

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, April 8, 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 - Presented by Girl Scout Troop #40137

LAND ACKNOWLEDGMENT

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

CHANGES TO THE AGENDA

PRESENTATIONS

1. **Fair Housing Month Proclamation**
Presented to Realtor Mike Stewart

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

1. **City Council Minutes: March 25, 2024**
2. **Approval of Vouchers: Check Numbers 105708 through 105810 and ACH Payments in the Amount of \$404,222.99.**
3. **Approval of Payroll: Check Numbers 8506 through 8507 and direct deposit transactions in the total amount of \$573,042.88.**
4. **Second Reading and Adoption of Ordinance 1525 Creating the Complete Streets Policy**
5. **Second Reading and Adoption of Ordinance 1526 Adding Chapter 10.32, Public Electric Vehicle Charging Stations, to the Gig Harbor Municipal Code**

6. **Resolution 1311 Adopting a Fee Schedule for Public Use of Electric Vehicle Charging Stations in Public Parking Facilities Owned or Controlled by the City**

7. **Approval of Creative Endeavor Grants**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. **Department Updates**

BUSINESS ITEMS

1. **Public Works Construction Contract Award for Sports Complex Phase 1B***Suggested Motion: Move to authorize the mayor to:*

1. *Execute the construction contract with Pease Construction in the amount of \$5,587,816.91; and*
2. *Execute the construction support services Contract with BCRA Engineers in the amount of \$150,000; and*
3. *Execute the materials testing services contract with Terracon Construction Testing Laboratories in the amount of \$48,101.55; and*
4. *Authorize the city engineer change order authority in an amount not to exceed \$279,400.00.*

- a. Staff Report: Public Works Director Jeff Langhelm
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

2. **Resolution 1312 Adopting Revised City Council Guidelines & Procedures**

Suggested Motion: Move to approve Resolution 1312.

- a. Staff Report: City Clerk Josh Stecker
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

3. **Selection of "For" and "Against" Committees for Gig Harbor Proposition 1 on the August 6, 2024, Primary Election**

Suggested Motion: Move to nominate members to the "For" and "Against" Committees.

- a. Staff Report: City Clerk Josh Stecker
- b. Clarifying Questions

- c. Public Comment
- d. Council Deliberation and Action

PUBLIC COMMENT ON NON-AGENDA ITEMS

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.

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

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

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

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

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

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

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

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

WHEREAS, On April 11, 1968, the Fair Housing Act was enacted into law as a follow-up to the Civil Rights Act of 1964, which expanded on previous acts and prohibited discrimination concerning the sale, rental, and financing of housing based on race, religion, national origin, sex (and as amended), handicap, and family status; and

WHEREAS, The year 2024 marks the 56th anniversary of this monumental civil rights Act of Congress; and

WHEREAS, Gig Harbor is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

WHEREAS, Equality of opportunity is a fundamental policy of this nation and our state; and

WHEREAS, Housing choice impacts the quality of our health, the education our children have access to, our employment options, and the cultural and societal benefits we enjoy; and

WHEREAS, I believe raising awareness of fair housing laws has made our communities stronger and more vibrant; and

WHEREAS, Only through shared cooperation and commitment from government, private and public industry, and all Washington residents can we remove barriers and foster inclusive communities free from housing discrimination;

NOW, THEREFORE, BE IT RESOLVED THAT, I, Tracie Markley, Mayor, City of Gig Harbor, do hereby recognize the 56th Anniversary of the federal Fair Housing Act, and thank the many people and organizations in our communities who have opened the doors of housing opportunity to all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Gig Harbor to be affixed this 8th day of April 2024.

Mayor Tracie Markley
City of Gig Harbor

MINUTES
GIG HARBOR CITY COUNCIL MEETING
Monday, March 25, 2024 - 5:30 PM
Council Chambers

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

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND NON-AGENDA ITEMS

CONSENT AGENDA

MOTION: Move to approve Consent Agenda (Henderson/Rodenberg).

VOTE: Unanimously approved.

1. **City Council Minutes**
2. **Approval of Vouchers: Check Numbers 105589 Through 105707 and ACH Payments in the Amount of \$626,480.86.**
3. **Ordinance 1524 Amending the City's Personnel Salary Schedule**
4. **Second Reading and Adoption of Ordinance 1523 Relating to Code Enforcement Procedures**
5. **Professional Services Contract With BERK Consulting, Inc., for Assistance with Comprehensive Plan Periodic Update**

MAYOR'S REPORT Mayor Markley reported on the launch of Pierce Transit Runner.

CITY ADMINISTRATOR'S REPORT City Administrator Katrina Knutson reported on receiving a Department of Commerce Climate Action Grant and attending the Pierce County Opioid Summit.

1. **Department Updates - March 20, 2024**

BUSINESS ITEMS

1. **First Reading of Ordinance 1525 Creating the Complete Streets Policy** Associate Engineer Chloe Wiser introduced the ordinance.

The ordinance will return for second reading on April 8 with minor modifications to the Best Practice Criteria section based on councilmember suggestions.

2. **First Reading of Ordinance 1526 Adding Chapter 10.32, Public Electric Vehicle Charging Stations, to the Gig Harbor Municipal Code** Associate Engineer Chloe Wiser introduced the ordinance. The ordinance will return for second reading on April 8.

3. **Public Hearing: First Reading and Adoption of Ordinance 1527 Relating to Site Plan Review Amending 17.96.025.E. and 17.96.030.A.1.A. of the Gig Harbor Municipal Code** Principal Planner Robin Bolster-Grant introduced the ordinance. Miriam Battson provided public comment.

MOTION: Move to approve Ordinance 1527 (Barber/Storset).

VOTE: Yes: Barber, Rodenberg, Lykins, Henderson, Storset, Coronado; No: Woock

4. **Public Hearing: 2024 Comprehensive Plan Amendment Docket** Principal Planner Robin Bolster-Grant introduced the docket. The mayor opened the public hearing. Public Comment was provided by Public Comment was provided by Cheryl Ebsworth, John Sexton, Lynn Wall, Bob Himes, Paul Beatty, Leslie Brousseau, Cheryl Lander, Dan Meyer, Christopher Kerr, Patrick Spencer, Steve O'Donnell, and Steve Brousseau.

MOTION: Move to forward PL-COMP-23-0001 and PL-COMP-23-0002 to the planning commission for full review, consideration, and recommendation (Henderson/Barber).

VOTE: Yes: Barber, Coronado, Henderson, Lykins, Rodenberg, Storset; No: Woock

5. **Resolution 1310 Expressing Support for the August 6, 2024, City of Gig Harbor Proposition No. 1 Titled "Additional Sales and Use Tax for Police and Public Safety"** City Clerk Josh Stecker introduced the resolution.

MOTION: Move to approve Resolution 1310 (Woock/Coronado).

VOTE: Unanimously approved.

6. **Selection of "For" and "Against" Committees for Gig Harbor Proposition 1 on the August 6, 2024, Primary Election**

MOTION: Move to defer selection of committee members to the April 8 city council meeting (Lykins/Henderson).

VOTE: Yes: Barber, Lykins, Henderson, Woock, Storset, Coronado; No: Rodenberg.

COUNCIL REPORTS/ COMMENTS Councilmember Henderson reported on attending the Pierce County Flood Control Zone District meeting. Councilmember Woock reported on attending a Washington Maritime Heritage event and a Climate Conversation meeting.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

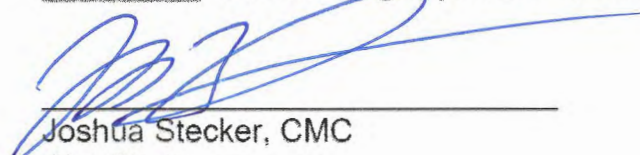
EXECUTIVE SESSION - To Discuss Pending Litigation per RCW

42.30.110(1)(i) The mayor announced that the city council would go into executive session at 7:47 p.m. for 10 minutes to discuss pending litigation per RCW 42.30.110(1)(i) with action to be taken following the executive session. The executive session was extended an additional 5 minutes at 8:00 p.m. until 8:05 p.m. Council returned to regular session at 8:05 p.m.

MOTION: Move to authorize the mayor to sign the participation agreement as discussed in executive session (Lykins/Rodenberg)

VOTE: Unanimously approved.

ADJOURN The meeting adjourned at 8:07 p.m.



Joshua Stecker, CMC
City Clerk



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

Meeting Date: April 8, 2024

SUBJECT: Second Reading and Adoption of Ordinance 1525 Creating the Complete Streets Policy

SUBMITTED BY: Associate Engineer Chloe Wiser

DEPARTMENT: Public Works

PHONE: (253) 853-8182

SUGGESTED MOTION: Move to approve Ordinance 1525.

BACKGROUND INFORMATION: A complete streets project is a roadway project that accommodates safe travel for all modes of transportation including pedestrians, bicyclists, motorists, and public transportation users. Complete streets are designed with shared use paths, sidewalks, bike lanes, or any features that promote the use of all modes of transportation. Moreover, complete streets policies are a key component of reducing greenhouse gas emissions in the transportation sector.

The city has incorporated complete streets policies and practices into our construction standards and capital roadway improvement projects over the years, however, we have never formalized complete streets practices via adoption of an ordinance.

Complete streets designs are currently supported in the Comprehensive Plan Transportation Element (TE) under Goal 1 which aims to implement transportation infrastructure to serve all users safely and conveniently, including motorists, pedestrians, bicyclists, and transit users. The proposed ordinance will require the city to implement complete street infrastructure in any future street project where feasible, supporting Goal 1 of the TE. Many street projects listed in the city's six-year Transportation Improvement Program have already been identified as good complete streets grant candidates by staff.

The adoption of the complete streets ordinance enhances the experience for multimodal transportation users, promotes health, safety, sustainability, and reduces greenhouse gas emissions. As an added benefit, many of the city's planned transportation projects become eligible for grants through the Transportation Improvement Board (TIB) that we would not have otherwise been eligible to receive. RCW 47.04.320 created a complete streets grant program managed by TIB. By adopting this ordinance, the city becomes eligible for next cycle of TIB complete streets grants. TIB's next call for projects is expected to be in June of 2024.

At the February 29 study session, staff discussed the proposed ordinance and received council feedback. The ordinance was presented for first reading at the March 25 city council meeting.

FISCAL CONSIDERATION: The additional facilities that would be constructed as part of a complete streets project will sustain higher project costs when such facilities are

included in the scope of the project. However, the act of adopting this ordinance does not have a financial impact to the city.

ATTACHMENTS:

1. Ordinance 1525

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

ORDINANCE 1525

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADDING CHAPTER 12.24, COMPLETE STREETS POLICY, TO GIG HARBOR MUNICIPAL CODE TITLE 12, STREETS AND SIDEWALKS, CREATING THE COMPLETE STREETS POLICY THEREBY ENCOURAGING WALKING, BIKING, AND TRANSIT USE ALONG WITH THE SAFE OPERATION OF VEHICLES.

