 Creative Endeavor Grant application, guidelines, and scoring matrix prior to opening the application window.

Inclement Weather: Last week, with impending inclement weather, the H3 program manager partnered with GHPD, Pierce County Department of Emergency Management, Chapel Hill, and the Tacoma Pierce County Coalition to End Homelessness to stay apprised of weather updates and develop a comprehensive inclement weather plan.

The H3 program manager worked through the weekend to ensure any overnight shelter that was needed in Gig Harbor was addressed. On Saturday the H3, Chapel Hill, GHPD, and Tacoma Rescue Mission successfully collaborated in locating and transporting a couple to overnight shelter who were living in their car that had broken down.

New Partnership: The H3 program is excited to announce a new partnership with Tacomaprobono Community Lawyers. Beginning February 13, Tacomaprobono Community Lawyers will provide a FREE legal aid popup at the Civic Center on the second Tuesday of every month from 4:00 p.m. until 6:00 p.m.

If you have questions related to eviction, landlord-tenant problems, family law, consumer issues, and more, please stop by the second Tuesday of the month to speak with Tacomaprobono Community Lawyers.

COMMUNITY DEVELOPMENT

Community Development Director Carl de Simas

Last year, the city created our first Historic Preservation Commission (HPC). Amendments to the code were drafted and adopted that set forth the makeup of the HPC and provides direction for what roles this body will play in the overall organization. One obvious roll is that of the decision-maker for certificates of appropriateness. This is the permit mechanism by which changes to properties on our local historic register may be allowed. This was formerly under the purview of the city's Design Review Board. The HPC will convene on an as-needed basis to review those applications at a public meeting. Another roll, however, is that of the city's advisory body on issues and topics related to the city's history and the city's historic preservation program. To accomplish this latter role, the HPC will meet on a quarterly basis with their first such meeting taking place on January 30. Staff is currently working on the agenda and will have it published on or before January 23.

PLANNING

The results from the December 7 Comp Plan Update workshop have been published on the [Update webpage](#). For those folks who could not make it to the December workshop, please look for the worksheet that was handed out to attendees. We invite you to provide your input so that we can ensure the best representation of our community's thoughts and aspirations for the future of Gig Harbor.

As we reported during the last department update, Pierce County is proposing to remove portions of the Gig Harbor UGA including Purdy, part of Peacock Hill and property adjacent to the Madrona Golf Course. Updates to the proposed UGA retraction can be found on the County's website. Public Comment will be accepted until February 26, 2024.

BUILDING

Over this past reporting period, the Building Division has received applications for 15 permits including those for work being conducted at Mallard's Landing, For the Love of Spice, and Great Clips. The status has been changed on 13 permit applications to 'Issued', including those for a remodel at Peninsula Lutheran Church. 17 projects have been finalized, including those at Scott's Dental at Latitude 47, Ms. Pearl Tea, and Gameday Sports at Uptown.

CODE ENFORCEMENT

- Tree Removal Inquiry
- Zoning Issue Inquiry
- Public Nuisance Inquiry
- Fencing Dispute
- Case Follow-Up on 2023 Case Carryover
- Public Record Requests

COURT

Court Administrator Stacy Colberg

No updates this week but stay tuned!

FINANCE

Finance Director Dave Rodenbach

Levy Lid Lift: During the January 11 study session, the city council directed staff to place a levy lid lift on the April 23 general election ballot. At this point, the additional amount needed in order to continue at the current service level is \$3.0 million. The levy rate needed to accomplish this is \$1.30 per \$1,000 of assessed valuation (AV). The current rate is about \$0.69 per \$1,000 AV.

It should be noted that the city has not requested a property tax increase since 1980.

The city has enacted cost-cutting measures in response to the shortfall including freezing nine unfilled positions that have been left unfilled. This results in a 2023-24 budgetary general fund savings of \$1.4 million, that will continue into 2025-2026.

Listed below are a few factors leading to the current projected shortfall:

- A 3.5% downturn in sales tax revenues from 2022.
- A 67% downturn in development permit revenue from 2021 due to slowing development and growth.
- Accelerated inflation (9% in 2022 and 6.9% in 2023).
- Annual property tax revenues limited to 1% annual increases.
- Since 2013, the city’s population has grown 65% from 7,913 to 13,060 residents, which revenues have remained static.

While this is a big ask, if additional funding is not secured, here are a few thoughts to consider:

- For each dollar of property tax collected, the city receives only 8.9 cents. The balance goes to other taxing districts such as the state, schools, the county, the fire district, and library district.
- Using the 2024 budget, a \$3.0 million cut is 16% of the general fund budget.

A link to the January 11 study session agenda and council bill for the levy lift is provided [here](#).

Banking Transition: We are nearly fully transitioned to Kitsap Bank. All accounts, except the main city account, have been transferred from Umpqua and subsequently closed. The main account will remain open until most outstanding checks have cleared.

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	Alexa Ejde starting 1/23
Police Services Specialist	FT	Closed - selection pending

ITS

[Information Technology Services Manager Keith Smith](#)

Facilities Security: We continue 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.

POLICE

Police Chief Kelly Busey

No Fireworks: We received no fireworks related calls for service over the New Years Eve holiday period.

Attempted ATM Theft: For the third time in as many months, suspects attempted to remove the exterior ATM from a bank on Pt. Fosdick Drive. They have been unsuccessful in all three attempts – likely due to a rapid response from our patrol officers to the associated alarm call.

DUI Hit and Run: Shortly after 8:00 p.m. on Friday, January 12, a vehicle struck an SUV on the Wollochet overpass, causing the SUV to roll over onto its side. A short time later, officers located the suspect vehicle on Rosedale Street with extensive damage from the collision. The driver of that vehicle was impaired and was taken into custody for both matters.

Officer Injured: On January 16, one of our officers was contacting a pair of suspected shoplifters. One of the subjects was uncooperative and was not being truthful about his identity. As the officer began to arrest him, the suspect started to resist, and a struggle ensued. A second officer on scene assisted the first officer in getting the subject in custody; however, the first officer sustained a leg injury and will be out of work for approximately two weeks.

PUBLIC WORKS

Public Works Director Jeff Langhelm

Wastewater Division Updates: (1) The cold weather has caused minor issues for wastewater division staff to resolve. Fortunately, none of the issues have resulted in any major impacts to wastewater operations or customers. (2) Wastewater crews are preparing to repair the damaged sewer line in Harborview Drive adjacent to Donkey Creek Park late on Thursday night. This work will require a temporary detour and is expected to last from approximately 10:00 p.m. on Thursday until 6:00 a.m. on Friday.

Eddon Boat Park Bathroom Closure: Due to freezing temperatures, a pipe burst in the ceiling above the women's restroom at Eddon Boat Park and will be closed until a repair is completed. The men's restroom will serve as a unisex restroom for events at the Boatshop but will likely have to be closed as damage is assessed and repair work begins.

Operations Division Updates: In addition to the Eddon Boat Park restroom issue, the Operations Division has been supporting the community in numerous ways through our recent cold weather. Staff spent many hours at all times of the day and night this last weekend, including during the

holiday, helping residents with issues resulting from the weather. As a result, residents have reached out to express their appreciation for our staff. Their work has not gone unnoticed.

Sports Complex Phase 2 & 3 Feasibility Study: City council will consider two potential field layouts for phases 2 and 3 and select their preferred option at its study session on January 18. The two options include the same layout for phase 2 (the existing Peninsula Light fields), but phase 3 designs include two multi-purpose fields either at the same level, which will allow a full-sized baseball field, or on two different levels. The final recommendation will be considered at a regular council meeting in February or March.



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

Meeting Date: January 22, 2024

SUBJECT: Election of Mayor Pro Tempore

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Nominate Councilmember _____ for the role of mayor pro tempore.

BACKGROUND INFORMATION: In accordance with GHMC Chapter 2.14, at the second regular meeting in January of each year, the members of the city council shall elect from their number a mayor pro tempore who shall hold office at the pleasure of the council, and in case of the absence of the mayor, perform the duties of mayor, except that he or she shall not have the power to appoint or remove any officer or to veto any ordinance.

Councilmembers will be asked to put forward nominations for election to the role of mayor pro tempore. Once all nominations have been made, council will elect the mayor pro tempore by roll call vote with each councilmember stating the name of their preferred nominee. In the event that there are more than three nominees, multiple votes may be necessary until one nominee has received four affirmative votes.

FISCAL CONSIDERATION: None.

ATTACHMENTS: None

STRATEGIC PLAN PRIORITY: None.



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

Meeting Date: January 22, 2024

SUBJECT: Resolution 1300 Declaring the City as One of Welcoming

SUBMITTED BY: Housing, Health, and Human Services Program Manager Shea Smiley

DEPARTMENT: Administration

PHONE: (253) 530-7070

SUGGESTED MOTION: Move to approve Resolution 1300.

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

H3 presented the Welcoming City Resolution draft at a study session on December 14 where council provided feedback. Staff included council's desired additions into the final draft of the Welcoming City Resolution 1300.

Resolution 1300 is a reflection that it is of the utmost importance to the city that the city has an official statement of inclusion that is a clear, holistic, and unified approach.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Resolution 1300
-

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

RESOLUTION 1300

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

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

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

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

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

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

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

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

Section 1. The City Council of the City of Gig Harbor hereby proclaims that the City of Gig Harbor is a welcoming city that embraces diversity, promotes unity, and celebrates the richness of all its residents.

Section 2. The City Council of Gig Harbor hereby declares its commitment to being a welcoming city and encourages all Gig Harbor residents and visitors to share in this commitment by:

1. Promoting diversity and inclusion in all aspects of city life, including but not limited to education, employment, housing, and community engagement.
2. Encouraging and supporting initiatives that celebrate the cultural heritage and traditions of all residents.
3. Continuing to work towards eradicating discrimination and bias through education, awareness programs, and community partnerships.
4. Ensuring that city services and programs are accessible and equitable for all residents, regardless of their background.

5. Collaborating with local businesses to create inclusive and welcoming spaces for employees and customers.
6. Regularly assessing and addressing the needs and concerns of marginalized and underrepresented communities within Gig Harbor.
7. Fostering dialogue and understanding among residents through community events, forums, and initiatives that promote cross-cultural exchange.
8. Supporting policies that advance equity, and fairness within the city.
9. Encouraging resident engagement in the assessment and implementation of welcoming practices.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 22nd day of January, 2024.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk



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

Meeting Date: January 22, 2024

SUBJECT: Changes to Public Comment Procedures

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to resume allowing public comment via Zoom for all regular city meetings and to move public comment on non-agenda items to after the conclusion of business items at regular city council meetings. These changes will be in effect for all future city meetings until incorporated into Council Guidelines.

BACKGROUND INFORMATION: At the December 11 council meeting, council directed that the city stop accepting public comment at its meeting via Zoom. Council met in study session on January 11 and further discussed its public comment procedures. At that study session, council consensus was to bring back public comment via Zoom with the exception that public comment on non-agenda items be withheld until after all business items were conducted.

The suggested motion formalizes that consensus until council is prepared to revise its guidelines and procedures.

FISCAL CONSIDERATION: None.

ATTACHMENTS: None

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



To: Mayor Markley and City Council
From: David Rodenbach, Finance Director
Date: January 22, 2024
Subject: Fourth Quarter Financial Report

The quarterly financial reports for the fourth quarter of 2023 are attached. All mid-biennial modifications passed with Ordinance 1518 are reflected in the reported figures.

Total resources, which include all revenues, non-revenues, and beginning fund balances, are at sixty-two (62%) percent of the 2023-24 budget. City-wide revenues, across all funds, excluding internal transfers, loan receipts and beginning and ending fund balances, are fifty (50%) percent. Expenditures are at thirty-two (32%) percent of the biennial budget.

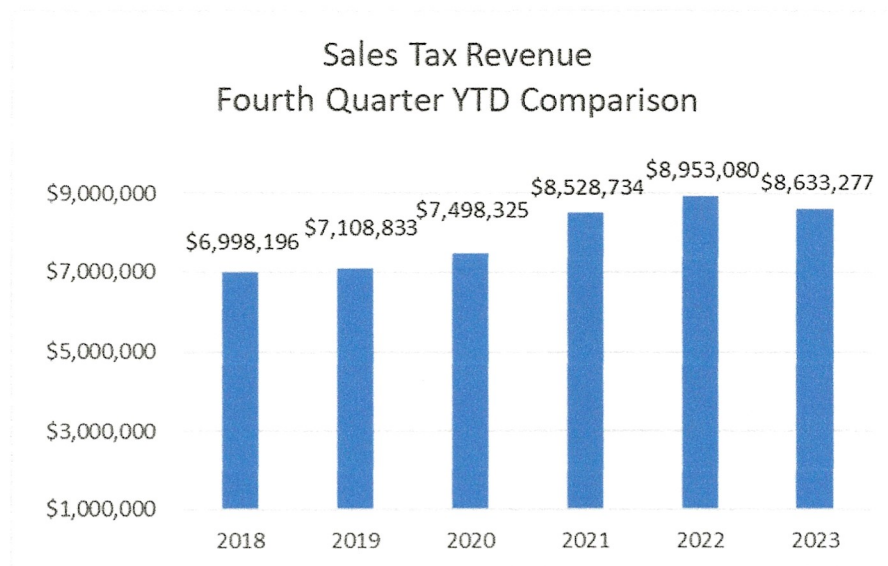
General Fund Revenues

General Fund fourth quarter year-to-date (YTD) revenues (excluding beginning balances) are at fifty-two (52%) percent of budget. Intergovernmental revenues include \$1,037,429 from Pierce County conservation futures grants and \$120,000 from Pierce County Second REET parks grant.

General Fund Revenues 2023-24				
Budget vs. Actuals				
General Fund Revenue Source	Budgeted Revenue	Actual Revenue	% Collected	Balance
Taxes				
Property	\$ 6,764,207	3,316,169	49%	\$ (3,448,038)
Sales	17,728,920	8,798,841	50%	(8,930,079)
B&O Private Utility	2,940,789	1,380,396	47%	(1,560,393)
City Utility	1,117,407	551,430	49%	(565,977)
Other	612,703	301,717	49%	(310,986)
Sub-Total Taxes	\$ 29,164,026	\$ 14,348,553	49%	\$ (14,815,473)
Licenses & Permits	1,716,003	897,608	52%	(818,395)
Intergovernmental	1,845,998	1,633,947	89%	(212,051)
Charges for Services	271,072	174,956	65%	(96,116)
Fines & Forfeitures	104,857	59,920	57%	(44,937)
Miscellaneous	1,099,463	638,049	58%	(461,414)
Transfers and other Sources of Funds	77,634	85,753		8,119
Sub-Total	\$ 5,115,027	\$ 3,490,232	68%	\$ (1,624,795)
Total General Fund	\$ 34,279,053	\$ 17,838,785	52%	\$ (16,440,268)

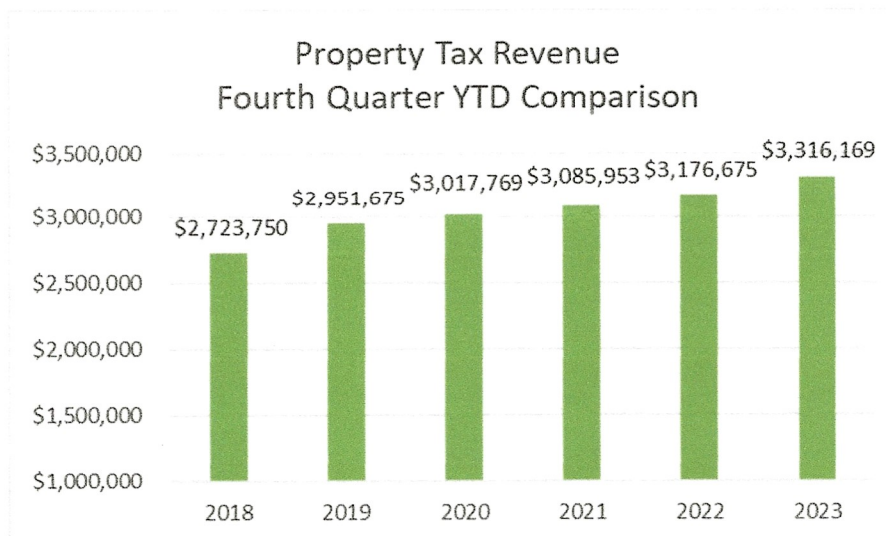
Sales Tax Revenue

Fourth quarter year-to-date sales tax revenue is illustrated below for years 2018 through 2023. Sales tax is at 50% of budget for 2023-24.



Property Tax Revenue

Fourth quarter year-to-date revenue from property taxes, 2018 through 2023, is shown below:

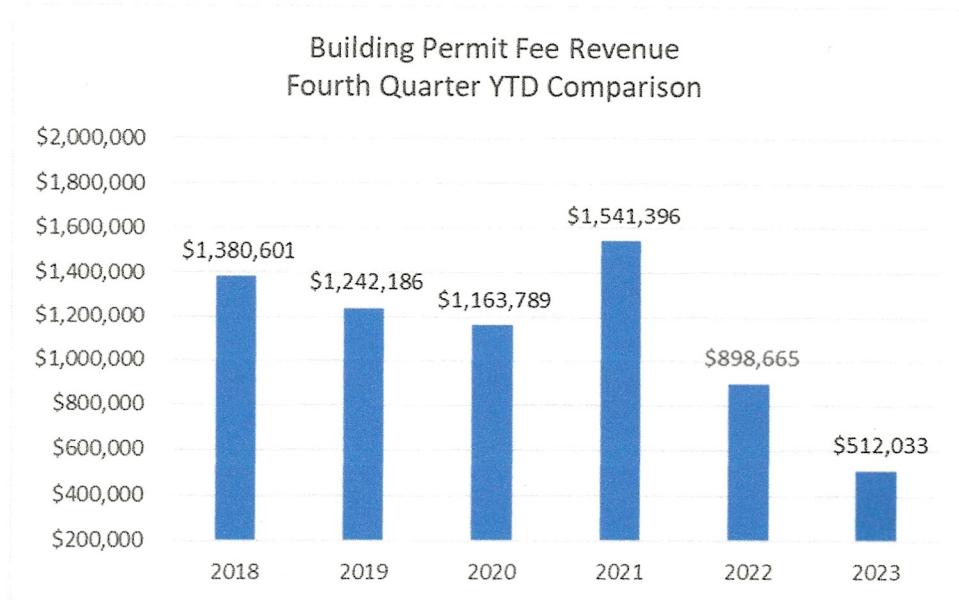


Transportation Benefit District

The City began receiving revenue in the second quarter of 2020 from the Transportation Benefit District (TBD). Fourth quarter year-to-date revenue for 2023 is \$2,199,314; total TBD resources are \$7,193,446.

Building Permit Fee Revenue

Fourth quarter year-to-date revenue from building permit fees, 2018 through 2023, is shown below:



General Fund Expenditures

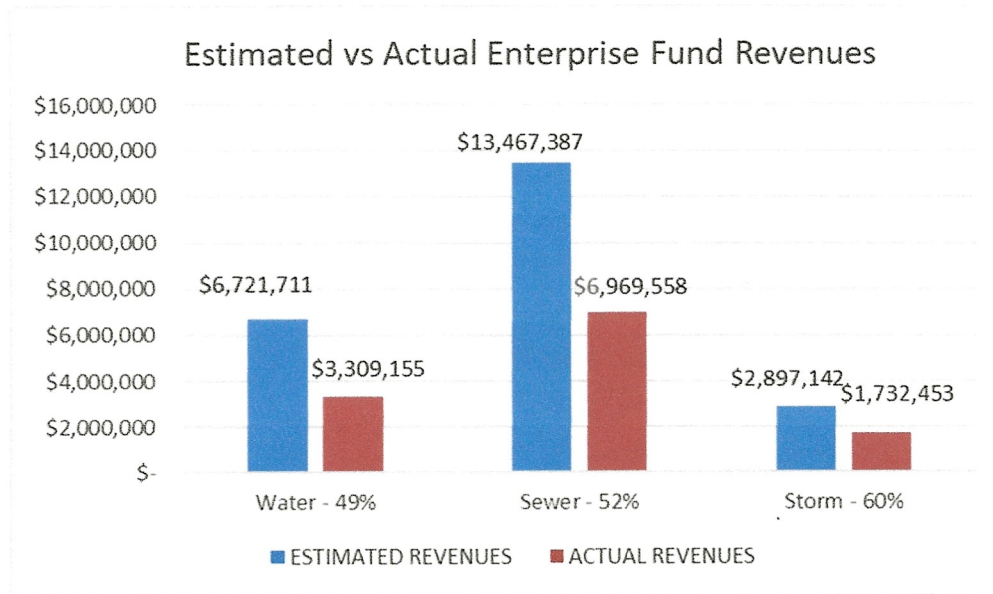
General fund fourth quarter year-to-date expenditures are at forty-four (44%) percent of the biennial budget.

General Fund Expenditures 2023-24					
By Department					
FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENT %
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 9,063,288	\$ 4,132,161	\$ 4,931,127	46%
02	LEGISLATIVE	163,200	73,750	89,450	45%
03	MUNICIPAL COURT	1,300,654	588,923	711,731	45%
04	ADMINISTRATIVE/FINANCIAL	5,414,633	2,271,835	3,142,798	42%
06	POLICE	11,327,417	5,376,424	5,950,993	47%
14	COMMUNITY DEVELOPMENT	5,084,264	2,626,141	2,458,123	52%
15	PARKS AND RECREATION	3,912,335	1,586,350	2,325,985	41%
16	BUILDING	3,389,806	769,884	2,619,922	23%
001	TOTAL GENERAL FUND	\$ 39,655,597	\$ 17,425,469	\$ 22,230,128	44%

Water, Sewer and Storm

Revenues:

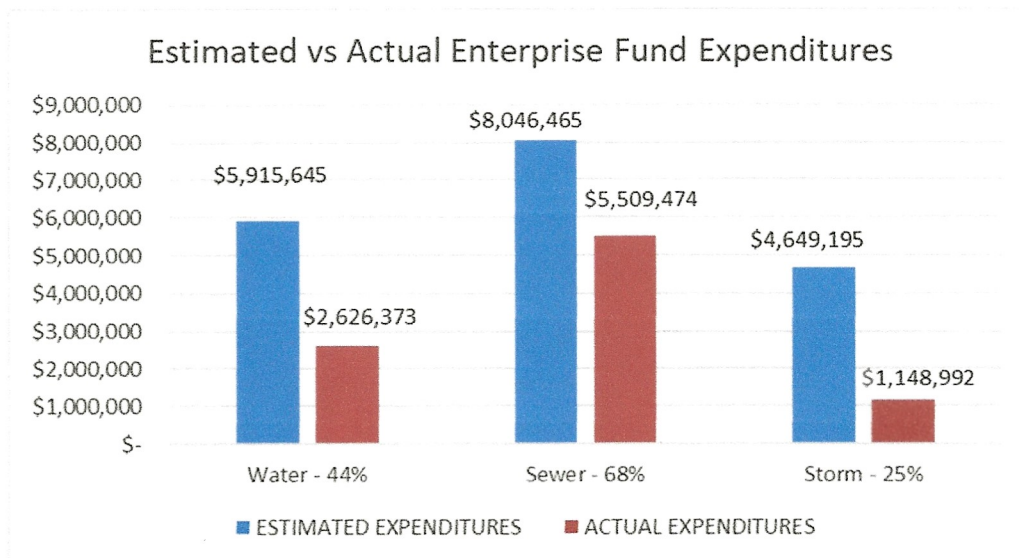
Water, Sewer and Storm revenues are forty-nine (49%) percent, fifty-two (52%) percent and sixty (60%) percent of the biennial budget.