WHEREAS, the term “Complete Streets” describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel for all users, including pedestrians, bicyclists, motor vehicle drivers, transit users, emergency service providers and freight, and people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities; and

WHEREAS, the Federal Highway Administration cites that 123,000 pedestrians and bicyclists are injured each year in roadway crashes in the United States with children and older adults at greatest risk and disproportionately affected; and

WHEREAS, the occurrence and severity of pedestrian and bicyclist injuries could readily be decreased by implementing Complete Streets practices; and

WHEREAS, the one-third of Americans who do not drive, disproportionately represented by older adults, low-income people, people with disabilities, and children would greatly benefit from the equitable distribution of safe, alternative means of travel that will result from Complete Streets practices; and

WHEREAS, the City of Gig Harbor wants to create convenient, enjoyable, and safe streets to improve walking and bicycling while connecting the neighborhoods and key destinations; and

WHEREAS, the City of Gig Harbor’s 2018 Transportation Element of the Comprehensive Plan seeks to implement transportation infrastructure to serve all users safely and conveniently, including motorists, pedestrians, bicyclists, and transit users (Goal 1); and

WHEREAS, the Washington State Legislature adopted a Complete Streets Grant Program in 2011, codified in Section 47.04.320 of the Revised Code of Washington; and

WHEREAS, funding from the Washington State Complete Streets Grant Program will only be available to jurisdictions that have adopted a Complete Streets Ordinance; and

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

Section 1. Gig Harbor Municipal Code Title 12, Streets and Sidewalks, is hereby amended to include a new Chapter 12.24, Complete Streets Policy, as shown in Exhibit A.

Section 2. Severability. If any section, sentence, clause, or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 3. Correction of Errors. The city clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Effective Date. This ordinance shall take effect and be in full force thirty (30) days after passage and publication of an approved summary consisting of the title.

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof, held this 8th day of April, 2024.

Tracie Markley
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk

EXHIBIT A

Chapter 12.24

Complete Streets Program

12.24.010 Purpose and Vision

12.24.020 Definitions

12.24.030 Exceptions

12.24.040 Complete Streets Infrastructure

12.24.050 Goals to Foster Partnerships

12.24.060 Best Practices Criteria

12.24.070 Performance Measure

12.24.010 Purpose and Vision

The City of Gig Harbor shall, to the maximum extent practical, scope, plan, design, construct, operate and maintain appropriate facilities for the safe accommodation of pedestrians, bicyclists, transit users, motorists, emergency responders, freight and users of all ages and abilities in all new construction, retrofit or reconstruction projects. Through ongoing operations and maintenance, the City of Gig Harbor shall identify cost effective opportunities to include Complete Streets practices.

12.24.020 Definitions

“Complete Streets” means a road that is designed to be safe for drivers, bicyclists, transit vehicles and riders, and pedestrians of all ages and abilities.

“Street Project” means the construction, reconstruction, retrofit, maintenance, alteration, or repair of any street, and includes the planning, design, approval and implementation processes.

“Users” means individuals and vehicles that use streets, including pedestrians, bicyclists, freight, automobiles, public transportation vehicles and riders, and people of all ages and abilities, including children youth, families, older adults, and individuals with disabilities.

“Complete Streets Infrastructure” means design features that contribute to a safe, convenient, or comfortable travel experience for users, which may include but are not limited to features such as: sidewalks; shared use paths; bicycle lanes;

automobile lanes; paved shoulders; street trees and landscaping; planting strips; curbs; accessible curb ramps; bulb outs; crosswalks; refuge islands; pedestrian and traffic signals, including countdown and accessible signals; signage; street furniture; bicycle parking facilities; public transportation stops and facilities; traffic calming devices such as rotary circles, raised crosswalk, and surface treatments such as paving blocks, textured asphalt, and concrete, narrow vehicle lanes; and raised medians.

12.24.030 Exceptions

The public works director or city engineer may exempt the following projects from this policy as follows:

- A. If the application of the policy would require the accommodation of street uses prohibited by law;
- B. For ordinary maintenance such as mowing, sweeping, snow removal, spot repairs (joint or crack sealing, pothole filling) this policy shall not be applied beyond the scope of that activity;
- C. Street reconstruction and maintenance paving projects that involve widening pavement may exclude elements of this policy when the accommodation of a specific use is expected to:
 - 1. Require more space than is physically available; or
 - 2. Be located where there is no current or reasonably determined future demand; or
 - 3. Drastically increase project costs, if equivalent alternatives exist in close proximity to the project; or
 - 4. Have adverse impacts on environmental resources or critical areas, or on historic structures or sites that exceed the impacts of currently existing infrastructure; or
 - 5. Result in costs disproportionate to the current need or probable future use.
- D. In instances where a documented variance is granted by the city engineer.

12.24.040 Complete Streets Infrastructure

As feasible, the City of Gig Harbor shall incorporate "Complete Streets Infrastructure" into existing public streets to create a comprehensive, integrated, connected transportation network for the City of Gig Harbor that balances access, mobility health and safety needs of pedestrians, bicyclists, transit users, motorists, emergency responders, freight and users of all ages and abilities,

ensuring a fully connected, integrated network that provides transportation options.

12.24.050 Goals to Foster Partnerships

It is the goal of the City of Gig Harbor to foster partnerships with all Washington State transportation funding agencies including Washington State department of Transportation (WSDOT), Transportation Improvement Board (TIB), the Federal Highway Administration, Pierce County, Peninsula School District, citizens, businesses, interested groups, neighborhoods, and any funding agency assisting in the city's implementation of the Complete Streets ordinance.

12.24.060 Best Practice Criteria

The City Council or designee shall modify, develop and adopt policies, design criteria, standards and guidelines based upon recognized best practices in street design, construction, and operations. References may include but are not limited to design documents recognized by other government agencies, such as the latest adopted editions of the American Association of State Highway Transportation Officials (AASHTO), the Institute of Transportation Engineers (ITE) manuals, and the independently developed SmartCode for planning and urban design.

12.24.070 Performance Measure

The public works director and /or designees shall maintain a summary of the six-year Transportation Improvement Program (TIP) and have the ability to explain the extent to which each of these projects has or will meet the objectives of Complete Streets.



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

Meeting Date: April 8, 2024

SUBJECT: Second Reading and Adoption of Ordinance 1526 Adding Chapter 10.32, Public Electric Vehicle Charging Stations, to the Gig Harbor Municipal Code

SUBMITTED BY: Associate Engineer Chloe Wiser

DEPARTMENT: Public Works

PHONE: (253) 853-8182

SUGGESTED MOTION: Moved to approve Ordinance 1526.

BACKGROUND INFORMATION: The city installed two public electric vehicle (EV) charging stations in 2017. No municipal code sections exist to govern the use of city-owned public charging stations in the city right of way or on city properties. Additionally, the city has provided electricity free of charge to users since the installation of the charging stations.

It is staff's recommendation that the city begins to charge fees for electricity usage at our public charging stations. Fees collected would cover monthly operating expenses for the chargers, and any additional revenue could be used to fund future charging stations.

At the March 25 council meeting, the proposed ordinance and code was presented for first reading. Edits from the first reading include consolidating definitions and labeling each mention of charging stations as 'public'.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Ordinance 1526
2. Ordinance 1526 Public EV Infrastructure_Redlines

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

ORDINANCE 1526

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADDING CHAPTER 10.07, PUBLIC ELECTRIC VEHICLE INFRASTRUCTURE, TO GIG HARBOR MUNICIPAL CODE, TITLE 10, THERE BY ENCOURAGING AND SUPPORTING ELECTRIC VEHICLE USE IN THE CITY.

WHEREAS, the city intends to expand a network of chargers that will serve the public and currently operates two public charging stations; and

WHEREAS, the creation of a robust charging infrastructure network will remove barriers to widespread adoption of electric vehicles; and

WHEREAS, the Gig Harbor Climate Action Plan Action ID TR1.1 seeks to implement public electric vehicle infrastructure; and

WHEREAS, the Gig Harbor Comprehensive Plan Transportation Element Goal 4 support the implementation of transportation technologies that are energy efficient; and

WHEREAS, the use of electricity as a transportation fuel instead of petroleum fuel, results in significant reductions in the emissions of pollutants including greenhouse gases, and is cheaper, making electrification of Gig Harbor's transportation one of the most promising opportunities for reducing the carbon impact of the city; and

WHEREAS, the city's 2023-24 strategic plan identifies assessing gaps in public charging stations for electric vehicles as an action under priority 'Promote environmental sustainability and preserve Gig Harbor's natural beauty'; and

WHEREAS, the city intentionally did not require payment for its existing two public charging stations when they were installed in 2017 to incentivize the use of electric vehicles and to incentivize bringing people into downtown Gig Harbor, where no other public electric vehicle charging stations exist; and

WHEREAS, the city believes it is appropriate to begin charging for the use of these public charging stations similar to other jurisdictions in our region; and

WHEREAS, by charging for the use of these and future public charging stations the city can find a revenue source to operate, maintain, and expand its public electric vehicle charging stations; and

WHEREAS, a separate account can be created within the street fund to track fee revenues generated at the city's public charging stations.

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

Section 1. Gig Harbor Municipal Code Title 10, Vehicles and Traffic, hereby amended in include a new Chapter 10.07, Public Electric Vehicle Infrastructure, as shown in Exhibit A.

Section 2. The city shall create a separate account within the street fund to track fee revenues generated at the city's public charging stations.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 4. Correction of Errors. The city clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Effective Date. This ordinance shall take effect and be in full force thirty (30) days after passage and publication of an approved summary consisting of the title.

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof, held this 8th day of April, 2024.

Tracie Markley
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk

EXHIBIT A

Chapter 10.07

Public Electric Vehicle Infrastructure

10.07.010 Purpose

10.07.020 Definitions

10.07.030 Location and Design Criteria for Public Charging Stations

10.07.040 Terms and Rules of Use for Public Charging Stations

10.07.050 Fee for Use of Public Charging Stations

10.07.010 Purpose

The purpose of this chapter is to set the policies and procedures for public use of public electric vehicle charging stations located in public parking facilities owned or controlled by the city. The goal of the program is to encourage the public's equitable adoption of electric vehicles to support the city's Climate Action Plan.

10.07.020 Definitions

"Electric vehicle" means any vehicle that operates, either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board for motive purpose. "Electric vehicle" includes: (1) a battery electric vehicle; (2) a plug-in hybrid electric vehicle; (3) a neighborhood electric vehicle; and (4) a medium-speed electric vehicle.

"Public electric vehicle charging station" or "Public charging station" means a city-owned parking space in the city right of way or on city properties that is publicly available and that is served by battery charging station equipment that has as its primary purpose the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle.

10.07.030 Location and Design Criteria for Public Charging Stations

The provision of electric vehicle parking will vary based on the design and use of the primary parking area. The following required and additional locational and design criteria are provided in recognition of the various parking area layout options.

- A. Where provided, parking for electric vehicle charging purposes is required to include the following:
 - 1. Signage. Each public charging station space shall be posted with signage indicating the space is only for electric vehicle charging purposes. Days and hours of operations shall be included if time limits or tow away provisions are to be enforced. All signs shall comply with RCW 46.08.185
 - 2. Maintenance. Public charging station equipment shall be maintained in all respects, including the functioning of the charging equipment. A phone number or other contact information shall be provided on the public charging station equipment for reporting when the equipment is not functioning or other problems are encountered.
 - 3. Accessibility. Where public charging station equipment is provided within an adjacent pedestrian circulation area, such as a sidewalk or accessible route to the building entrance, the charging equipment shall be located so as not to interfere with accessibility requirements of WAC 51-50-005.
 - 4. Lighting. Where public charging station equipment is installed, adequate site lighting shall exist, unless charging is for daytime purposes only.
- B. Parking for electric vehicles should also consider the following:
 - 1. Notification. Information on the public charging station, identifying voltage and amperage levels and any time of use, fees, or safety information.
 - 2. Signage. Installation of directional signs at the parking lot entrance and at appropriate decision points to effectively guide motorists to the public charging station space(s).

10.07.040 Terms and Rules of Use for Public Charging Stations

Public electric vehicle charging stations may be used by any member of the public, subject to terms of the charging station vendor, the payment of applicable charges, and any posted limitation on hours of operation and length of time a vehicle may be parking in a parking space.

10.07.050 Fee for Use of Public Charging Stations

- A. A fee for public charging station use shall be established by City Council by periodic resolution
- B. The fee shall be cost-based and designed to recoup the operating cost of the charging equipment. For purposes of this subsection, "operating costs" shall include electricity costs related to the public charging stations, and may include the city's costs of planning and administration, fees charged by vendors for

management of the public charging stations, maintenance costs, facility enforcement costs and other reasonable costs associated with public vehicle charging station operations. The fee may also be designed to recoup the capital cost of the charging equipment as well as expand the electric vehicle charging network.

ORDINANCE 1526

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADDING CHAPTER 10.07, PUBLIC ELECTRIC VEHICLE INFRASTRUCTURE, TO GIG HARBOR MUNICIPAL CODE, TITLE 10, THERE BY ENCOURAGING AND SUPPORTING ELECTRIC VEHICLE USE IN THE CITY.

WHEREAS, the city intends to expand a network of chargers that will serve the public and currently operates two public charging stations; and

WHEREAS, the creation of a robust charging infrastructure network will remove barriers to widespread adoption of electric vehicles; and

WHEREAS, the Gig Harbor Climate Action Plan Action ID TR1.1 seeks to implement public electric vehicle infrastructure; and

WHEREAS, the Gig Harbor Comprehensive Plan Transportation Element Goal 4 support the implementation of transportation technologies that are energy efficient; and

WHEREAS, the use of electricity as a transportation fuel instead of petroleum fuel, results in significant reductions in the emissions of pollutants including greenhouse gases, and is cheaper, making electrification of Gig Harbor's transportation one of the most promising opportunities for reducing the carbon impact of the city; and

WHEREAS, the city's 2023-24 strategic plan identifies assessing gaps in public charging stations for electric vehicles as an action under priority 'Promote environmental sustainability and preserve Gig Harbor's natural beauty'; and

WHEREAS, the city intentionally did not require payment for its existing two public charging stations when they were installed in 2017 to incentivize the use of electric vehicles and to incentivize bringing people into downtown Gig Harbor, where no other public electric vehicle charging stations exist; and

WHEREAS, the city believes it is appropriate to begin charging for the use of these public charging stations similar to other jurisdictions in our region; and

WHEREAS, by charging for the use of these and future public charging stations the city can find a revenue source to operate, maintain, and expand its public electric vehicle charging stations; and

WHEREAS, a separate account can be created within the street fund to track fee revenues generated at the city's public charging stations.

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

Section 1. Gig Harbor Municipal Code Title 10, Vehicles and Traffic, hereby amended in include a new Chapter 10.07, Public Electric Vehicle Infrastructure, as shown in Exhibit A.

Section 2. The city shall create a separate account within the street fund to track fee revenues generated at the city's public charging stations.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 4. Correction of Errors. The city clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Effective Date. This ordinance shall take effect and be in full force thirty (30) days after passage and publication of an approved summary consisting of the title.

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof, held this 8th day of April, 2024.

Tracie Markley
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk

EXHIBIT A

Chapter 10.07

Public Electric Vehicle Infrastructure

10.07.010 Purpose

10.07.020 Definitions

10.07.030 Location and Design Criteria for Public Charging Stations

10.07.040 Terms and Rules of Use for Public Charging Stations

10.07.050 Fee for Use of Public Charging Stations

10.07.010 Purpose

The purpose of this chapter is to set the policies and procedures for public use of public electric vehicle charging stations located in public parking facilities owned or controlled by the city. The goal of the program is to encourage the public's equitable adoption of electric vehicles to support the city's Climate Action Plan.

10.07.020 Definitions

"Electric vehicle" means any vehicle that operates, either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board for motive purpose. "Electric vehicle" includes: (1) a battery electric vehicle; (2) a plug-in hybrid electric vehicle; (3) a neighborhood electric vehicle; and (4) a medium-speed electric vehicle.

~~"Public electric vehicle charging station" or "Public charging station" means a public or private parking space, a city-owned parking space in the city right of way or on city properties that is publicly available and~~ that is served by battery charging station equipment that has as its primary purpose the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle.

~~"Public charging station" means an electric vehicle charging station that is city-owned in the city right of way or on city properties and is publicly available.~~

10.07.030 Location and Design Criteria for Public Charging Stations

The provision of electric vehicle parking will vary based on the design and use of the primary parking area. The following required and additional locational and design criteria are provided in recognition of the various parking area layout options.

- A. Where provided, parking for electric vehicle charging purposes is required to include the following:
 - 1. Signage. Each public charging station space shall be posted with signage indicating the space is only for electric vehicle charging purposes. Days and hours of operations shall be included if time limits or tow away provisions are to be enforced. All signs shall comply with RCW 46.08.185
 - 2. Maintenance. Public cCharging station equipment shall be maintained in all respects, including the functioning of the charging equipment. A phone number or other contact information shall be provided on the public charging station equipment for reporting when the equipment is not functioning or other problems are encountered.
 - 3. Accessibility. Where public charging station equipment is provided within an adjacent pedestrian circulation area, such as a sidewalk or accessible route to the building entrance, the charging equipment shall be located so as not to interfere with accessibility requirements of WAC 51-50-005.
 - 4. Lighting. Where public charging station equipment is installed, adequate site lighting shall exist, unless charging is for daytime purposes only.
- B. Parking for electric vehicles should also consider the following:
 - 1. Notification. Information on the public charging station, identifying voltage and amperage levels and any time of use, fees, or safety information.
 - 2. Signage. Installation of directional signs at the parking lot entrance and at appropriate decision points to effectively guide motorists to the public charging station space(s).

10.07.040 Terms and Rules of Use for Public Charging Stations

Public eElectric vehicle charging stations may be used by any member of the public, subject to terms of the charging station vendor, the payment of applicable charges, and any posted limitation on hours of operation and length of time a vehicle may be parking in a parking space.

10.07.050 Fee for Use of Public Charging Stations

- A. A fee for public charging station use shall be established by City Council by periodic resolution
- B. The fee shall be cost-based and designed to recoup the operating cost of the charging equipment. For purposes of this subsection, "operating costs" shall

include electricity costs related to the public charging stations, and may include the city's costs of planning and administration, fees charged by vendors for management of the public charging stations, maintenance costs, facility enforcement costs and other reasonable costs associated with public vehicle charging station operations. The fee may also be designed to recoup the capital cost of the charging equipment as well as expand the electric vehicle charging network.



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

Meeting Date: April 8, 2024

SUBJECT: Resolution 1311 Adopting a Fee Schedule for Public Use of Electric Vehicle Charging Stations in Public Parking Facilities Owned or Controlled by the City

SUBMITTED BY: Associate Engineer Chloe Wiser

DEPARTMENT: Public Works

PHONE: (253) 853-8182

SUGGESTED MOTION: Move to approve Resolution 1311.

BACKGROUND INFORMATION: The city installed two public electric vehicle (EV) charging stations in 2017. The city has provided electricity free of charge to users since the charger's installation. RCW 46.08.185, already adopted in city code, establishes a fine of \$124 for vehicles parked in an EV charging space and not plugged into the charging station.

It is staff's recommendation that the city begins to charge fees for electricity usage at our public charging stations. Fees collected would cover monthly operating expenses for the chargers, and any additional revenue could be used to fund future charging stations.

At the February 29 study session, staff discussed an electricity fee structure. It is staff's recommendation to charge a fee rate of \$0.25 per kWh, with the fee increasing to \$0.45 per minute when vehicles are fully charged after a 15 minute grace period.

The finance department has agreed to create a separate account within the street fund to house and track fee revenues.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Resolution 1311

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

RESOLUTION 1311

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING A FEE SCHEDULE FOR PUBLIC USE OF ELECTRIC VEHICLE CHARGING STATIONS IN PUBLIC PARKING FACILITIES OWNED OR CONTROLLED BY THE CITY

WHEREAS, the Gig Harbor City Council added a new Chapter 10.07 to the Gig Harbor Municipal Code in 2024 to establish policies and procedures for public use of electric vehicle charging stations located in public parking facilities owned or controlled by the city; and

WHEREAS, Gig Harbor Municipal Code 10.07.050 provides for the city council to establish by periodic resolution a fee for charging station use; and

WHEREAS, city staff conducted research regarding median electric vehicle charging fees per kWh in neighboring jurisdictions; and

WHEREAS, city staff calculated the cost to install and maintain charging stations at a monthly rate to develop charging fees; and

WHEREAS, a separate account within the street fund is used to track fee revenues generated at charging stations;

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

Section 1. The mayor is hereby authorized to execute public electric vehicle charging rates as shown in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 8th day of April, 2024.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk

EXHIBIT A

The fee for public use of electric vehicle charging stations located in public parking facilities owned or controlled by the City of Gig Harbor shall be comprised of the following base rate plus applicable Surcharges.

Rate Type	Rate
Base Rate	\$0.25 per kWh
Surcharge for occupying parking space after vehicle charging is complete	\$0.40 per minute, including a grace period of 15 minutes after charging is complete



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

Meeting Date: April 8, 2024

SUBJECT: Approval of Creative Endeavor Grants

SUBMITTED BY: Assistant City Clerk Tiffany Aliment

DEPARTMENT: Administration

PHONE: (253) 851-6137

SUGGESTED MOTION: Move to authorize the mayor to execute the Creative Endeavor Grants.

BACKGROUND INFORMATION: Arts and cultural activities have long played an important role in establishing Gig Harbor's visual identity and pride of place. Prior to 2001, there were no city-sponsored cultural art grants or monies for public art. In 1999, the idea for a memorial celebrating Gig Harbor's maritime history spurred the formation of a group that championed the installation of such a feature and later became the city's first Gig Harbor Arts Commission.

Over recent years, the commission has helped support a wide range of arts and cultural activities, including art fairs, festivals, concerts, theatrical and dance performances, and workshops through the Creative Endeavor Grant Program.

The city announced the opening of the 2024 Creative Endeavor Grant application window on Monday, January 29 via the city's website, Facebook page, and weekly newsletter. The city received a total of 17 applications with funding requests totaling \$68,750.00.

With a budget of \$30,000.00, the arts commission held a special meeting on Wednesday, March 20 to discuss the 17 applications, review commissioners' application scores, and make a recommendation for funding. Attached is the funding recommendation as voted on and approved by the Gig Harbor Arts Commission.