Water, Sewer and Storm

Expenditures:

Expenditures for the three funds are at forty-four (44%) percent, sixty-eight (68%) percent and twenty-five (25%) percent of the 2023-24 budget.



Cash & Investments

Cash balances are adequate in all funds. Fourth quarter total cash and investment balance across all funds exceeds \$67.8 million.

Composition of Cash and Investments		
CASH ON HAND	\$	300
CASH IN BANK		1,311,291
LOCAL GOV'T INVESTMENT POOL		46,508,023
OTHER INVESTMENTS		20,071,740
	\$	67,891,354

US Bank Safekeeping Investments:

In June 2022, in coordination with Time Value Investments (TVI) and US Bank Safekeeping, we moved \$20 million of idle City funds from the Washington State Treasurer's Local Government Investment Pool (LGIP) to create a portfolio of securities earning higher interest rates (summarized below). The portfolio consists of twelve securities ranging from six months maturity to five years.

Security Type	Par Value	Coupon	Yield	Maturity Date
FHLB	2,000,000	3.125	3.020	6/14/2024
FHLB	2,000,000	1.000	3.008	12/20/2024
FFCB	2,000,000	3.375	3.120	6/20/2025
FHLB	2,000,000	3.375	3.330	12/23/2025
FHLB	2,000,000	1.010	3.320	7/28/2026
FNMA	2,000,000	0.875	3.325	12/18/2026
FHLB	2,000,000	1.020	3.360	12/18/2026
FHLB	1,000,000	4.750	4.800	3/8/2024
FAMCA	1,000,000	4.300	4.450	3/3/2025
FHLMC	900,000	0.510	4.320	3/30/2026
US Treasury	2,000,000	2.446	5.060	5/15/2024
FHLMC	2,150,000	0.375	4.700	9/23/2025



**CASH AND INVESTMENTS
YEAR TO DATE ACTIVITY
AS OF DECEMBER 31, 2023**

FUND NO.	DESCRIPTION	BEGINNING CASH AND INVESTMENTS	REVENUES	EXPENDITURES	OTHER CHANGES	ENDING CASH AND INVESTMENTS
001	GENERAL GOVERNMENT	\$ 7,966,215	\$ 17,838,785	\$ 17,425,469	\$ (55,342)	\$ 8,324,189
101	STREET FUND	851,711	2,699,660	2,694,138	(89,972)	767,261
102	STREET CAPITAL FUND	409,820	2,047,744	2,195,438	106,322	368,448
103	SENIOR CAPITAL FUND	202,708	10,137	-	-	212,845
104	PEDESTRIAN SAFETY FUND	218,803	10,942	-	-	229,745.35
105	DRUG INVESTIGATION FUND	16,307	816	-	-	17,122
106	DRUG INVESTIGATION FUND	9,878	409	2,419	-	7,868
107	HOTEL-MOTEL FUND	1,328,943	578,294	720,677	(956)	1,185,604
108	PUBLIC ART CAPITAL PROJECTS	25,382	1,268	28	-	26,622
109	PARK DEVELOPMENT FUND	266,257	1,834,488	1,931,453	103,480	272,773
111	STRATEGIC RESERVE FUND	2,646,118	132,332	-	-	2,778,450
112	EQUIPMENT RESERVE FUND	497,553	24,883	-	-	522,436
113	CONTRIBUTIONS/DONATIONS	-	3,849	3,849	-	-
208	LTGO BOND REDEMPTION	181,307	886,320	2,927,452	1,942,995	83,170
211	UTGO BOND REDEMPTION	262,304	327,167	266,064	-	323,408
301	PROPERTY ACQUISITION FUND	1,873,584	609,640	20	-	2,483,204
305	GENERAL GOVT CAPITAL IMPR	1,278,651	579,742	20	-	1,858,373
309	IMPACT FEE TRUST	3,381,044	480,318	616,300	-	3,245,062
310	HOSPITAL BENEFIT ZONE	2,566,229	6,608,774	884,140	-	8,290,863
401	WATER OPERATING	3,298,707	3,309,155	2,626,373	(3,172)	3,978,317
402	SEWER OPERATING	5,506,557	6,969,558	5,509,474	(60,452)	6,906,188
403	SHORECREST RESERVE FUND	243,883	37,495	1,953	(315)	279,111
407	UTILITY RESERVE	1,454,464	45,105	(1)	(40)	1,499,530
408	UTILITY BOND REDEMPTION	264,681	2,288,399	2,275,876	-	277,204
410	SEWER CAPITAL CONSTRUCTION	6,962,158	447,835	724,086	(2,001,896)	4,684,010
411	STORM SEWER OPERATING FUND	1,844,575	1,732,453	1,148,992	(39,211)	2,388,825
412	STORM SEWER CAPITAL	2,940,795	171,240	760,049	85,120	2,437,105
420	WATER CAPITAL ASSETS	8,234,599	503,258	1,791,803	304,120	7,250,175
631	MUNICIPAL COURT	-	48,248	51,417	3,168	-
650	TRANSPORTATION BENEFIT DISTRICT	4,994,288	2,199,314	156	-	7,193,446
		<u>\$ 59,727,521</u>	<u>\$ 52,427,627</u>	<u>\$ 44,557,645</u>	<u>\$ 293,849</u>	<u>\$ 67,891,354</u>

**COMPOSITION OF CASH AND INVESTMENTS
AS OF DECEMBER 31, 2023**

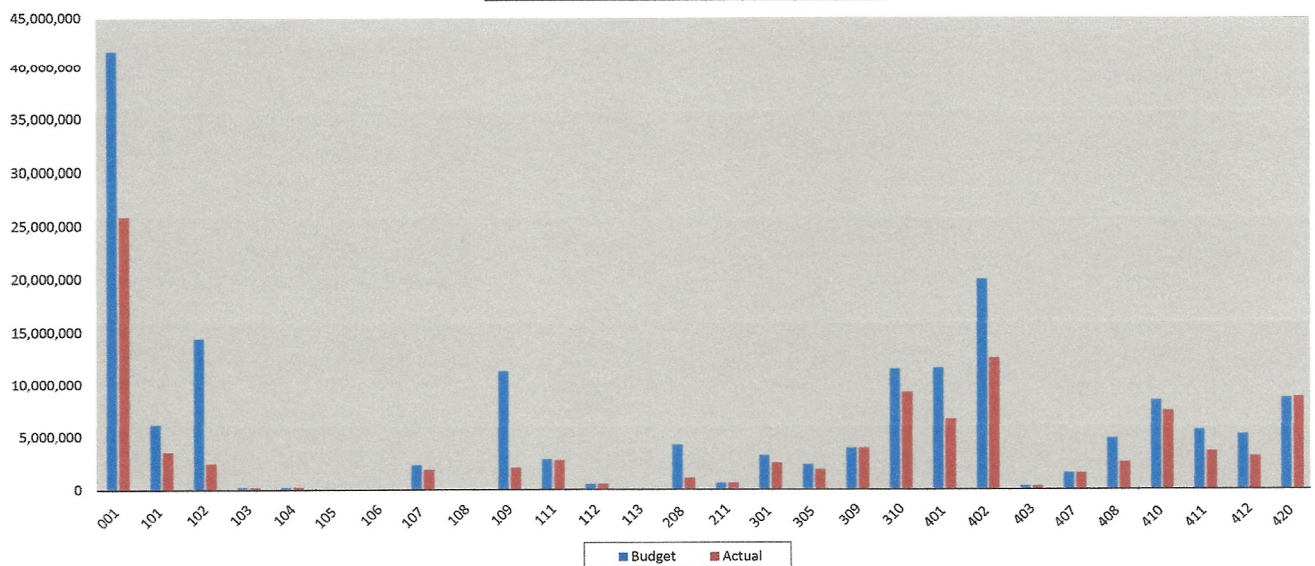
	MATURITY	RATE	BALANCE
CASH ON HAND			\$ 300
CASH IN BANK			1,311,291
LOCAL GOV'T INVESTMENT POOL	(Net Earnings Rate)	5.4292%	46,508,023
OTHER INVESTMENTS		3.82% avg	20,071,740
			<u>\$ 67,891,354</u>



YEAR-TO-DATE RESOURCE SUMMARY AND COMPARISON TO BUDGET AS OF DECEMBER 31, 2023

FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	41,703,650	\$ 25,805,000	\$ 15,898,650	62%
101	STREET FUND	6,163,876	3,551,371	2,612,505	58%
102	STREET CAPITAL FUND	14,399,289	2,457,564	11,941,725	17%
103	SENIOR CAPITAL FUND	220,810	212,845	7,965	96%
104	PEDESTRIAN SAFETY FUND	238,991	229,745	9,246	96%
105	DRUG INVESTIGATION FUND	18,671	17,122	1,549	92%
106	DRUG INVESTIGATION FUND	12,351	10,287	2,064	83%
107	HOTEL-MOTEL FUND	2,360,825	1,907,237	453,588	81%
108	PUBLIC ART CAPITAL PROJECTS	27,722	26,650	1,072	96%
109	PARK DEVELOPMENT FUND	11,316,488	2,100,746	9,215,742	19%
111	STRATEGIC RESERVE FUND	2,886,489	2,778,450	108,039	96%
112	EQUIPMENT RESERVE FUND	544,818	522,436	22,382	96%
113	DONATIONS/CONTRIBUTIONS		3,849	(3,849)	#N/A
208	LTGO BOND REDEMPTION	4,216,537	1,067,626	3,148,911	25%
211	UTGO BOND REDEMPTION	602,683	589,471	13,212	98%
301	PROPERTY ACQUISITION FUND	3,175,717	2,483,224	692,493	78%
305	GENERAL GOVT CAPITAL IMPR	2,325,245	1,858,393	466,852	80%
309	IMPACT FEE TRUST	3,842,270	3,861,362	(19,092)	100%
310	HOSPITAL BENEFIT ZONE	11,430,787	9,175,003	2,255,784	80%
401	WATER OPERATING	11,503,187	6,607,862	4,895,325	57%
402	SEWER OPERATING	19,895,378	12,476,114	7,419,264	63%
403	SHORECREST RESERVE FUND	316,753	281,378	35,375	89%
407	UTILITY RESERVE	1,539,019	1,499,569	39,450	97%
408	UTILITY BOND REDEMPTION	4,793,599	2,553,080	2,240,519	53%
410	SEWER CAPITAL CONSTRUCTION	8,429,831	7,409,992	1,019,839	88%
411	STORM SEWER OPERATING FUND	5,659,162	3,577,028	2,082,134	63%
412	STORM SEWER CAPITAL	5,185,765	3,112,035	2,073,730	60%
420	WATER CAPITAL ASSETS	8,647,509	8,737,858	(90,349)	101%
631	MUNICIPAL COURT		48,248	(48,248)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	9,383,875	7,193,602	2,190,273	77%
		\$ 180,841,297	\$ 112,155,149	\$ 68,686,148	62%