FISCAL CONSIDERATION:

Expenditure Required: \$ 30,000.00	Amount Budgeted: \$30,000.00	Appropriation Required: \$
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ATTACHMENTS:

1. List of Applicants and Funding

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

Applicant	Event/Project	Ask	Allocation
Linda Hanlon	The Living Watershed and You	\$3,000.00	\$0.00
Peninsula Hands On Art	The Nature of Repousse	\$2,000.00	\$1,400.00
Peninsula Hands On Art	Gustav Klimt Birch Trees	\$2,000.00	\$1,400.00
Narrows Music Society	Harbor Winds Spring Concert	\$1,500.00	\$1,500.00
Penni McGrew	GH Garden Tour	\$1,000.00	\$0.00
Ebb Tide Gallery	ArtWalk	\$3,600.00	\$2,000.00
Peninsula Youth Orchestra	String Camp	\$4,500.00	\$3,000.00
Peninsula Art League	Open Juried Show	\$5,000.00	\$2,000.00
Harbor History Museum	Special Exhibition	\$5,000.00	\$3,000.00
Gig Harbor Open Studio Tour	Gig Harbor Open Studio Tour	\$3,000.00	\$2,000.00
Gig Harbor Peninsula Civic Orchestra	2024 Concerts	\$5,800.00	\$1,500.00
Spectrum Choral Academy	Gig Harbor Sings	\$7,000.00	\$2,700.00
Local Makers Gig Harbor	Spring Market and Festival	\$2,550.00	\$2,500.00
TCC Gig Harbor	Write in the Harbor Youth Summit	\$4,000.00	\$2,500.00
Melody Derrick	Waterfront Haiku Walk	\$2,050.00	\$0.00
United By Music	Fest4All Make Music Day	\$10,000.00	\$2,000.00
GHHS Band Boosters	Festival Season	\$6,750.00	\$2,500.00
Total		\$68,750.00	\$30,000.00

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

2024 Tacoma Pierce County Opioid Summit: The City Administrator and Housing, Heath, and Human Services Manager (H3) attended the 2024 Tacoma Pierce County Opioid Summit on March 21. The event drew in many elected officials, city representatives, service providers, and community members. We were able to learn valuable information about the effects of the opioid crisis in our Pierce County community. According to the Tacoma-Pierce County Health Department, opioid-related overdose is the most common cause of accidental death in Pierce County, outnumbering motor-vehicle collisions and firearm deaths. Part of the motivation for creating the H3 position was the city's prioritization of the opioid-crisis in our community.



Community Diversity and Engagement Mayoral ad hoc Committee: Interviews for the Community Diversity and Engagement Mayoral ad hoc Committee have begun. The interview panel is comprised of the mayor, H3, and other city staff. We have received applications from several great candidates and have confidence when interviews conclude this week, we will have a robust committee that will be able to start in May! For more information, please visit our [website](#).

Small Business Ambassador Program: The city is partnering with the Chamber of Commerce and the Waterfront Alliance on the creation of a Small Business Ambassador Program (S-BAP). The objective of the Small Business Ambassador Program is to link new or growing business proprietors with seasoned mentors who can guide them towards accomplishing their objectives, thereby increasing economic development in the city. This initiative aims to cultivate alliances and extend support to individuals seeking guidance on owning and managing a business within Gig Harbor. The city's primary contribution will be supporting the effort with expert advice and customer service regarding permits and regulations (which can be difficult to understand). This effort will partner with the ongoing permitting process improvements. For more information, please contact Katrina, Chamber CEO Miriam Batson, or Waterfront Alliance Executive Director Carrienne Ekberg. More details will be provided as this program gets off the ground.

Gig Harbor Runner: On April 1, Mayor Markley spoke at the ribbon cutting ceremony for the new [Pierce Transit Gig Harbor Runner](#) service. This micro-transit service option offers door-to-door trips in certain areas where a bus may not be available. With one app and just a few taps, Pierce Transit Runner will pick you up and drop you off for the same low public transit fare. This convenient, fast, and affordable on-demand transportation offers equity and independence and fills a vital need for many of our residents.



COMMUNITY DEVELOPMENT

Community Development Director Carl de Simas

PLANNING

At the March 25 city council meeting, planning staff presented the 2024 Comprehensive Plan Amendment Docket consisting of two privately initiated proposals:

- A land use map amendment, submitted by Barghausen Consulting Engineers, to amend the land use designation of approximately 23 acres adjacent to 112th Street Ct and Burnham Drive to Residential High Transition.
- A text amendment, submitted by Carl Halsan, to amend the wastewater comprehensive plan to allow sewage from a site located in Sewer Basin #10 to discharge to an active conveyance in the directly adjacent Basin #8.

Both proposals were selected by council to proceed with further processing and will be presented before the planning commission in the coming months.

Also at the March 25 city council meeting, staff presented Ordinance 1527 for a first reading, which proposes text changes to GHMC 17.96 (Site Plans) which would remove the requirement that site plan review must be conducted for a proposal to change the use of an existing structure where a capacity reservation review is necessary, but no land-use review is required. In this case, under the subject ordinance, the capacity reservation would be reviewed with the building permits. The ordinance was approved by city council at first reading.

BUILDING

The Building Division has received 20 permit applications this reporting period and issued 16 permits, including those for Gig Harbor Boat Works' new production facility.

CODE ENFORCEMENT

- New Code Compliance Ordinance Adopted by Council on March 25.
- Zoning Code / Work in Right of Way – Ongoing conversations with property owner and letter sent.
- Parking Complaint – Referred to PD. Resolved.
- Parking Complaint – Referred to PD.
- Impervious Surface / No Permits – Letter sent to property owner.
- Home Occupation / No permits – Letter sent to property owner.
- Work without Permits – Worked with Building Department to get permits. Resolved.
- Public Nuisance Properties – Working with property owners for resolution.
- Sign Sweeps – 32 signs collected.

COURT

Court Administrator Stacy Colberg

Jury Trials: There are no jury trials scheduled in April. Stay tuned for jury trial updates in May.

Traffic Court: Traffic court is scheduled for April 9 starting at 1:00 p.m. via Zoom. Traffic court is open to the public from the virtual courtroom link on the court website.

Legislative Update: [ESHB 1493](#) – Impaired Driving was signed into law by Governor Inslee last week. This bill creates a series of changes to the DUI statutory provisions. Currently, a DUI offender may participate in one deferred prosecution per lifetime. Under the new law, a DUI offender may petition the court for a second deferred prosecution only if the offender participated in a deferred prosecution on the first DUI offense.

The look back period for considering prior offenses will increase from 10 years to 15 years, and a third (or more) DUI in that period becomes a felony. The court will dismiss the pending charges three years after completion of a two-year substance use disorder treatment program, provided there are no violations of the terms, including those imposed by Department of Licensing.

This law goes into effect January 1, 2025.

FINANCE

Finance Director Dave Rodenbach

Sales Taxes: After two months of slight increases (January – 0.9% and February – 0.6%) over the prior year, the March sales tax distribution came in 2.6% less than the February 2023 distribution, continuing the unfortunate trend of reduced sales tax revenue.

Real Estate Excise Taxes (REET): REET received through March 2024 are up 6% over 2023. These funds cannot be used on city operations.

Transportation Impact Fees: Transportation impact fees received through March 2024 were \$61,167. This compares to \$35,063 received through March 2023.

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
Seasonal Worker (4 Vacancies)	FT	Open until 4/14
Wastewater Operator/OIT	FT	Open until 4/18
Police Officer - Entry Level	FT	Continuous
Police Officer - Exceptional Entry	FT	Continuous
Police Officer - Lateral Entry	FT	Continuous
Public Works Assistant	FT	Closed - selection pending
Finance Technician	FT	Closed - selection pending

ITS

Information Technology Services Manager Keith Smith

No updates this week but stay tuned!

POLICE

Police Chief Kelly Busey

Pursuit: During the evening of March 26, Tacoma PD was in pursuit of a homicide suspect. The vehicle fled across The Narrows Bridge in excess of 100 mph before attempting to exit at Wollochet Drive. The vehicle got stuck in traffic. GHPD officers assisted Tacoma in taking the initially uncooperative male suspect into custody. The male has subsequently been charged with homicide in Pierce County Superior Court.

There was also a female passenger in the vehicle. Our detectives learned that the female was wanted for questioning in a Kitsap County homicide and had several outstanding arrest warrants. Our officers took her into custody and held her until Kitsap County investigators could arrive and assume their portion of the investigation.

Drug Arrest: During the afternoon of March 30, Officer Barber observed a suspicious vehicle in a shopping center parking lot. As he watched, he observed the female occupant of the car begin to smoke fentanyl. Officer Barber contacted the woman and also discovered that there was a 1-year old child in the vehicle with her. She was arrested for the drug violation and outstanding warrants. The child was placed (per Child Protective Services) with another family member and the woman was booked into jail.

Robbery Suspect Sentenced: In December 2021, Gig Harbor officers arrested a male for two robberies committed in Gig Harbor. Our investigators were able to tie this suspect to eight other robberies throughout Pierce County. On March 28, this suspect pleaded guilty to 10 counts of robbery and will be sentenced to over 14 years in prison. It was some excellent patrol work and some diligent follow-up from our detectives that not only solved our case, but those in the surrounding jurisdictions as well.

Welcome Aboard: We welcomed Kellee Venturi to our team to fill an opening for Police Services Specialist created when Debra Yerry-Eason retired. Kellee comes to us from Nevada, where she worked for a state agency. She also has prior small-town law enforcement agency experience in California.

New Officer Update: Officer Alexa Ejde is nearing the completion of her Field Training program. She was able to cruise through a shortened training period based upon her previous experience and her great attitude toward learning our methods. She should be patrolling the streets of Gig Harbor on her own within the next two weeks.

PUBLIC WORKS

Public Works Director Jeff Langhelm

Sports Complex Phase 1B: Pease Construction was the low bidder for Phase 1B of the Sports Complex. Ten construction firms bid on the project, with Pease Construction submitting the low bid of \$5,587,817. The contract is expected to be approved at the April 8 city council meeting, with construction starting this spring. The Washington Recreation and Conservation Office (RCO) was able to contribute an additional \$100,000 to the city's grant, for a total of \$1.1 million.

Parks/Grounds/Facilities Updates: Staff is preparing to perform a series of projects at the Civic Center, including installation of the second flagpole and replacing a few concrete sidewalk panels on the Grandview Forest side of the building.

Wastewater Division Updates: (1) Staff is preparing a contract and scheduling work to eliminate ground water intrusion from the Lift Station #14 (Wagner Way) wet well. The result of this work will reduce maintenance costs and improve lift station capacity. (2) Staff continue to contact food service establishments and issue operational permits related to our fats, oil, and grease (FOG) program. While this is time consuming work and sometimes results in frustrated customers, the goal of this program is to reduce the likelihood of blockages and increased maintenance costs caused by FOG in the wastewater collection and treatment system. (3) Jim is ordering supplies for the annual laboratory performance evaluation testing. This testing is required by Department of Ecology to ensure that our laboratory and staff are producing accurate results on tests performed. (4) Crews will be repairing a leaking water line on the Jerisich Dock. This water line services the city's vessel pump-out station located at the end of the dock. (5) Staff continue to inspect gravity mains using the sewer RAT technology in the area of Skansie Ave and Hunt Street as time allows.