**Estimated vs Actual Resources
2023-24 Budget**

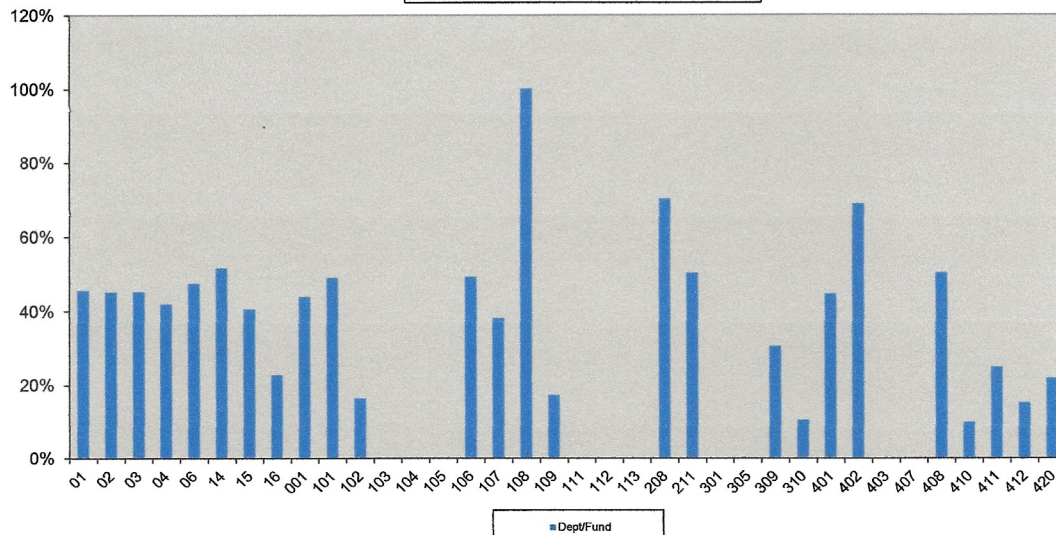




**YEAR-TO-DATE EXPENDITURE SUMMARY
AND COMPARISON TO BUDGET
AS OF DECEMBER 31, 2023**

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 9,063,288	\$ 4,132,161	\$ 4,931,127	46%
02	LEGISLATIVE	163,200	73,750	89,450	45%
03	MUNICIPAL COURT	1,300,654	588,923	711,731	45%
04	ADMINISTRATIVE/FINANCIAL	5,414,633	2,271,835	3,142,798	42%
06	POLICE	11,327,417	5,376,424	5,950,993	47%
14	COMMUNITY DEVELOPMENT	5,084,264	2,626,141	2,458,123	52%
15	PARKS AND RECREATION	3,912,335	1,586,350	2,325,985	41%
16	BUILDING	3,389,806	769,884	2,619,922	23%
001	TOTAL GENERAL FUND	39,655,597	17,425,469	22,230,128	44%
101	STREET FUND	5,506,253	2,694,138	2,812,115	49%
102	STREET CAPITAL FUND	13,400,998	2,195,438	11,205,560	16%
103	SENIOR CAPITAL FUND	-	-	-	#N/A
104	PEDESTRIAN SAFETY FUND	-	-	-	#N/A
105	DRUG INVESTIGATION FUND	-	-	-	#N/A
106	DRUG INVESTIGATION FUND	4,919	2,419	2,500	49%
107	HOTEL-MOTEL FUND	1,894,054	720,677	1,173,377	38%
108	PUBLIC ART CAPITAL PROJECTS	28	28	(0)	100%
109	PARK DEVELOPMENT FUND	11,195,032	1,931,453	9,263,579	17%
111	STRATEGIC RESERVE FUND	-	-	-	#N/A
112	EQUIPMENT RESERVE FUND	-	-	-	#N/A
113	DONATIONS/CONTRIBUTIONS	-	3,849	(3,849)	#N/A
208	LTGO BOND REDEMPTION	4,192,995	2,927,452	1,265,543	70%
211	UTGO BOND REDEMPTION	531,766	266,064	265,702	50%
301	PROPERTY ACQUISITION FUND	1,300,040	20	1,300,020	0%
305	GENERAL GOVT CAPITAL IMPR	1,200,040	20	1,200,020	0%
309	IMPACT FEE TRUST	2,025,000	616,300	1,408,700	30%
310	HOSPITAL BENEFIT ZONE	8,588,140	884,140	7,704,000	10%
401	WATER OPERATING	5,915,645	2,626,373	3,289,272	44%
402	SEWER OPERATING	8,046,465	5,509,474	2,536,991	68%
403	SHORECREST RESERVE FUND	-	1,953	(1,953)	#N/A
407	UTILITY RESERVE	-	(1)	1	#N/A
408	UTILITY BOND REDEMPTION	4,548,066	2,275,876	2,272,190	50%
410	SEWER CAPITAL CONSTRUCTION	7,392,162	724,086	6,668,076	10%
411	STORM SEWER OPERATING FUND	4,649,195	1,148,992	3,500,203	25%
412	STORM SEWER CAPITAL	5,059,800	760,049	4,299,751	15%
420	WATER CAPITAL ASSETS	8,282,490	1,791,803	6,490,687	22%
631	MUNICIPAL COURT	-	51,417	(51,417)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	4,875,000	156	4,874,844	0%
		\$ 138,263,685	\$ 44,557,645	\$ 93,706,040	32%

**Expenditures as a Percentage of
2023-24 Budget**

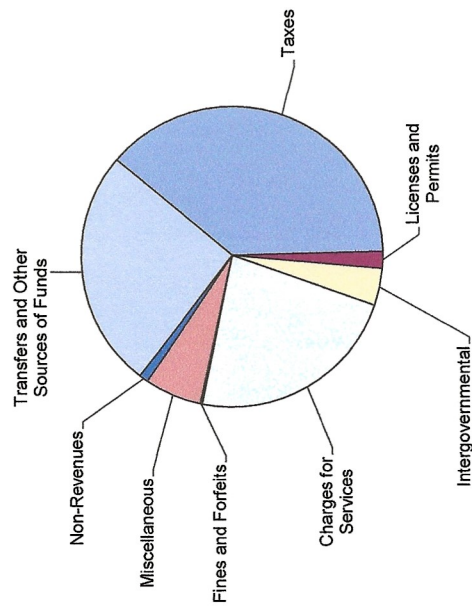




YEAR-TO-DATE REVENUE SUMMARY
BY TYPE
AS OF DECEMBER 31, 2023

TYPE OF REVENUE	AMOUNT
Taxes	20,207,855
Licenses and Permits	915,858
Intergovernmental	2,048,186
Charges for Services	12,003,995
Fines and Forfeits	108,168
Miscellaneous	3,215,832
Non-Revenues	510,135
Transfers and Other Sources of Funds	13,417,598
Total Revenues	52,427,827
Beginning Cash Balance	59,727,521
Total Resources	112,155,149

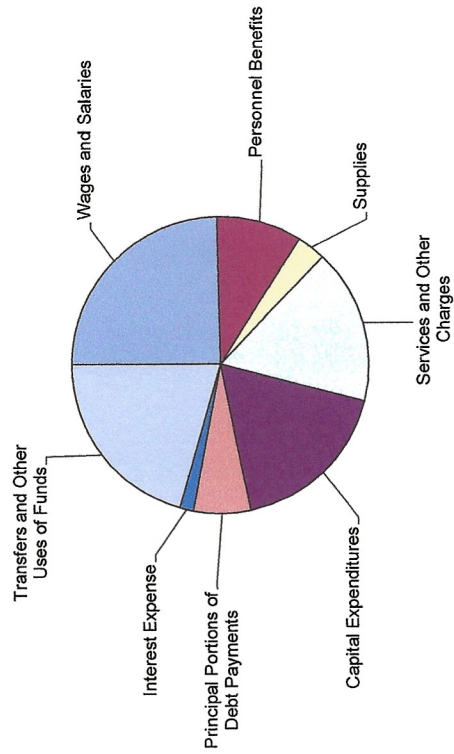
Revenues by Type - All Funds



YEAR-TO-DATE EXPENDITURE SUMMARY
BY TYPE
AS OF DECEMBER 31, 2023

TYPE OF EXPENDITURE	AMOUNT
Wages and Salaries	10,976,676
Personnel Benefits	4,151,895
Supplies	1,419,329
Services and Other Charges	7,497,409
Capital Expenditures	7,930,146
Principal Portions of Debt Payments	2,767,321
Interest Expense	649,211
Transfers and Other Uses of Funds	9,165,659
Total Expenditures	44,557,645
Ending Cash Balance	67,891,354
Total Uses	112,448,999

Expenditures by Type - All Funds



**CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2023**

		SPECIAL REVENUE FUNDS																			
		101	102	103	104	105	106	107	108	109											
		STREET	STREET CAPITAL	SENIOR CAPITAL	PEDESTRIAN SAFETY	INVESTIGTN	DRUG INVESTIGTN	HOTEL - MOTEL	PUBLIC ART PROJECTS	PARK DVLP FUND											
ASSETS																					
CASH	\$	173,350	\$	12,850	\$	6,171	\$	3,565	\$	3,848	\$	287	\$	132	\$	19,856	\$	446	\$	4,568	
INVESTMENTS		8,150,840		754,411		362,277		209,281		225,898		16,836		7,737		1,165,748		26,176		268,204	
RECEIVABLES		2,122,379		2,641		-		-		-		-		-		60,955		-		-	
FIXED ASSETS		-		-		-		-		-		-		-		-		-		-	
OTHER		-		-		-		-		-		-		-		-		-		-	
TOTAL ASSETS		10,446,568		769,903		368,448		212,845		229,745		17,122		7,868		1,246,559		26,622		272,773	
LIABILITIES																					
CURRENT		831,368		30,973		179,329		-		-		-		-		98,051		-		159,682	
LONG TERM		83,404		-		-		-		-		-		-		-		-		-	
TOTAL LIABILITIES		914,772		30,973		179,329		-		-		-		-		98,051		-		159,682	
FUND BALANCE:																					
BEGINNING OF YEAR		9,118,480		733,408		336,813		202,708		218,803		16,307		9,878		1,290,891		25,382		210,055	
Y-T-D REVENUES		17,838,785		2,699,660		2,047,744		10,137		10,942		816		409		578,294		1,268		1,834,488	
Y-T-D EXPENDITURES		(17,425,469)		(2,694,138)		(2,195,438)		-		-		-		(2,419)		(720,677)		(28)		(1,931,453)	
ENDING FUND BALANCE		9,531,796		738,930		189,119		212,845		229,745		17,122		7,868		1,148,508		26,622		113,091	
TOTAL LIAB. & FUND BAL.	\$	10,446,568	\$	769,903	\$	368,448	\$	212,845	\$	229,745	\$	17,122	\$	7,868	\$	1,246,559	\$	26,622	\$	272,773	

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2023

	111	112	113	301	305	309	310	631	650	TOTAL SPECIAL REVENUE	208 LTGO BOND REDEMPTION	211 UTGO BOND REDEMPTION	TOTAL DEBT SERVICE
ASSETS													
CASH	\$ 46,532	\$ 8,750	\$ -	\$ 50,648	\$ 40,184	\$ 54,347	\$ 138,852	-	114,266	\$ 505,301	\$ 1,393	\$ 5,416	\$ 6,809
INVESTMENTS	2,731,918	513,686	-	2,432,556	1,818,189	3,190,715	8,152,011	-	7,079,180	28,954,823	81,777	317,991	399,768
RECEIVABLES	-	-	-	51,577	51,577	-	-	-	345,058	511,809	-	4,030	4,030
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	2,778,450	522,436	-	2,534,781	1,909,950	3,245,062	8,290,863	-	7,538,504	29,971,932	83,170	327,438	410,607
LIABILITIES													
CURRENT	-	-	-	-	-	-	-	6,432	-	474,467	-	-	-
LONG TERM	-	-	-	-	-	-	-	-	-	-	1,942,995	2,419	1,945,414
TOTAL LIABILITIES	-	-	-	-	-	-	-	6,432	-	474,467	1,942,995	2,419	1,945,414
FUND BALANCE:													
BEGINNING OF YEAR	2,646,118	497,553	-	1,925,161	1,330,228	3,381,044	2,566,229	(3,264)	5,339,347	20,726,660	181,307	263,915	445,222
Y-T-D REVENUES	132,332	24,883	3,849	609,640	579,742	480,318	6,608,774	48,248	2,199,314	17,870,859	886,320	327,167	1,213,487
Y-T-D EXPENDITURES	-	-	(3,849)	(20)	(20)	(616,300)	(884,140)	(51,417)	(156)	(9,100,055)	(2,927,452)	(266,064)	(3,193,515)
ENDING FUND BALANCE	2,778,450	522,436	-	2,534,781	1,909,950	3,245,062	8,290,863	(6,432)	7,538,504	29,497,464	(1,859,825)	325,019	(1,534,807)
TOTAL LIAB. & FUND BAL.	\$ 2,778,450	\$ 522,436	\$ -	\$ 2,534,781	\$ 1,909,950	\$ 3,245,062	\$ 8,290,863	\$ (0)	\$ 7,538,504	\$ 29,971,932	\$ 83,170	\$ 327,438	\$ 410,607

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2023

	401	402	403	407	408	410	411	412	420	TOTAL PROPRIETARY	TOTAL
	WATER OPERATING	SEWER OPERATING	SHORECREST RESERVE	UTILITY RESERVE	UTILITY BOND REDEMPTION	SEWER CAP. CONST.	STORM SEWER OPERATING	STORM SEWER CAPITAL	WATER CAP. ASSETS		
ASSETS											
CASH	\$ 89,286	\$ 160,882	\$ 4,874	\$ 36,394	\$ 4,643	\$ 78,446	\$ 40,007	\$ 40,816	\$ 170,984	\$ 626,132	\$ 1,311,591
INVESTMENTS	3,889,031	6,745,306	274,436	1,463,136	272,562	4,605,564	2,348,818	2,396,289	7,079,191	29,074,333	66,879,763
RECEIVABLES	333,777	963,835	3,641	-	-	2,583,661	471,951	-	-	4,356,865	6,995,082
FIXED ASSETS	16,031,838	44,004,203	-	-	-	7,395,568	2,336,362	1,496,987	1,950,130	73,215,087	73,215,087
OTHER	-	-	-	-	363,007	-	-	-	-	363,007	363,007
TOTAL ASSETS	20,343,931	51,874,225	282,751	1,499,530	640,211	14,663,239	5,197,138	3,934,092	9,200,305	107,635,423	148,464,531
LIABILITIES											
CURRENT	23,265	58,643	-	-	1,941,628	7,274	7,494	88,374	356,261	2,482,939	3,788,774
LONG TERM	82,152	118,967	-	-	16,769,137	-	36,276	-	-	17,006,531	19,035,349
TOTAL LIABILITIES	105,417	177,610	-	-	18,710,765	7,274	43,769	88,374	356,261	19,489,470	22,824,123
FUND BALANCE:											
BEGINNING OF YEAR	19,555,732	50,236,533	247,210	1,454,424	(18,083,077)	14,932,217	4,569,908	4,434,528	10,132,588	87,480,063	117,770,425
Y-T-D REVENUES	3,309,155	6,969,558	37,495	45,105	2,288,399	447,835	1,732,453	171,240	503,258	15,504,497	52,427,627
Y-T-D EXPENDITURES	(2,626,373)	(5,509,474)	(1,953)	1	(2,275,876)	(724,086)	(1,148,992)	(760,049)	(1,791,803)	(14,838,606)	(44,557,645)
ENDING FUND BALANCE	20,238,514	51,696,616	282,751	1,499,530	(18,070,554)	14,655,965	5,153,388.56	3,845,718	8,844,044	88,145,953	125,640,407
TOTAL LIAB. & FUND BAL.	\$ 20,343,931	\$ 51,874,225	\$ 282,751	\$ 1,499,530	\$ 640,211	\$ 14,663,239	\$ 5,197,138	\$ 3,934,092	\$ 9,200,305	\$ 107,635,423	\$ 148,464,531

GENERAL FUND – NON-DEPARTMENTAL
Admin – City Clerk

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue to facilitate the appropriate and timely response to the increasing volume of public records requests in order to be more open, accountable, and responsive to citizens. Implement the public records policy	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes:
Continue to implement open data access on the City's website. Open data can facilitate government transparency, accountability, and public participation	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes:
Work for continued compliance with document and electronic records retention and ways to facilitate record retrieval through the Records Management Committee	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes:

GENERAL FUND – NON-DEPARTMENTAL

Objective	Status of Objective (as described in the 2023-24 Budget)
Financial. The annual audit performed by the state auditor's office: \$50,000. Insurance for General Governmental activities: \$389,280.	Objective on track to be met in 2024: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/23: 50% Notes: Insurance paid \$397,497
Operating transfers out. General fund transfers to other funds for 2023 are as follows: Fund Amount Street Operating \$2,200,000 Street Capital 1,350,000 Park Development 1,225,000 LTGO Debt 700,000	Objective on track to be met in 2024: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 24% Notes: Funds transferred as needed. Through September the following funds have been transferred: Street Operating \$1,000,000 Street Capital 14,000 Park Development 39,000 LTGO Debt 269,024

GENERAL FUND – NON-DEPARTMENTAL
Admin – HR

Goal	Status of Goal (as described in the 2023-24 Budget)
Conduct an employee satisfaction survey - \$5,000 annually	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 45% Notes: Preparing to distribute final report(s) for 2023.
Staff experience – special events, engagement opportunities	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: Wellness and staff engagement activities are continuing to achieve exceptional participation.
Salary and benefit study to assesses and determine any needed adjustments - \$100,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: Selected a consultant and finalized the contract. Work project is beginning in January.
Safety and risk – develop City-wide safety and risk plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes: Hiring the Risk & Safety Program Manager is on pause for the time being as we continue to assess YTD revenue shortfall with the budget.
Rewards and recognition – staff anniversaries, birthdays, project accomplishments, certifications/licenses, etc.	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: Continuing to build out and implement meaningful reward and recognition activities for staff.
Staff training and development – performance evaluations, supervisory training, leadership academy	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No

	Percent complete as of 12/31/23: 65% Notes: Establishing more consistency with completion of performance evaluations. Some members of the executive team are beginning to participate in a leadership academy facilitated by the International City/County Management Association (ICMA).
Productivity and efficiency – staff onboarding, automated timekeeping and leave management \$30,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: Continuing to make improvements to onboarding experience and leave management. Preparing to rollout Employee Self Service in 1Q 2024 (providing access to electronic paystubs, automating direct deposit changes, emergency contact updates, etc.). Will be implementing new onboarding solution in 2Q of 2024.

GENERAL FUND – NON-DEPARTMENTAL
Admin – ITS

Goal	Status of Goal (as described in the 2023-24 Budget)
FUND MANAGEMENT - Establish ITS internal service fund	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 12/31/23: 0% Notes: This is projected may not be completed this budget cycle due to staffing limitations in finance.
DATA MANAGEMENT - Migration of data from box.com to Microsoft 365 to align the city's data with the productivity products used by city staff	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 26% Notes:
CYBER SECURITY - Cyber Security Penetration Testing and Remediation - Implement Multi-factor Authentication (MFA) in Microsoft 365	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: Multi-factor Authentication (MFA) in Microsoft 365 has been completed. The Cyber Security Penetration Testing and Remediation will be scheduled soon.
BUILDING FACILITIES - Provision network and communications for the new public works operations center - Upgrade fiber optic cables that feed the police and public works engineering / community development buildings at the civic center campus - Collaborate with Public works to implement new door control security access system citywide	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: Progress is still being made on implementing the new door control security access system citywide and provisioning network and communications for the new public works operations center.

GENERAL FUND – NON-DEPARTMENTAL
Admin - Mayor/City Administrator

Goal	Status of Goal (as described in the 2023-24 Budget)
Maintain state lobbying contract - \$40,000 annually	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes:
Maintain federal lobbying contract - \$60,000 annually	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 12/31/23: 0% Notes: Contract not renewed for 2023
Provide funding for the Gig Harbor Downtown Waterfront Alliance and its continued activities to promote downtown businesses – funded through Lodging Tax	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes:
Promote and attract new businesses to downtown Gig Harbor through a variety of methods	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Organizational assessment for potential Parks Department - \$20,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Establish a new Sister City in Croatia	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes:
Contract with on-call grant writer in support of city priorities - \$20,000 annually	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:

GENERAL FUND – NON-DEPARTMENTAL
Admin – Tourism & Communications

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue measurement of success through increased growth of lodging tax year over year	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes:
Self-publish the 2023 and 2024 Visitors Guide, with a goal of increasing advertising year over year to cover costs, return to distribution on WS Ferries and at Seatac International Airport, create a database of reciprocal agreements with other cities with the same visitor profile (Port Townsend; Bend, OR; Mercer Island, etc.), mail to a growing list of Gig Harbor addresses (city limits, adding in additional lists from 332 and 335) and, in the years to come, create a profit that underwrites further expenses from Summer Sounds and/or holiday events and offerings	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
Build holiday draw within city limits for the region, define Gig Harbor as a perfect seaside village for the holiday with events and programming throughout the month of December	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
Create interactive art campaign in partnership with local muralists in order to increase photo opportunities for visitors and residents to post, creating a soft influencer approach on reasons to visit Gig Harbor	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 12.5% Notes: This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
With the assistance of a City committee, engage a branding firm to renew the image of City signage and external materials, creating a brand guideline, updated logo, colors and fonts to maintain consistency throughout all City of Gig Harbor / Visit Gig Harbor publications and signage	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 12/31/23: 0% Notes: Objective de-prioritized by Council at 3/30/23 study session
Fund a variety of events in interest areas and portions of the year as defined by the 2023 (and 2024) LTAC recommendations after review of event and operations applications	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50%

	Notes:
Create a City-wide Communications Strategy and Plan - \$50,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes: Removed from work plan
Fourth of July event - \$100,000 annually	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes: Removed from work plan

CAPITAL PROJECTS - CITY BUILDINGS

Goal	Status of Goal (as described in the 2023-24 Budget)
Civic Center HVAC Upgrade. The City is in the process of completing a feasibility study to identify HVAC replacement alternatives that reduce the City's carbon emissions, reduce energy costs, and reduce future maintenance costs. Based on the outcome of the feasibility study the City will engage in a construction contract to implement the recommended improvements. \$2,200,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/23: 20% Notes: Council approved additional funding with award of the final design and construction contract.
Civic Center Security Upgrades at Reception Desks. The City has three reception desks that have no separation from the public. This proposed work would provide improved security features including placing a security between staff and the public. \$60,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Bogue Visitor's Center Building Rehabilitation. The original scope of work for this project required a small Public Works contract to re-roof the City's Bogue Visitor's Center building. However, per Building Code requirements, the insulation in the building must also be replaced. Additionally, the HVAC system was identified as being beyond its useful life. This project proposes to replace both the indoor and outdoor HVAC units. This objective was initiated in 2022 with the completion of contract documents and award of a Public Works construction contract. This objective will complete the construction of the project awarded in 2022. \$100,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/23: 100% Notes: Project complete but council approved additional construction funding beyond the original budgeted amount.
Replacement Purchase – Building Access and Control System. The current building access control equipment at the Civic Center was installed over 19 years ago when the building was constructed. The current equipment and software are no longer supported as the vendor is no longer in business. New equipment will include two new control panels, multiple card readers and two keypad readers. A cloud-based software system upgrade may be included which	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes: Project Complete

allows for remote management of equipment. \$120,000	
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CAPITAL PROJECTS - PARKS DEVELOPMENT