Capital Improvement Project Status Updates: For the most recent updates on the city's design and construction projects, see our online [CIP StoryMap](#).



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

Meeting Date: April 8, 2024

SUBJECT: Public Works Construction Contract Award for Sports Complex Phase 1B

SUBMITTED BY: Senior Engineer Dean Zavack

DEPARTMENT: Public Works

PHONE: (253) 853-7637

SUGGESTED MOTION: Move to authorize the mayor to:

1. Execute the construction contract with Pease Construction in the amount of \$5,587,816.91; and
2. Execute the construction support services Contract with BCRA Engineers in the amount of \$150,000; and
3. Execute the materials testing services contract with Terracon Construction Testing Laboratories in the amount of \$48,101.55; and
4. Authorize the city engineer change order authority in an amount not to exceed \$279,400.00.

BACKGROUND INFORMATION: 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. 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. Phase 1B is the city's portion of the complex and includes pickleball, bocce ball, playgrounds, two pavilions/shelters, a restroom and concessions building, an event/performance stage, and a natural turf open space event lawn. The construction effort for Phase 1B is scheduled to be completed in early 2025 with construction beginning in May of 2024.

BID RESULTS:

The project was competitively bid using the city's public works bidding process. On March 21 the city received ten (10) responsive bids for the project. The lowest five responsive bids are tabulated below. The contract is awarded to the lowest responsive bidder.

Bidder (in order of lowest to highest)	Total Bid Amount
Pease Construction	\$5,587,816.91
Kassel & Associates	\$5,888,795.81
Jones & Roberts Co.	\$6,027,941.70
Bayley	\$6,270,052.54
ACI	\$6,300,699.17

FISCAL CONSIDERATION: The amount budgeted for 2023-24 Mid-Biennial Budget Amendment is \$6,200,000.

2023-24 Funding Summary:

Recreation & Conservation Office Grants (WWRP & LWCF)	\$1,100,000.00
Hospital Benefit Zone Funds	\$4,650,000.00
Park Impact Fees	\$550,000.00
Water Capital Fund (Obj. 4)	\$84,000.00
Capital Development REET	\$150,000.00
Capital Improvement REET	\$150,000.00
Total	\$6,684,000.00

2023-24 Project Expenses:

Design Contract with BCRA Engineers	(\$241,000.66)
Contract Amendment #1 with BCRA Engineers*	(\$6,783.00)
Project Permit Fees (Transportation Impact Fees, Water/ Stormwater/ Sewer charges, and Building Permit fees)	(\$327,990.80)
Sports Complex 1B Park Construction Contract with Pease Construction	(\$5,587,816.91)
Construction Support Services -Amendment #3 (Contract with BCRA)	(\$150,000.00)
Construction Materials Testing and Special Inspections (Contract with Terracon)	(\$48,101.55)
City Engineer Change Order Authority (5% of construction contract with Pease Const.)	(\$279,400.00)
Total Project Expenses:	(\$6,641,092.92)

*Contract Amendment #2 was no change in contract price

Expenditure Required: \$ 6,641,092.92	Amount Budgeted: \$6,200,000 (Mid-Biennial)	Appropriation Required: \$0*
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*Project budget was balanced and funds re-allocated to Sports Complex 1B Budget on March 28, 2024.

ATTACHMENTS:

1. CERTIFIED BID TABS_rev._1
2. COGH Amend 3 to PSC_BCRA
3. PEASE CONTRACT_FOR SIGNATURE_MC
4. PSC with Terracon

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

CITY OF GIG HARBOR

GIG HARBOR SPORTS COMPLEX PHASE 1B CPP-2007

BID OPENING: 03/21/2024 AT 10:00AM

ADDENDA: ADDENDUM #1 - 03/04/2024; ADDENDUM #2 - 03/12/2024; ADDENDUM #3 - 03/18/2024

Revision # 1

DHZ - 3-22-24

ITEM	DESCRIPTION	UNIT	BID QUANTITY	Engineer's Unit Price	Engineer's Totals	PEASE AND SONS Unit Prices	PEASE AND SONS CONSTRUCTION Totals	KASSEL & ASSOCIATES Unit Prices	KASSEL & ASSOCIATES Totals
BASE BID (Description)									
1	GIG HARBOR SPORTS COMPLEX PHASE 1B	LS	1	\$0.00	\$0.00	\$4,965,080.00	\$4,965,080.00	\$5,247,000.00	\$5,247,000.00
2	UNIT PRICE 1 ALLOWANCE (SOIL OVEREXCAVATION & DISPOSAL)	LS	1			\$24,700.00	\$24,700.00	\$23,920.00	\$23,920.00
3	UNIT PRICE 2 ALLOWANCE (STRUCTURAL FILL)	LS	1			\$36,400.00	\$36,400.00	\$35,880.00	\$35,880.00
4	FORCE ACCOUNT ALLOWANCE	LS	1	\$100,000.00		\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
5	MAINTENANCE BOND	LS	1	\$0.00	\$0.00	\$4,965.00	\$4,965.00	\$726.00	\$726.00
	SUBTOTAL				\$0.00		\$5,131,145.00		\$5,407,526.00
	STATE SALES TAX @	8.9%			\$0.00		\$456,671.91		\$481,269.81
	TOTAL				\$0.00		\$5,587,816.91		\$5,888,795.81

Issued for Publication:

[Signature]

DATE:

3/21/2024

JONES & ROBERTS CO. Unit Prices	JONES & ROBERTS CO. Totals	BAYLEY Unit Prices	BAYLEY Totals	ACI Unit Prices	ACI Totals	P & A CIVIL LLC Unit Prices	P & A CIVIL LLC Totals	TERRA DYNAMICS Unit Prices	TERRA DYNAMICS Totals
\$5,368,100.00	\$5,368,100.00	\$5,595,624.00	\$5,595,624.00	\$5,603,941.00	\$5,603,941.00	\$6,310,050.00	\$6,310,050.00	\$6,375,000.00	\$6,375,000.00
\$22,750.00	\$22,750.00	\$20,800.00	\$20,800.00	\$29,900.00	\$29,900.00	\$27,950.00	\$27,950.00	\$20,800.00	\$20,800.00
\$34,450.00	\$34,450.00	\$31,200.00	\$31,200.00	\$43,225.00	\$43,225.00	\$39,000.00	\$39,000.00	\$19,500.00	\$19,500.00
\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$8,700.00	\$8,700.00	\$1,000.00	\$1,000.00	\$55,000.00	\$55,000.00
	\$5,535,300.00		\$5,757,624.00		\$5,785,766.00		\$6,478,000.00		\$6,570,300.00
	\$492,641.70		\$512,428.54		\$514,933.17		\$576,542.00		\$584,756.70
	\$6,027,941.70		\$6,270,052.54		\$6,300,699.17		\$7,054,542.00		\$7,155,056.70

CECCANTI Unit Prices	CECCANTI Totals	OHNO TOUCHDOWN Unit Prices	OHNO TOUCHDOWN Totals	A-1 LANDSCAPING AND CONSTRUCTION Unit Prices	A-1 LANDSCAPING AND CONSTRUCTION Totals
\$6,602,383.57	\$6,602,383.57	\$6,811,500.00	\$6,811,500.00	\$6,992,000.00	\$6,992,000.00
\$22,296.34	\$22,296.34	\$29,250.00	\$29,250.00	\$35,750.00	\$35,750.00
\$38,304.67	\$38,304.67	\$48,750.00	\$48,750.00	\$32,500.00	\$32,500.00
\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
\$7,920.73	\$7,920.73	\$7,500.00	\$7,500.00	\$28,000.00	\$28,000.00
	\$6,770,905.31		\$6,997,000.00		\$7,188,250.00
	\$602,610.57		\$622,733.00		\$639,754.25
	\$7,373,515.88		\$7,619,733.00		\$7,828,004.25

. D4E ✓ - 3-21-24

THIRD AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
BCRA, INC.

THIS THIRD AMENDMENT is made to that certain Professional Services Contract dated March 29, 2022 (the "Agreement"), as amended on September 13, 2022, and again on November 16, 2022 by and between the City of Gig Harbor, a Washington municipal corporation (hereinafter the "City"), and BCRA Inc., a Washington Corporation organized under the laws of the State of Washington (hereinafter the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in completing the Gig Harbor Sports Complex Phase 1B Project to include construction support services and desires to extend consultation services in connection with the project; and

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

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

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

2. Payment. Section 2(A) of the Agreement is amended to increase compensation to the Consultant for the work to be performed as described in **Exhibit A** in an amount not to exceed One Hundred Fifty Thousand Dollars and Zero Cents (\$150,000.00), as shown in **Exhibit B**, attached to this Amendment and incorporated herein for a total contract amount of Seven Hundred Fifty-six Thousand Two Hundred Thirty-four Dollars and Zero Cents (\$756,234.00).

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

[Remainder of page left intentionally blank]

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

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

CONSULTANT

CITY OF GIG HARBOR

By: _____
Title: _____

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A SCOPE OF SERVICES

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PROJECT DESCRIPTION

BCRA and their team of subconsultants will provide construction support services during the construction of the Phase 1B improvements for the Gig Harbor Sports Complex.

SCOPE OF SERVICES

Phase 50 – Construction Support

Task A1 – Architecture

The following activities will be performed:

1. Attend pre-construction conference. (*in-person, 1 staff, 2 hours*)
2. Review required submittal packages, as identified in the specifications, from the Contractor.
3. Respond to valid Requests for Information (RFIs) from Contractor.
4. Attend 22 weekly OAC meetings. (*virtual, 1 staff average, 1 hour*)
5. Attend 6 weekly OAC meetings. (*in-person, 1 staff average, 1 hour*)
6. Perform 6 site visits during construction to correspond with in-person OAC meeting (*in-person, 1 staff, 2 hours*)
7. Visit the site after substantial completion to identify punch list items to be addressed by the Contractor. (*in-person, 1 staff, 3 hours*)
8. Review Contractor's redline as-built drawings

Task C1 – Civil Engineering

The following activities will be performed:

1. Prepare subconsultant agreements.
2. Attend pre-construction conference (*in-person, 2 staff, 2 hours*)
3. Respond to up to 30 valid Requests for Information (RFIs) from Contractor.
4. Attend 35 weekly OAC meetings (*virtual, 1 staff, 1 hour*).
5. Perform 12 site visits during construction, including, (*in-person, 1 staff, 2 hours*)
 - a. Storm drainage pre-installation conference
 - b. Bioretention pre-installation conference
6. Visit the site after substantial completion to identify punch list items to be addressed by the Contractor. (*in-person, 1 staff, 3 hours*)
7. Visit the site to backcheck that punch list work has been completed. (*in-person, 1 staff, 2 hours*)
8. Review Contractor's redline as-built drawings and prepare record drawings based on mark-ups.
9. Monitor and control scope, schedule, and budget.
10. Prepare monthly invoices and progress reports.