Gig Harbor Sports Complex Phase 1B Design, Permitting, and Construction. The City has been proceeding with developing a Sports Complex in Gig Harbor North since the City acquired park land in this area in 2011 in accordance with the 6-year CIP. The City then developed a series of master plans for the Sports Complex and the scope of the complex increased until 2018 when the project developed into the phased development of what we have today. The current project phase consists of two sub-phases that are interrelated but not equivalent. The YMCA will proceed with the Phase 1A project, which consists of two artificial turf fields with associated lighting and parking and is funded in part with the City's previously awarded legislative grant and a Recreation and Conservation Office (RCO) grant. Phase 1B is the City's portion of the complex and includes pickleball, bocce ball, multiple playgrounds, multiple pavilions, and a natural turf open space. Phase 1B requested funding from two RCO grants in 2020 and will proceed to YMCAs Phase 1A. The design and permitting effort for the project was initiated in 2022 with construction beginning either at the end of 2022 or early in 2023. \$5,250,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 30% Notes: Land use approval received. Construction contract award expected in March 2024.
Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various location alternatives and building alternatives. The City completed the site development in 2019, completed the building design in 2021, and awarded a public works construction contract in 2022. Construction of the building will begin in 2023 and the City will furnish the new building in 2023. \$4,200,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/23: 90% Notes: Council approved funding with construction contract award. Certificate of occupancy expected in March 2024

Gig Harbor North Trails. The City's 2022 PROS Plan identifies the siting and construction of various trails in Gig Harbor North. The City currently has three areas of vacant undeveloped lots that mostly consist of native vegetation. These areas include the Harbor Hill Open Space and the "Old Burnham Properties" (north of the intersection of Burnham Drive and Wood Hill Drive). This objective would provide for the design and permitting associated with the development and enhancement of native trails on these existing City Park properties and in coordination with private owners. \$150,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Cushman Trail Connection to Harborview Drive. In 2009 the City, in conjunction with Pierce County Parks, constructed Phase 2 of the Cushman Trail from Grandview Street to 96th Street. Since construction of Cushman Trail Phase 2 the City, along with the morning Rotary, the Downtown Waterfront Alliance, and multiple individuals, have considered and requested a connection trail between the Donkey Creek Park area and Cushman Trail. Due to topographic and critical area constraints, the City and its partners have considered multiple locations and trail cross sections. Now that the City has acquired conservation properties between Harborview Drive and Cushman Trail just north of the City's Wastewater Treatment Plant, there is opportunity for a new and improved location for this proposed connection trail. This objective will design and permit the Cushman Trail connection. \$200,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Crescent Creek Park – Master Plan and Phase 1A Conceptual Design and Construction. The City's Crescent Creek Park (previously known as "City Park") has developed, redeveloped, and expanded in a sporadic fashion. Staff, with the support of a consultant, will conclude the public visioning that began in 2022 then establish, with Council support, a master plan for Crescent Creek Park. The momentum of the planning effort will go into the immediate	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 10% Notes:

implementation of Phase 1A improvements. \$225,000	
Shaw Park Analysis and Remediation. Shaw Park is located on Borgen Boulevard between the Heron's Key development and the planned commercial village on Harbor Hill Drive and was partially constructed by a private developer under a development agreement that lacked park specifications. The resulting first phase of the Park is flat terrain that was stripped of topsoil as part of the adjacent site development projects. The combination of poor soils and the lack of a working drainage system has made it impossible to maintain vegetation or natural turf at the Park. At this time, the only existing amenity is a cement plaza close to Borgen Boulevard with benches and donated outdoor musical equipment from the Gig Harbor Rotary Club. This proposed objective would perform a site analysis, provide specifications to improve soils and drainage, and complete the construction of the proposed improvements. \$95,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Skansie Netshed Improvements. The City of Gig Harbor purchased the Skansie Property in 2002 with the intent of expanding public access to the City's waterfront. The City eventually separately leased both the existing Skansie Residence and the wooden Skansie Netshed to two separate non-profit organizations to provide opportunities to the public for educational programming. The City has leased the Skansie Netshed to multiple non-profit organizations with the current lease expiring in December 2035. The City repainted and reroofed the Netshed in 2004 and then later rehabilitated the foundation and flooring on which the Netshed sits. The Netshed is again in need of repainting and reroofing. Additionally, based on two separate reports, the Netshed requires structural improvements. The City will complete the design and permitting of these improvements in 2023, then award a construction contract in 2023. This objective proposes to complete the structural repairs, siding repairs, repaint the exterior of the	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 25% Notes:

building, and re-roof the building. The City will also review the option to have the exterior painting completed by volunteers from the Skansie Netshed Foundation or other means to reduce the total project costs while meeting all necessary requirements. \$330,000	
Cushman Trail Phase 5A Scoping and Value Engineering Study. The City completed the Cushman Trail Phase 5 Planning Study in May 2020. This Study concluded the project should be divided into reasonably sized sub-sections due to the otherwise significant cost to design and construct the entire Phase 5 route identified in the Planning Study. This proposed objective would prepare for project implementation by completing the scoping for the Phase 5A limits then performing a value engineering study for the Cushman Trail crossing at Borgen Boulevard, including a cost estimate. \$85,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes: Project is not expected to move forward in 2024.
Gig Harbor Sports Complex Phase 2 and 3 - Feasibility Study. In 2018 the City completed the master planning process for the Gig Harbor Sports Complex. The master plan identified three separate phases for implementing the development of the Sport Complex. Phase 1 consists of two lit, synthetic turf fields, an adjacent recreational area, and associated parking. Phase 1 is under design based on a collaborative effort between the City and the YMCA. Per the master plan, Phase 2 primarily consists of rehabilitating the City's existing Peninsula Light Fields by converting them from natural turf to synthetic turf and identifying any additional site improvements. The master plan also established two new synthetic turf fields with lights for the Phase 3 site. This proposed objective would develop a detailed scope of work then complete a feasibility study for the Phase 2 and 3 work, including a cost estimate. \$120,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/23: 50% Notes: Council approved additional funding beyond the original budgeted amount.
Commercial Fishing Homeport Design, Permitting, and Construction. In 2012 the City purchased three waterfront parcels along Harborview Drive that eventually became	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No

Ancich Waterfront Park. Due to its waterfront location, the City's vision for the site quickly focused on waterfront uses, including access for commercial fishing vessels, human powered craft, and general public access. The park vision was adopted through Resolution 949 in 2013, and soon after the City applied for grants and looked for other funding sources. Due to funding constraints, the City decided to develop the site in at least three phases, including upland development, commercial fishing operation development, and human powered craft development, all in accordance with the 6-year CIP. The upland development was completed in 2018. This proposed objective will complete the design and permit effort then initiate a construction contract for the new float system for the commercial fishing homeport at Ancich Park. \$3,200,000	Percent complete as of 12/31/23: 30% Notes: Federal permitting delays will likely move the project construction schedule into 2025.
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CAPITAL PROJECTS - STREET DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various location alternatives and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building. \$4,200,000	See Parks Development
Burnham Drive Half-Width Roadway Improvements Phase 1A – Design, Permitting and Construction. Complete the design and permitting then construct approximately 1,400 LF of roadway corridor improvements along the east side of Burnham Drive (between 96th Street and the northerly Eagles driveway) where gaps exist. Improvements will be consistent with Alternative 3 as described to City Council in November 2020. This work will also incorporate a storm culvert replacement	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 40% Notes:

(identified separately in Storm Capital, No. 412). Due to the proximity of these two utility projects, the City will see cost savings by bidding and constructing these projects together. \$4,950,000	
Harbor History Museum Driveway Entrance Revision. In 2012 the City installed a new sidewalk at the entrance to the Harbor History Museum driveway as part of the City's Donkey Creek Daylighting project. The back of the new driveway, despite meeting standards at the time, has a vertical curve that causes some vehicles to scrape along the asphalt driveway. This proposed objective will revise the sidewalk and driveway grade at the entrance to the Harbor History Museum to reduce the large change in grade that exists. This objective has been in the City's budget since 2017 but due to other priorities it has not been completed. This objective is proposed to be designed by Engineering Division staff and put out to bid for construction. \$75,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 25% Notes:
Harbor Hill Drive Landscape Mitigation. As part of the Harbor Hill Drive extension project constructed in 2017 the City removed some native vegetation within the portions of Northarbor Business Park. This objective will complete the installation of landscape mitigation associated with the removal of the native vegetation. \$100,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Mid-Block Rapid-Flash Beacon Crosswalk System. The City routinely identifies locations to improve pedestrian safety through the installation of mid-block rapid-flash beacon systems. This objective will provide for the in-house design, purchase, and construction of mid-block pedestrian crosswalks and the associated rapid-flash beacon system at 50th St Ct. adjacent to Veterans Memorial Park and along Soundview Drive in the vicinity of Hunt Street. \$50,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: Only the crosswalk and RRFB at 50th Street Court is complete. The Soundview Dr location has been deferred until after the completion of the Soundview Dr watermain project.
Wollochet Dr./SR-16 Westbound On-ramp Right Turn Lane – Conceptual Design. Complete a conceptual design and estimates to install a right turn lane along eastbound Wollochet Drive to the SR-16 westbound on-	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 10%

ramp. Submit to WSDOT for an intersection justification report (IJR). This project is part of the larger Wollochet Dr. improvement project. \$150,000	Notes:
Wollochet Dr/SR-16 Eastbound Off-ramp Right Turn Lane. Design, submit to WSDOT for an intersection justification report (IJR), and construct a right turn lane on the SR-16 eastbound off-ramp approaching the signal. Coordination with WSDOT will be required. \$500,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 10% Notes:
Prentice Ave/Fennimore St Half-Width Roadway Improvements – Design and Construction. Complete the design and construction of half-width frontage improvements between Harbor Ridge Middle School and Peacock Hill Avenue. Improvements will include new sidewalks, pedestrian ramps, roadway realignment, lighting, storm drainage, retaining walls, and RRFB crossings. PW/Engineering staff applied for a grant as described in the expense summary, however, if the grant is unsuccessful, local funds are proposed to be used. \$2,605,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 30% Notes:.
Olympic Drive Streetlights. Purchase and install with Operations staff five new 30-foot tall streetlights along the north side of Olympic Drive between Point Fosdick Drive and 50 th St. This will fill in the gap of streetlights along this section of roadway. \$60,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Peacock Hill Ave Streetlights. Purchase and install with Operations staff nine new 20-foot tall streetlights along the east side of Peacock Hill Ave from Vernhardson St. to Ringold St. This will fill in the gap of streetlights along this section of roadway. \$118,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Electric Vehicle Charging Station. Purchase and install one new electric vehicle charging station. Location is to be determined. \$20,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 20% Notes:
38th Avenue Phase 2 Half-Width Roadway Improvements. Design and construct half-width roadway improvements in accordance	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget:

with the Public Works Standards with the intent of using low-impact design for stormwater management. PW/Engineering staff applied for a grant described in the expense summary. However, if the grant is unsuccessful, local funds are proposed to be used. \$3,900,000	☐ Yes ☒ No Percent complete as of 12/31/23: 30% Notes: Project is over budget due to the intersection of 38th/56th requiring improvements. Project is anticipated to go to construction spring of 2025.
Wollochet Dr/Wagner Wy Intersection Improvements. Update a previously designed project to perform improvements at the intersection of Wagner Way and Wollochet Drive then construct the designed improvements. This project is necessary due to traffic impacts from surrounding private developments that have recently been constructed and those that are pending. \$1,300,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 40% Notes:.
Olympic Dr./Pt. Fosdick Dr. Right Turn Lane Extension. Design and construct extension to the right turn lane approaching Pt. Fosdick Dr traveling eastbound on Olympic Dr. This project will increase the vehicle storage length along Olympic Dr. \$150,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 5% Notes:
Burnham Dr/SR-16 RAB Metering Traffic Analysis and Conceptual Design. Review latest traffic data then create a conceptual design with cost estimate. \$75,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 5% Notes: Traffic data collection and analysis showed there is not a current need for the design/ construction phase of this project.

CAPITAL PROJECTS - WASTEWATER DIVISION

Inflow and Infiltration Repairs of Manholes and Pipelines. As our underground collection system ages, the potential for leaks and failures increase. These failures use up capacity at the WWTP and add unnecessary costs to treat clean water. These funds will be used to repair/replace known deficiencies in the collection system. \$175,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Lift Station 2A (Bogue Viewing Platform) Generator Replacement. Replace the	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget:

existing generator with a new generator and associated transfer switch. \$90,000	☒ Yes ☐ No Percent complete as of 12/31/23: 10% Notes:
Lift Station 14 (Wagner Way) Improvements. Lift Station 14 was scheduled to be recoated in 2019. Recent failures of the piping in the Station will result in complete piping replacement. If the pipe replacement occurs prior to the recoating, then the coatings would be damaged. The decision was made to postpone the coating until the pipe rehab had taken place. This would make the pipe rehab and the recoating a single project. Both projects would require bypasses and would be significantly more expensive if completed as separate projects. The repairs would also include a new level control to replace the current probe that is continually fouled by grease and flushables, which requires regular hands-on maintenance. \$300,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Lift Station 1 (Crescent Creek Park) Rehabilitation. This lift station mostly consists of original equipment since its construction in 1974. This objective will replace existing pumps, electrical and mechanical equipment. \$265,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 5% Notes:
Stinson Slip Lining Sewer Main. This work will coincide with a proposed 2023-24 Public Works contract for storm pipe slip lining repair that staff intends to design in-house and bid using the small Public Works roster. The sewer main slip lining work will reduce Inflow & Infiltration (I&I) by repairing a section of sewer main along Stinson Avenue between Grandview Street and Rosedale Street. A longitudinal crack in the sewer main was discovered during pipeline investigation and needs to be repaired. \$40,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Wastewater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control. The current centrifuge operation at the City's Wastewater Treatment Plant (WWTP) contributes a high proportion of ammonia concentration to the WWTP by way of its discharge. This high concentration severely limits the throughput of the centrifuge without causing detrimental impacts to the treatment	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:

plant. The proposed improvements will increase centrifuge capacity and plant efficiency. A side benefit will likely be a reduction in power costs for reduced blower and centrifuge runtime. \$200,000	
Influent Screen Replacements in the Headworks Building. The replacement of two influent screens at the Wastewater Treatment Plant is necessary at this time. The current screens are failing and are not reliable. \$315,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Lift Station 5 (Harborview Dr. Ferry Landing Area) Basin Improvements. The City's existing Lift Station 5 is located along the shoreline of Gig Harbor bay adjacent to residential houses in the 2800 block of Harborview Drive. During extreme high tides a portion of Lift Station 5 is submerged. This improvement project will decommission the existing lift station then renovate the sewer basin by installing grinder pumps to serve some of the residences that currently flow by gravity to Lift Station 5. The project would also include constructing approximately 500 feet of a new gravity sewer main that will collect and convey sewage from outlying parcels served by Lift Station 5 to the City's Wastewater Treatment Plant. \$3,400,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 5% Notes:
Reuse and Reclamation Study – Phase 2. Continue the development of a feasibility report to refine previous reuse and reclaimed water studies to explore specific recharge sites and reuse locations, sources of recharge water, as well as other potential benefits that may result from generating reclaimed water. \$116,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Wastewater Treatment Plant VFD Replacement. The Wastewater Treatment Plant currently has 5 Variable Frequency Drives (VFD) units that require replacement as recommended by the manufacturer. One of the VFDs is limited because of an internal failure. The other 4 VFDs will offer more flexibility and safer operation with the new air header that will be installed for the Puget Sound Nutrient General Permit. Installation to be completed by Wastewater staff. \$54,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:

38th Ave Dry Sewer Design and Construction. As part of the City's 38th Ave Phase 2 project the City is proceeding with designing and permitting a dry gravity sewer main along 38th Avenue from 56th Street to 60th Street. \$527,500	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 10% Notes:
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CAPITAL PROJECTS - WATER DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building. \$4,200,000	See Parks Development
Shurgard Water Tank Recoating. This project will repaint the exterior and interior of the City's Shurgard water tank. Engineering staff will assemble the contract documents and manage the construction. \$550,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Emergency Water Intertie – Canterwood Blvd. Complete the design then construct the water main (approximately 1,600 LF) along Canterwood Blvd between St. Anthony's hospital and Baker Way and associated emergency water intertie with an adjacent water purveyor to provide a redundant water source in the event of an emergency. \$482,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 25% Notes:
Gig Harbor North Sports Complex Water Main. This project will provide a redundant water main and will be designed by Engineering Division Staff and installed by Operations Division Staff. \$84,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 20% Notes:
Well #9 (11944 Olympus Way) Development and Water Rights Processing. In accordance with the City's 2018 Water System Plan, the City is	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No

proposing to develop Well #9 in the Gig Harbor North area adjacent to the City's Gig Harbor North water tank as a redundant groundwater supply system. Once Well #9 is on-line it will mitigate the need for additional standby (emergency) storage in storage tanks. This improvement is consistent with the City's operational goals of investing in its supply sources to make for a more redundant and reliable system. The City will also begin working with the Washington State Department of Ecology to obtain water rights for Well #9. \$2,100,000	Percent complete as of 12/31/23: 5% Notes:
Soundview Drive Asbestos-Cement Watermain Replacement. This project would resolve a series of operational issues for the water system in Soundview Drive while also removing all the aging and soft asbestos cement watermains within Soundview Drive. This project would also suspend any work on the pedestrian crossing at Hunt Street until such time the watermain replacement work is completed. \$2,950,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 30% Notes:
Public Works Operations Decant Facility. Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard's decant facility for Gig Harbor's vector waste. While this agreement provides a less expensive alternative than other regional disposal facilities, trucking waste to Port Orchard is expensive and time-consuming. The City of Gig Harbor has space and infrastructure on its new Public Works Operation Center site to install a decant facility. This objective will complete the design and permitting of a new decant facility for construction in 2023 at the existing Public Works Operations Center site. The City will review funding sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. \$370,000	See Stormwater Capital

CAPITAL PROJECTS - STORM WATER DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and	See Parks Development
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permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives, and building alternatives. The City completed the site development in 2019, completed the building design in 2021, and awarded a construction contract in 2022. Construction of the building will continue into 2023 then the City will furnish the new building in 2023. \$4,200,000	
Storm Pipe Slip Lining. Perform the slip lining of two storm pipes in the City right of way due to failed pipe connections. These two storm pipes are located at the east end of Mountain View Place and in Vernhardson Street in the vicinity of Crescent Creek. In-house design and small Public Works contract for construction. \$170,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
North Creek Culvert Replacement – Design and Permitting. Based on the outcome of the 2022 North Creek Culvert Feasibility Study, this objective will complete the design and permitting of the North Creek Culvert replacement project. \$1,300,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 30% Notes:
Burnham Dr. Culvert Replacement at 96th Street. This project was bid and awarded in 2022 with construction anticipated to begin in 2023. This work will complete the construction of a replacement storm cross culvert in Burnham Drive south of 96th Street. This work requires a new fish-passable culvert and is planned to be performed as part of the Burnham Dr. Half-Width Roadway Improvements Phase 1A project included in the Streets Capital fund (No. 102). \$2,500,000	See Burnham Drive Phase 1A project in Street Capital.
Outfalls to Marine Waters – Upgrades. Per the City's NPDES Stormwater Permit, the City has completed an inventory of all City stormwater outfalls. In 2023, City staff, with the possible support of a consultant, will verify operational responsibilities and generate a prioritized list of capital improvement programs to correct or replace the deficient outfalls and a maintenance plan for all stormwater outfalls. This objective may also include funding for maintenance of at least one outfall, depending on staff capacity.	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:

Consultant support with survey and environmental reports with in-house staff or small Public Work contract. The City will review funding sources, including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. \$150,000	
Public Works Operations Decant Facility. Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard's decant facility for Gig Harbor's vector waste. While this agreement provides a less expensive alternative than other regional disposal facilities, trucking waste to Port Orchard is expensive and time-consuming. The City of Gig Harbor has space and infrastructure on its new Public Works Operation Center site to install a decant facility. This objective will complete the design and permitting of a new decant facility for construction in 2023 at the existing Public Works Operations Center site. The City will review funding sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. \$370,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:

GENERAL FUND – COMMUNITY DEVELOPMENT

Goal	Status of Goal (as described in the 2023-24 Budget)
Establish process and procedure for code compliance program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 85% Notes: Draft process and procedure is under review and will be presented to council in the coming weeks. We hope to have this task completed by the end of 2023.
Update GHMC to support new code compliance program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 85% Notes: Draft code is under review and will be presented to council in the first quarter of 2024. We hope to have this task completed 2024.
Fully develop the SmartGov Portal and Dashboard for permit management and data reporting	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 40% Notes: This is an ongoing task. The technicians from each department/division have been meeting regularly to accomplish this goal.
Increase staff access to training and education	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: Staff has been attended several conferences and training webinars this year. We will continue to identify future opportunities going into the next quarter and 2024.
Begin electrifying the Department's fleet	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Establish a Planning Intern Program	Goal on track to be met by end of 2024:

	☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 12/31/23: 0% Notes: Delayed due to increased budget needs for Comprehensive Plan Periodic Review
Continue 2024 Comprehensive Plan Periodic Update – includes Design Manual review and update, critical areas review and update	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: Update is due to be completed in December of 2024.
Adopt a Climate Action Plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Conduct a Housing Needs Assessment & Middle Housing Analysis	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Form a Historic Preservation Commission/Board	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Complete Urban Forestry Management Plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Records management planning	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: Staff continues to apply for state grants to support this effort. We will again apply in 2024. In the meantime, staff continue to scan and archive records. We also continue to work on standards for file

	naming and structure to help ease archival records searches.
Update the GHMC Zoning and Environment titles as necessary	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 20% Notes: This task is part of the GMA Comprehensive Plan Periodic Update process. Draft code changes will be developed concurrently over the course of the next year.