Task L1 – Landscape Architecture (BCRA)

The following activities will be performed:

1. Attend pre-construction conference. (*in-person, 1 staff, 2 hours*)
2. Respond to up to 15 valid Requests for Information (RFIs) from Contractor.
3. Perform 6 site visits during construction, including, (*in-person, 1 staff, 2 hours*)
 - a. Planting pre-installation conference
 - b. Installation of Playground Equipment
 - c. Installation of Pickleball pavement
 - d. Installation of Pickleball surfacing
 - e. Installation of Artificial turf

- f. Installation of the Bocce Ball court
4. Visit the site after substantial completion to identify punch list items to be addressed by the Contractor. *(in-person, 1 staff, 3 hours)*
5. Visit the site to backcheck that punch list work has been completed. *(in-person, 1 staff, 2 hours)*
6. Review Contractor's redline as-built drawings and prepare record drawings based on mark-ups.

Task XL1 – Landscape Architecture (Nakano/MIG)

The following activities will be performed:

1. Respond to up to 3 valid Requests for Information (RFIs) from Contractor.
2. Perform 3 site visits during construction

Task XM1 – MEP Engineering (BCE)

The following activities will be performed:

1. Review required submittal packages, identified in the specifications, from the Contractor.
2. Respond to up to 20 valid Requests for Information (RFIs) from Contractor.
3. Perform 2 site visits during construction.
4. Visit the site after substantial completion to prepare punch list of items to be addressed by the Contractor.

Task XS1 – Structural Engineering (PCS)

The following activities will be performed:

1. Review required submittal packages, identified in the specifications, from the Contractor.
2. Respond to valid Requests for Information (RFIs) from Contractor.
3. Perform 3 site visits during construction

Task XT1 – Illumination & Dry Utilities (PH Consulting)

The following activities will be performed:

1. Respond to up to 4 valid Requests for Information (RFIs) from Contractor.
2. Perform 3 site visits during construction

Meetings:

- *Preconstruction conference, attendance as described above*
- *OAC meetings, quantity and attendance as described above*
- *Site visits, quantity and attendance as described above*

Assumptions:

- *City of Gig Harbor will run the construction management process including administering weekly OAC meetings, preparing pay applications, reviewing change orders, and acting as the primary point of contact.*
- *Construction is assumed to be 175 working days as shown in the Contract Documents.*
- *City of Gig Harbor will provide responses and reviews of RFIs or submittals requiring the City's input.*
- *City of Gig Harbor will provide review of site related submittals.*
- *BCRA will provide review of building related submittals requiring architect or engineer review.*
- *All deliverables, unless otherwise noted, will be sent to the City of Gig Harbor via electronic file exchange. Printing and delivering of hard copies will be billed as reimbursable expenses.*

- *Task A1 assumes 215 hours of construction support.*
- *Task C1 assumes 295 hours of construction support.*
- *Task L1 assumes 95 hours of construction support.*
- *Phase budgets are based on the durations noted within the scope. Additional fee may be necessary if project extends beyond these durations.*
- *Exclusions:*
 - *Issuance of substantial completion*
 - *Backpunch of site structures*
 - *Review of warranty and O&M documentation*
 - *One year warranty walk*
 - *Preparation of record drawings for site structures*

Deliverables:

- *RFI Responses (pdf)*
- *Building Related Submittal Reviews (pdf)*
- *Punchlist (pdf)*
- *Record Drawings (CAD and pdf)*
- *Monthly Invoices and Progress Reports (pdf)*

MANAGEMENT RESERVE

A total of \$20,073.00 has been included in the fee estimate for this project to accommodate unforeseen project changes not included in this Scope of Services. At the time additional services are required, BCRA will provide a detailed scope of work and fee estimate. BCRA will not proceed with the work until the City of Gig Harbor has authorized the work and issued a notice to proceed.

PROJECT ASSUMPTIONS

- *Refer to the project assumptions for the Gig Harbor Sports Complex – Phase 1B (22003.00.00) scope of work.*

EXHIBIT B FEES								
Phase	BCRA			Nakano	BCE	PCS	PH Consulting	Total
	Civil Engineering	Architecture	Landscape	Landscape Architecture	MEP Engineering	Structural Engineering	Illum./Transpo. Design	
50 Construction Support	\$ 49,085	\$ 29,675	\$ 14,315	\$ 3,217	\$ 13,230	\$ 9,214	\$ 9,891	\$ 128,627
Subtotal	\$ 49,085	\$ 29,675	\$ 14,315	\$ 3,217	\$ 13,230	\$ 9,214	\$ 9,891	\$ 128,627
Reimbursable								\$ 1,300
Management Reserve								\$ 20,073
Total								\$ 150,000

All fees above are hourly

Subconsultant fees are shown as cost plus 5.0%

Prime Consultant Cost Computations

Project: Gig Harbor Sports Complex Phase 1B Date: 02/27/24
Project No.: 22003.00.00 Prepared By: ACC

BILLING RATES:

	Principal	Project Manager	Civil Engineer	Civil Eng. Designer	Civil Eng. Technician	Architect	Arch Designer	Landscape Architect	Land. Arch. Designer	Spec Specialist	Project Admin	Billing Specialist
Staff Initials	BD	AC	SP	MB	RB	JD	MD	ES	MT	BB	AP	RS
Billing Rate	\$235.00	\$185.00	\$165.00	\$135.00	\$135.00	\$205.00	\$105.00	\$165.00	\$125.00	\$165.00	\$135.00	\$115.00

LABOR:

Phase/Task	Principal	Project Manager	Civil Engineer	Civil Eng. Designer	Civil Eng. Technician	Architect	Arch Designer	Landscape Architect	Land. Arch. Designer	Spec Specialist	Project Admin	Billing Specialist	Hours	Cost
Staff Initials	BD	AC	SP	MB	RB	JD	MD	ES	MT	BB	AP	RS		
50 CONSTRUCTION SUPPORT														
A1 Architecture	0	0	0	0	0	35	120	0	0	60	0	0	215	\$ 29,675.00
C1 Civil Design	15	78	132	30	26	0	0	0	0	0	9	5	295	\$ 49,085.00
L1 Landscape Architecture	0	0	0	0	0	0	0	61	34	0	0	0	95	\$ 14,315.00
PH 50 Total													605	\$ 93,075.00
Total Hours	15	78	132	30	26	35	120	61	34	60	9	5	605	
Total Cost	\$ 3,525.00	\$ 14,430.00	\$ 21,780.00	\$ 4,050.00	\$ 3,510.00	\$ 7,175.00	\$ 12,600.00	\$ 10,065.00	\$ 4,250.00	\$ 9,900.00	\$ 1,215.00	\$ 575.00		\$ 93,075.00

SUBCONSULTANTS:

Firm	Cost
Nakano	\$ 3,217.00
BCE	\$ 13,230.00
PCS	\$ 9,214.00
PH Consulting	\$ 9,891.00

TOTALS:

Total Prime Consultant	\$ 93,075.00
Total Subconsultants	\$ 35,552.00
Total Reimbursable Expenses	\$ 1,300.00
Management Reserve	\$ 20,073.00
TOTAL FEE ESTIMATE	\$ 150,000.00

M I G					
Fee Estimate for					
Gig Harbor Sports Complex Phase 1B - ASR for construction support					
DATE 2/16/2024					
			Ida	Paula	China
Scope of Work		Total	Principal LA	Project Manager/ Sr. LA	Proj. Accountant
			\$ 195.00	\$ 165.00	\$ 125.00
Construction Administration Phase					
	Clarifications and RFIs (assumes _3_ RFIs)			6.0	
	Construction visits and meetings (includes attendance at _3_)			12.0	
	Total Hours - Construction Administration Phase	18.8	-	18.0	0.75
Total Fee - Construction Administration Phase		\$ 3,063.75	\$ -	\$ 2,970.00	\$ 93.75
Summary of Basic Design Fees by Phase					
	Construction Administration Phase	\$ 3,063.75			
Total Basic Services		\$ 3,063.75			
Expenses		\$ 200.00			
Total Basic Services Including Expenses		\$ 3,263.75			
Assumptions & Exceptions					
1. Additional site visit beyond three will be charged at our hourly rates					
2. Hours are estimated and may be redistributed between tasks and personnel.					
Checked by: I.Ottesen					

BACK-UP DATA TO (A-E PROPOSAL)(GOVERNMENT ESTIMATE)					DATE 21-Feb-24		PAGE ____ OF ____		
JOB TITLE : Gig Harbor Sports Complex Phase 1B					SPECIFY ☐ CONCEPT ☐ FINAL ☐ PRELIMINARY ☐ REPORT				
REMARKS : BCE ENGINEERS - CA									
LIST OF DRAWINGS/ACTIVITIES (MANHOURS)(MAN DAYS)									
NO.	DESCRIPTION	PRIN ELEC MECH	ASSOC ELEC MECH	SEN ELEC MECH	ENG ELEC MECH	ENG FP	TYP DRAFT	TECH	
	COORDINATION MEETINGS		4 4		6 6				
	REVIEW SUBMITTALS		4 4		4 4				
	RFI RESPONSES	1 1	2 2		14 14				
	(3) TOTAL SITE INSPECTIONS (INCL PUNCHLIST)		12 12						
	AS-BUILT DRAFTING (EXCLUDED)								
ESTIMATE BY : J SNYDER		1 1	22 22	0 0	24 24	0 0	0 0	0 0	
DATE : 21-Feb-24		1	22	0	24	0	0	0	



February 15, 2023

BCRA Design
2106 Pacific Ave # 300
Tacoma, WA 98402

Attn: Andrew Cirillo, P.E.

**RE: Gig Harbor Sports Complex Phase 1B - MEP Engineering Fees
Construction Services**

Dear Andrew,

We appreciate this opportunity to provide MEP engineering services for the new Restroom Building for the Phase 1B of the Sports Complex in Gig Harbor. I have listed the breakdown of our anticipated effort below, as I understand it, to support the scope of work:

Scope of Work:

- Review required electronic submittal packages, identified in the specifications, from the Contractor.
- Respond to up to 20 Requests for Information (RFIs) from Contractor.
- Perform (3) site visits during construction and provide field reports. The last site visit will be to perform MEP punchlist.

Assumptions:

- Construction is assumed to be 240 working days as shown in the Contract Documents.
- Pre-Construction meeting attendance is excluded.
- Warranty walk-thru is excluded.
- MEP back punch site visit is excluded.
- Attendance at OAC Meetings is excluded.
- As-built drafting is excluded.
- Any contract modifications requested by the Owner will be considered an extra service.

We propose to bill this project at an **Hourly Not to Exceed** as **\$12,600.00**.

Thanks again for this opportunity to provide engineering services for this project. If you have any questions or need further information, please feel free to call.

Sincerely,
BCE Engineers, Inc.

Joe Snyder, P.E.
Principal

Approval to proceed with services as outlined above:

_____	_____
(Signature)	(Title)

(Company)	

(Date)	



Seattle	1011 Western Avenue, Suite 810 Seattle, WA 98104 206.292.5076
Tacoma	1250 Pacific Avenue, Suite 701 Tacoma, WA 98402 253.383.2797
Portland	101 SW Main Street, Suite 280 Portland, OR 97204 503.232.3746
www.pcs-structural.com	

February 26, 2024

BCRA Design
2106 Pacific Ave, Suite 300
Tacoma, WA 98402

ATTN: Andrew Cirillo

RE: *Gig Harbor Sports Complex Phase 1B – Gig Harbor, Washington*
Additional Services – Construction Services

Dear Andrew:

Thank you for this opportunity to propose our Construction Administration Services for Gig Harbor Sports Complex in Gig Harbor, Washington.