GENERAL FUND – JUDICIAL-MUNICIPAL COURT

Goal	Status of Goal (as described in the 2023-24 Budget)
Implement hybrid court system that allows for both virtual and in-person court proceedings.	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Fully implement Enterprise Justice case management and electronic filing system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 25% Notes: postponed until 2025
Update and improve website for better organization and user-friendly content consistent with Enterprise Justice electronic filing system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes: postponed until 2025
Purchase office equipment needed for implementation of electronic case management system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes: postponed until 2025

GENERAL FUND – PARKS OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Install native trees and shrubs at various parks, streetscapes, and other City grounds	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 25% Notes:
Per PROS Plan, identify priorities and processes to guide the City's land conservation interests	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 45% Notes:
Establish park standards that address park safety, desired outcomes, and instruct maintenance expectations	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 5% Notes:
Develop open space management plan(s): identify public lands and conserve critical lands for coordinated management approaches	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Design, locate, and install sign and trail signage for all parks and trails, including specifically speed signs along the Cushman Trail and coordinate with Peninsula Metropolitan Park District	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Evaluate and improve ADA access in a transition plan for parks with goals and evaluation criteria	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Develop a formal recycling program in City parks through participation, education, and support from local businesses and interest groups	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0%

	Notes:
Obtain park reservation software to allow for online reservations and payments	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Update the Eddon Boat Park aquatic lease	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Furnish the Eddon Boat Park Brickyard House	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Develop and award a small public works contract to resurface and re-stripe the tennis/pickleball court (including replacing the court net) at Crescent Creek Park and the basketball court at Veterans' Park	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Install new security and camera system at existing Operations Shop facility	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 30% Notes:
Replace spinner toy at Civic Center Park	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 10% Notes:

SPECIAL REVENUE FUND – PEDESTRIAN SAFETY FUND

Goal	Status of Goal (as described in the 2023-24 Budget)
Design and permit half-street improvements along the west side of Peacock Hill Ave from just north of Ringold St to just north of 107 th St Ct	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Install various crosswalks with Rectangular Rapid Flash Beacons(RRFBs) as necessary and/or install sidewalks at the direction of the Mayor or Council that are identified in the City's current Transportation Improvement Program, Transportation Element, or Active Transportation Plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: 50th St crosswalk installed. Soundview Dr crosswalk at Hunt is pending.

GENERAL FUND – POLICE

Goal	Status of Goal (as described in the 2023-24 Budget)
Increase staffing levels to meet increasing demand	Goal on track to be met by end of 2024: ☒ Yes XX ☐ No Goal will be met under budget: ☒ Yes XX ☐ No Percent complete as of 12/31/23: 0% Notes: One officer starting 1/24. Three others in background phase.
Increase training for officers	Goal on track to be met by end of 2024: ☒ Yes ☐ XX No Goal will be met under budget: ☒ Yes ☐ XX No Percent complete as of 12/31/23: N/A Notes: Ongoing. Training plan developed and implemented.
Attain Washington State Accreditation	Goal on track to be met by end of 2024: ☐ Yes ☒ XX No Goal will be met under budget: ☐ Yes ☐ XX No Percent complete as of 12/31/23: 0% Notes: Projected completion before 9/2024
Replace two additional patrol vehicles – consider eco-friendly options	Goal on track to be met by end of 2024: ☐ Yes ☐ XX No Goal will be met under budget: ☒ Yes ☐ No XX Percent complete as of 12/31/23: Notes: Four new vehicles received/awaiting outfitting. Some are holdovers from 2021/22. May exceed budget after outfitting.

SPECIAL REVENUE FUND – PUBLIC ART CAPITAL PROJECTS

Goal	Status of Goal (as described in the 2023-24 Budget)
Harborview/Stinson Roundabout Sidewalk art. \$25,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 20% Notes:

GENERAL FUND – PUBLIC WORKS

Goal	Status of Goal (as described in the 2023-24 Budget)
Complete the construction of the City's new Public Works Operations Center	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 90% Notes: Council approved funding with construction contract award. Certificate of occupancy expected in March 2024
Develop and implement a web-based GIS viewer that will be available to the public	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Develop and implement mobile GIS applications to be available to City staff and to the public	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Complete high-accuracy City asset updating	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Update the city's 2018 Public Works Standards	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 10% Notes:
Install new dust collection system at Public Works wood shop to improve safety and working conditions	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Replace Light Duty Truck (hybrid or all electric)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget:

	☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
New Maintenance Van (all electric)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 25% Notes:
Replace Aerial Lift Truck (standard fuel)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Replace Side Mower with Tractor	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Replace 5-Yard Dump Truck	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 20% Notes:
Replace Lawn Mower	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
New Multi-terrain Mower	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:

ENTERPRISE FUND – SHORECREST SEWER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue to complete the maintenance tasks on time to comply with the Department of Health and receive the annual LOSS operating permit	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes:

ENTERPRISE FUND – STORMWATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Complete the updating of a new Stormwater Management and Site Development Manual and begin implementation	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Update the storm section of the Public Works Standards as necessary to reflect the design manual and current policies and procedures as needed	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Provide inspection and reporting support for the City's newly implemented Stormwater Source Control Program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes:
Complete the stormwater utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 65% Notes:

SPECIAL REVENUE FUND – STREET OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Utilize the services of an on-call professional traffic engineer to address various issues that are in need of a solution when City staff are not available or do not have the resources where the City is reimbursed for any such expenditures	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 35% Notes:
Staff will be supported by a consultant to complete a comprehensive update to the City's 2018 Public Works Standards (including adding traffic calming measures, sidewalk design, utility updates, etc.) and provide a process to receive input from the public (including an Ad-Hoc Pedestrian/Cyclist Advisory Committee to consult on pedestrian/cyclist-related standards).	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 10% Notes:
Review existing on-street parking standards, develop new parking standards, and codes, consider new locations for ADA parallel parking stalls in the right-of-way, create an implementation plan, and receive input from other City Departments and external stakeholders	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Replace sections of sidewalk around the City to maintain safety and accessibility in accordance with the annual sidewalk replacement program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 10% Notes:
Staff to install upgrades to pedestrian crossings of the Cushman Trail at City streets	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 30% Notes:
Develop and institute roadway shoulder maintenance program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget:

	☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Replant appropriate street trees along the frontage of Swift Water Elementary School	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Staff to institute a comprehensive program to replace older traffic signal lights at intersections around the City with LED devices	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 25% Notes:
Install new security and camera system at existing Operations Shop facility	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Staff and WSDOT to institute a comprehensive program to purchase and install a battery backup system for Point Fosdick Drive/Olympic Drive traffic signal	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 25% Notes:
Complete North Harborview Drive sidewalk ADA improvements (Finholm District)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:

ENTERPRISE FUND – WASTEWATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
The City will need to be prepared to implement any potential process improvements and/or capital projects identified by the 2022 Nutrient Removal General Permit study. The specific process improvements and/or capital projects were not identified at the time this budget was developed	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 80% Notes:
Inspect at least 80,000 feet of sewer lines per year and clean where needed	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes: Approximately 45,000 feet of gravity main line was inspected in 2023
Install flow meters at priority lift stations as referenced in the current Wastewater Comprehensive Plan	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes: The wastewater division will be installing flowmeters as lift stations are upgraded, which will likely not occur until 2025 or later. Lift station #6 and #12 received flow meters during upgrades in 2022
Capture locations and other information on sanitary sewer manholes and other facilities through the use of the City's GPS and keep the sewer GIS Mapping System up to date	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 80% Notes:
Optimize electrical and chemical consumption to help cut costs through Staff analysis and input	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 50% Notes:
Perform ongoing manhole ring and cover replacements in conjunction with pavement maintenance, water, sewer, and storm line	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No

installation, repair and replacement projects to save the City money and staff time	Percent complete as of 12/31/23: 0% Notes:
Staff to re-engage with local restaurants to ensure that they are handling fats, oils and grease (FOG) appropriately	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 15% Notes: Staff is currently working to update the list of food service establishments with grease interceptors and begin inspections and communication on FOG management
Continue providing support to the non-profit organization offering free pump-out services to vessels located in and around Gig Harbor	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Provide an ARC flash analysis that identifies each electrical hazard in and around high voltage power and giving a rating as to the severity of the risk	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 90% Notes:
Complete the wastewater utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 65% Notes:

ENTERPRISE FUND – WATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Systematic servicing of generators for production wells to ensure standby power supply is operational	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Well #5 and Well #6 (North Creek Lane) chlorine room construction	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 0% Notes:
Install new vents at each Grandview water tank to increase safety measures when performing inspections	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 40% Notes:
Purchase and install a 300-kWh back-up generator at Well #3 (Soundview Drive) with automatic transfer switch to increase water system reliability	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 15% Notes:
Remove, inspect, clean, and reinstall the existing pump and motor assembly at Well #6 (North Creek Lane) including performing an interior video inspection to ensure physical integrity, security, and water quality	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Remove, inspect, clean, rehabilitate, and reinstall the existing pump and motor assembly at Well #5 (North Creek Lane) in addition to completing a video inspection of the well casing to ensure physical integrity of the well screens and casing	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Replacement of the aging Harbormaster Lane water main that is designed by the Engineering Division and constructed by the Operations Division	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:

Verify accuracy of source meters located at production wells	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Replace Backflow (Cross Connection) Prevention Management software	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Staff will continue to replace all water sampling stations	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 100% Notes:
Complete the water utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 65% Notes:
Install the new variable frequency drive (VFD) at Well #3 (Soundview Drive)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/23: 40% Notes:

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. 22	5:30pm	City Council	See Agenda
W	Jan. 24	10:00am	Arts Commission Special Meeting	• Creative Endeavor Grant Application, Guidelines, Scoring Matrix • Brainstorming – public art opportunities
TH	Jan. 25	3:00pm	City Council Study Session	• Introduction of Appointee to Parks Commission • Site Specific Rezone and Height Restriction Variance Procedures Ordinance • Amendments to GHMC Title 15 Buildings and Construction • Redundant Watermain in Gig Harbor North
TH	Jan. 25	5:30pm	Design Review Board	CANCELLED
TU	Jan. 30	5:30pm	Historic Preservation Commission	
TH	Feb. 1	3:00pm	Civil Service Commission	
TH	Feb. 1	5:30pm	Planning Commission	
F	Feb. 2	9:00am	City Council Retreat	
T	Feb 6	1:30 pm	Hearing Examiner	X2P Boat Barn Moorage & Accessibility Upgrades – PL-SDP-22-0001
W	Feb. 7	5:30pm	Parks Commission	
TH	Feb. 8	5:30pm	Design Review Board	
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: • Professional Services Contract for Peacock Hill Half-Street Improvements Design • Amendments to the Harbor Hill Storm and Sewer Maintenance Agreements • Professional Services Contract for Lift Station 5 Feasibility Study Business Items: • Resolution XXXX Authorizing Application for Special Election • First Reading of Ordinance XXXX Amending GHMC Title 15 Buildings and Construction • Consideration of Removal of Parcels from the Height Restriction Overlay District • Consideration of Rezone of Parcel 7650000020 to Waterfront Commercial
W	Feb. 14	10:00am	Arts Commission	Storm Drain Art – Michael Abboud
TH	Feb. 15	3:00pm	City Council Study Session	• Lift Station 5 Feasibility Study

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
				• Aquifer Level Review at City Wells • Ancich Park Fishermen Pavers • CIP StoryMap Review
TH	Feb. 15	5:30pm	Planning Commission	
TU	Feb. 20	1:30 pm	Hearing Examiner	Pitt Dock Marina Replacement: PL-SDP-23-0001
TH	Feb. 22	5:30pm	Design Review Board	
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: • Resolution XXXX Expressing Support for Levy Lid Lift Ballot Measure and Adopting Fact Sheet • Second Reading and Adoption of Ordinance XXXX Amending GHMC Title 15 Buildings and Construction
TH	Feb. 29	3:00pm	City Council Study Session	• Well #9 Location Options
M	Mar. 11	5:30pm	City Council	Consent Agenda: • Public Works Construction Contract Award for Skansie Netshed Improvements Business Items:

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