SCOPE OF SERVICES

Construction Administration includes review of shop drawings and response to RFIs. On-site Structural Observation will likely occur once or twice a month as the primary structural components are being erected. Three (3) site visits are included in our CA service proposal. We have assumed that the construction will occur within a one year period and not be phased.

FEES

Our fee for Construction Administration will be hourly at \$195/hour not to exceed **\$8,775**. The fee amount may be modified only with prior written approval if the scope of services is changed.

Thank you for this opportunity to be of continued service. If there are any questions regarding this proposal, please feel free to call. We look forward to hearing from you.

Very truly yours,

PCS STRUCTURAL SOLUTIONS

Luke Heath, S.E.
Associate Principal

Accepted by:

Signature

Date

Printed Name/Title

LAHdlis
22-608

12 of 16

22608 pro ASR 2024-02-26 lah



**2023
FEE SCHEDULE
Standard Hourly Rates**

Principal	\$215.00
Associate Principal	\$190.00
Senior Associate.....	\$175.00
Associate	\$165.00
Senior Engineer/Specialty Designer.....	\$152.00
Engineer/Senior Designer.....	\$135.00
Engineering Assistant/Designer.....	\$108.00
Revit Modeler / Drafter / CAD Technician.....	\$ 93.00
Spec Typist.....	\$ 85.00

Reimbursable Expenses

Copies (8 ½ x 11)	\$0.15/Sheet
Copies (24" x 36")	\$5.50/Sheet
Copies (30" x 42")	\$5.50/Sheet
Mileage	\$0.50/Mile

PH Consulting Staff Category	Hours	Rate	Cost
Principal	28	\$ 220.00	\$ 6,160.00
Senior Traffic Engineer	4	\$ 200.00	\$ 800.00
Project Engineer	12	\$ 185.00	\$ 2,220.00
Office Administrator	2	\$ 120.00	\$ 240.00
Total Hours	46		\$ 9,420.00
Direct Salary Cost			\$ 9,420.00
Traffic Counts	0	0	\$ -
Reproduction Costs			
Full Sized Copies (Bond)		\$ -	
Full Sized (PVC)		\$ -	
Reprographics		\$ -	
Parking/Tolls	3	4.5	\$ 13.50
2024 Mileage Rates	1	0.67	\$ 66.50
		0	
Sub-Total Direct Expenses			\$ 80.00
PE Phase Fee			\$ 9,420.00
Total Fee			\$ 9,500.00

Fee Estimate
Task Hour Breakdown
Gig Harbor Sports Complex Phase 1B

Task No.	Task Description	Principal	Senior Traffic Engineer	Project Engineer	Office Administrator	PH Total
	Hourly Rate	\$ 220.00	\$ 200.00	\$ 185.00	\$ 120.00	
CM	Construction Engineering Support					
	RFI's (4)	12		4	2	18
	Change Orders (1)	4	4	4		12
	Site Visits (3)	12		4		16
	Task 4.0 Total Hours	28	4	12	2	46
	Subtotal Task 4.0	\$ 6,160.00	\$ 800.00	\$ 2,220.00	\$ 240.00	\$ 9,420.00
	PH TOTAL HOURS	28	4	12	2	46
	TOTAL ALL TASKS	\$ 6,160.00	\$ 800.00	\$ 2,220.00	\$ 240.00	\$ 9,420.00

PH Consulting LLC
Summary of Direct Labor Costs
Effective January 1, 2024-December 31, 2024

Job Classifications	Maximum Billing Rate
Principal	\$ 285.00
Sr Project Manager	\$ 270.00
Project Manager	\$ 245.00
Senior Traffic Engineer	\$ 220.00
Project Engineer	\$ 195.00
Associate Engineer	\$ 170.00
Engineering Design Technician	\$ 145.00
Engineering Intern	\$ 105.00
CAD Manager	\$ 180.00
CAD Designer III	\$ 155.00
CAD Designer II	\$ 135.00
CAD Designer I	\$ 125.00
Office Administrator	\$ 130.00
Office Assistant	\$ 105.00
Direct non-salary costs will be billed at actual costs. Subconsultants will be marked up at 10% Direct Mileage will be billed at current approved IRS mileage rate.	

**CITY OF GIG HARBOR
GIG HARBOR SPORTS COMPLEX – PHASE 1B PROJECT
CSP-2007**

THIS AGREEMENT, made and entered into, this ____ day of _____, 20__, by and between the City of Gig Harbor, a Non-Charter Code city in the State of Washington, hereinafter called the “City”, and _____, hereinafter called the “Contractor.”

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this Contract, the parties hereto covenant and agree as follows:

1. The Contractor shall do all of the work and furnish all of the labor, materials, tools, and equipment necessary for the construction of the Gig Harbor Sports Complex – Phase 1B Project, all in accordance with the Technical Specifications, Conditions of the Construction Contract and Supplementary Conditions of the Contract, and shall perform any changes in the Work, all in full compliance with the Project Manual entitled “Gig Harbor Sports Complex – Phase 1B Project Manual, CSP-2007,” which are by this reference incorporated herein and made a part hereof; and agrees to accept payment for the same in accordance with the said Project Manual, including the schedule of prices in the “Proposal,” the sum _____, including state sales tax, subject to the provisions of the Project Manual.
2. Work shall commence and contract time shall begin as stated in Section SC-4.02 of the Supplementary Conditions. All Contract Work shall be physically complete as stated in Section 01 11 00.
3. The Contractor agrees to pay the City Liquidated Damages for each and every working day all Work remains uncompleted after expiration of the specified time, as stated in Section 01 11 00.
4. The Contractor shall provide for and bear the expense of all labor, materials, tools and equipment of any sort whatsoever that may be required for the full performance of the Work provided for in this Contract upon the part of the Contractor.
5. The term “Project Manual” shall mean and refer to the following: “Invitation to Bidders,” “Bid Form,” “Addenda” if any, “Specifications,” “Plans,” “Contract,” “Performance Bond,” “Payment Bond,” “Notice to Proceed,” “Change Orders” if any, and any documents referenced or incorporated into the Project Manual, including, but not limited to the Standard General Conditions, the Supplementary Conditions and the Technical Specifications.
6. The City agrees to pay the Contractor for materials furnished and Work performed in the manner and at such times as set forth in the Project Manual.
7. The Contractor for himself/herself, and for his/her heirs, executors, administrators, successors, assigns, agents, subcontractors, and employees, does hereby agree to the full performance of all of the covenants herein contained upon the part of the Contractor.

8. It is further provided that no liability shall attach to the City by reason of entering into this Contract, except as expressly provided herein.

IN WITNESS WHEREOF the parties hereto have caused this Contract to be executed the day and year first hereinabove written:

CITY OF GIG HARBOR:

CONTRACTOR:

Tracie Markley, Mayor

City of Gig Harbor

Date: _____

Print Name: _____

Print Title: _____

Date: _____

ATTEST:

City Clerk

APPROVED FOR FORM:

City Attorney

***** END CONTRACT FORM *****

**PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
TERRACON CONSULTANTS**

THIS AGREEMENT is made by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and TERRACON CONSULTANTS, a DELAWARE corporation (the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in Gig Harbor Sports Complex Phase 1B project and desires that the Consultant perform services necessary to provide the following consultation services; and

WHEREAS, the Consultant agrees to perform the services more specifically described in the Scope of Work including any addenda thereto as of the effective date of this Agreement, all of which are attached hereto as **Exhibit A – Scope of Work**, and are incorporated by this reference as if fully set forth herein;

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

TERMS

1. Retention of Consultant - Scope of Work. The City hereby retains the Consultant to provide professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. Payment.

A. The City shall pay the Consultant an amount based on time and materials, not to exceed Forty Eight Thousand, One Hundred One Dollars and Fifty-Five Cents (\$48,101.55) for the services described in Section 1 herein. This is the maximum amount to be paid under this Agreement for the work described in **Exhibit A**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant's staff and billing rates shall be as described in **Exhibit B – Schedule of Rates and Estimated Hours**. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibit A** or bill at rates in excess of the hourly rates shown in **Exhibit B**, unless the parties agree to a modification of this Contract, pursuant to Section 17 herein.

B. The Consultant shall submit monthly invoices to the City after such services have been performed, and a final bill upon completion of all the services described in this Agreement. The City shall pay the full amount of an invoice within 45 days of receipt. If the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within 15 days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

3. Duration of Work. The City and the Consultant agree that work will begin on the tasks described in **Exhibit A** immediately upon execution of this Agreement. The parties agree that the work described in **Exhibit A** shall be completed by December 31, 2025; provided however, that additional time shall be granted by the City for excusable days or extra work. Further, the parties may extend the duration of this Agreement consistent with the terms of Section 17 below.

4. Termination. The City reserves the right to terminate this Agreement at any time upon ten (10) days written notice to the Consultant. Any such notice shall be given to the address specified above. In the event that this Agreement is terminated by the City other than for fault on the part of the Consultant, a final payment shall be made to the Consultant for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the Consultant of the notice to terminate. In the event that services of the Consultant are terminated by the City for fault on part of the Consultant, the amount to be paid shall be determined by the City with consideration given to the actual cost incurred by the Consultant in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the City at the time of termination, the cost of the City of employing another firm to complete the work required, and the time which may be required to do so.

5. Non-Discrimination. The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any services for the City now or in the future.

6. Independent Status of Consultant. The parties to this Agreement, 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.

7. Indemnification.

A. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers, harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney's fees, arising out of or resulting from the negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. 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 Consultant and the City, its officers, officials, employees or volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance.

A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation. The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City of Gig Harbor's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance. The Consultant shall obtain at no cost to the City and maintain said insurance in force for the duration of this agreement, insurance of the types described below:

1. 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.
2. 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, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Professional's profession.

D. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Employer's Liability, each accident \$1,000,000, Employer's Liability Disease-each employee \$1,000,000, and Employer's Liability Disease - Policy Limit \$1,000,000.
4. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim/aggregate.

E. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect to the City of Gig Harbor. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute to it.
2. The City of Gig Harbor will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City of Gig Harbor will not waive its right to subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the City of Gig Harbor, or any self-insurance, or insurance pool coverage maintained by the City of Gig Harbor.
3. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. 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.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII and licensed to conduct business in the State of Washington.

G. Verification of Coverage. The Consultant shall furnish the City 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 Consultant before commencement of the work.

9. Ownership and Use of Work Product. Any and all documents, drawings, reports, and other work product produced by the Consultant under this Agreement shall become the property of the City upon payment of the Consultant's fees and charges therefore. The City shall have the complete right to use and re-use such work product in any manner deemed appropriate by the City, provided, that use on any project other than that for which the work product is prepared or modification of the work product shall be at the City's risk unless such use is agreed to by the Consultant.

10. City's Right of Inspection. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

11. Records.

A. The Consultant shall keep all records related to this Agreement for a period of three years following completion of the work for which the Consultant is retained. The Consultant shall permit any authorized representative of the City, and any person authorized by the City for audit purposes, to inspect such records at all reasonable times during regular business hours of the Consultant. Upon request, the Consultant will provide the City with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the Consultant, but the Consultant may charge the City for copies requested for any other purpose.

B. Consultant acknowledges that the City is an agency governed by the public records disclosure requirements set forth in chapter 42.56 RCW. Consultant shall fully cooperate with and assist the City with respect to any request for public records received by the City concerning any public records generated, produced, created and/or possessed by Consultant and related to the services performed under this Agreement. Upon written demand by the City, the Consultant shall furnish the City with full and complete copies of any such records within ten business days. Consultant's failure to timely provide such records upon demand shall be deemed a material breach of this Agreement. To the extent that the City incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, the Consultant shall indemnify and hold harmless the City as set forth in Section 7. For purposes of this section, the terms "public records" and "agency" shall have the same meaning as defined by chapter 42.56 RCW, as construed by Washington courts.

C. The provisions of this section shall survive the expiration or termination of this Agreement.

12. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subconsultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

13. 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.

14. Resolution of Disputes and Governing Law.

A. 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 Engineer or Director of Operations and the City shall determine the term or provision's true intent or meaning. The City Engineer or Director of Operations shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the City Engineer or Director of Operations determination in a reasonable time, or if the Consultant does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be filed in 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 in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

15. Written Notice. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person, electronically delivered receipt confirmed, or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

CONSULTANT:
TERRACON CONSULTANTS, INC
ATTN: KEVIN GRAHAM
20225 CEDAR VALLEY RD STE.110
LYNWOOD, WA 98036

City of Gig Harbor
ATTN: DEAN ZAVACK
3510 Grandview Street
Gig Harbor, WA 98335

16. Subcontracting or Assignment. The Consultant may not assign or subcontract any portion of the services to be provided under this Agreement without the express written consent of the City.

17. Entire Agreement. This Agreement represents the entire integrated agreement between the City and the Consultant, superseding all prior negotiations, representations or agreements, written or oral. This Agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. If extending the duration of the Agreement only, the parties may agree to such duration extension by written instrument approved and signed by the Consultant and by the Department Director if all other terms of the Agreement are unchanged and remain in full force and effect for the entire new duration of the Agreement.

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

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its: _____

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney



EXHIBIT A

20225 Cedar Valley Rd, Ste 110
Lynnwood, WA 98036

P (425) 742-9360

F (425) 745-1737

Terracon.com

April 2, 2024

Dean Zavack
City of Gig Harbor
3510 Grandview St.
Gig Harbor, WA 98335

Re: Special Inspection and Materials Testing Services
Gig Harbor Sports Complex 1B
10550 Harbor Hill Dr.
Gig Harbor, WA 98332
Terracon Proposal No. PM7241226

Dear Dean Zavack,

Terracon is pleased to submit our proposal for Special Inspection and Materials Testing services for the Gig Harbor Sports Complex 1B. The following documents were provided for our review:

- BCRA Architectural Drawings Dated 05/31/2023
- PCS Structural Drawings Dated 05/31/2023

The attached cost estimate is based on a review of the above information. Once additional or updated documents become available, it would benefit the City of Gig Harbor to provide us with the opportunity to review and revise this estimate based on the updated information.

SCOPE: We anticipate that our scope of work will include inspection and testing of the following:

- Reinforced Concrete
- Grout Placement
- Structural Wood
- Structural Steel Fabrication
- Structural Steel Erection
- Soil Compaction
- Asphalt Testing
- Soil Analysis
- Geotechnical Engineering (Site Evaluation)

We assume structural steel members will come from a local Puget Sound or Portland area fabrication shop.

QUALIFICATIONS: Terracon has been performing testing and inspection services in the Pacific Northwest since 1984. We are fully certified and perform all tests in accordance with ASTM and IBC standards. With the largest staff of WABO-registered inspectors in the State, we have ample capacity to staff this project with multi-licensed inspectors. Washington State Professional Engineers directly supervise all inspection activities.

FEES: As an integral part of the project team, we work with our clients to provide realistic testing and inspection budgets. Our clients will only be invoiced for actual work performed. A trip charge and a four-hour minimum will apply to all inspections. Time and mileage will be charged portal-to-portal from our Tacoma Office. One hour of project management will be charged for the initial project setup. A 5% fee will be applied to each invoice should project portal uploads be necessary. A premium rate of 1.5 times the regular rate will be charged for all work outside of normal working hours or in excess of 8 hours per day and on Saturdays, Sundays, and Legal Holidays. Payment is net 30 days from the date on the invoice. This proposal is valid for 90 days from the date of this letter. Final costs may vary up or down depending on the contractor's work schedule. All services will be billed in accordance with the attached fee schedule.

If you have any questions, please do not hesitate to call. If you find this proposal acceptable, please sign and return one copy to our office. We look forward to your favorable response.

Respectfully Submitted,

TERRACON



Kevin Graham

Principal / Office Manager



Samuel Randolph

Group Manager

Attachments: Cost Estimate
2023 Fee Schedule and General Conditions

Gig Harbor Sports Complex 1B
Testing and Inspection Services
Terracon Cost Estimate No. PM7241226

ITEM					UNITS	UNIT PRICE	TOTAL
Inspection Services							
Site							
Concrete Placement Inspection					24 Hours	98.00 /hr	2,352.00
Miscellaneous:	Estimate	6 inspections at	4	hours per inspection			
Soils Technician					32 Hours	110.00 /hr	3,520.00
Density Testing:	Estimate	8 inspections at	4	hours per inspection			
Field Engineer					132 Hours	135.00 /hr	17,820.00
Sub Grade	Estimate	4 inspections at	8	hours per inspection			
Organic Material							
Evaluation	Estimate	4 inspections at	8	hours per inspection			
Proof Rolling:	Estimate	6 inspections at	6	hours per inspection			
Backfilling:	Estimate	4 inspections at	8	hours per inspection			
Asphalt Technician					24 Hours	110.00 /hr	2,640.00
Density Testing:	Estimate	2 inspections at	8	hours per inspection			
Sampling:	Estimate	2 inspections at	4	hours per inspection			
Restroom							
Reinforced Concrete Inspection					12 Hours	98.00 /hr	1,176.00
Foundation:	Estimate	1 inspections at	4	hours per inspection			
Slab on grade:	Estimate	1 inspections at	4	hours per inspection			
Walls:	Estimate	1 inspections at	4	hours per inspection			
Structural Wood					8 Hours	98.00 /hr	784.00
Studwall:	Estimate	1 inspections at	4	hours per inspection			
Sheathing:	Estimate	1 inspections at	4	hours per inspection			
Structural Steel Fabrication Inspection					4 Hours	115.00 /hr	460.00
	Estimate	1 inspections at	4	hours per inspection			
Structural Steel Erection Inspection					4 Hours	115.00 /hr	460.00
	Estimate	1 inspections at	4	hours per inspection			
Performance Shelter							
Reinforced Concrete Inspection					12 Hours	98.00 /hr	1,176.00
Foundation:	Estimate	1 inspections at	4	hours per inspection			
Slab on grade:	Estimate	1 inspections at	4	hours per inspection			
Walls:	Estimate	1 inspections at	4	hours per inspection			
Baseplate Grout Inspection					4 Hours	98.00 /hr	392.00
	Estimate	1 inspections at	4	hours per inspection			
Structural Wood					8 Hours	98.00 /hr	784.00
Studwall:	Estimate	1 inspections at	4	hours per inspection			
Roof framing:	Estimate	1 inspections at	4	hours per inspection			
Structural Steel Fabrication Inspection					4 Hours	115.00 /hr	460.00

Gig Harbor Sports Complex 1B
Testing and Inspection Services
Terracon Cost Estimate No. PM7241226

ITEM					UNITS	UNIT PRICE	TOTAL
	Estimate	1 inspections at	4	hours per inspection			
Structural Steel Erection Inspection					4 Hours	115.00 /hr	460.00
	Estimate	1 inspections at	4	hours per inspection			
Pickshelters East and West							
Reinforced Concrete Inspection					12 Hours	98.00 /hr	1,176.00
Foundation:	Estimate	1 inspections at	4	hours per inspection			
Slab on grade:	Estimate	1 inspections at	4	hours per inspection			
Miscellaneous:	Estimate	1 inspections at	4	hours per inspection			
Baseplate Grout Inspection					4 Hours	98.00 /hr	392.00
	Estimate	1 inspections at	4	hours per inspection			
Structural Wood					8 Hours	98.00 /hr	784.00
Structural Post and Be:	Estimate	1 inspections at	4	hours per inspection			
Roof framing:	Estimate	1 inspections at	4	hours per inspection			
Structural Steel Fabrication Inspection					4 Hours	115.00 /hr	460.00
	Estimate	1 inspections at	4	hours per inspection			
Structural Steel Erection Inspection					4 Hours	115.00 /hr	460.00
	Estimate	1 inspections at	4	hours per inspection			
Project Management (<i>Includes project set up, meetings, report review, closeout services and misc. consultation</i>)					20 Hours	175.00 /hr	3,500.00
Laboratory Services							
Concrete Compressive Strength Cylinder Test					60 Each	35.00 ea	2,100.00
Grout Compressive Strength Test					18 Each	35.00 ea	630.00
Asphalt Rice Density Test					2 Each	160.00 ea	320.00
Soil Moisture Density Relationship Test (<i>Proctor</i>)					4 Each	300.00 ea	1,200.00
Organic Impurities Test					4 Each	50.00 ea	200.00
Organic Matter Analysis (loss on ignition by weight)					4 Each	65.00 ea	260.00
Miscellaneous Services							
Trip Charge					41 Each	45.00 ea	1,845.00
Report/Invoice Upload (<i>City Portals, Procore, GC Pay, etc.</i>)							2,290.55
Cylinder Pick-up							No Charge
Mileage							No Charge
Administrative Services (<i>Types reports, mail, postage, etc.</i>)							No Charge

Total Estimated Costs: \$48,101.55

A four-hour minimum charge per call applies to all inspections. A premium rate of 1.5 times the regular will be charged for all work outside of normal working hours of 7 am to 5 pm or in excess of 8 hours per day and on Saturdays, Sundays and Legal Holidays. Payment is net 30 days. This estimate is valid for 90 days.

2023 Fee Schedule

INSPECTION SERVICES

Concrete Inspection <i>(includes Reinforcing Steel, Concrete Placement, Shotcrete, Augercast Grout, Grout, Batchplant)</i>	98.00 /hour
Post Tension Concrete Inspection <i>(includes placement and stressing)</i>	98.00 /hour
Post-Installed Anchor Inspection <i>(includes Epoxy Grouted, Expansion and Wedge)</i>	98.00 /hour
Masonry Inspection <i>(includes cmu and brick veneer)</i>	98.00 /hour
Lateral Framing Inspection <i>(includes wood and light gauge)</i>	98.00 /hour
Seismic Resistance System Inspection	98.00 /hour
Fireproofing Inspection	110.00 /hour
Intumescent Paint Inspection	110.00 /hour
Soils Technician <i>(includes nuclear densometer)</i>	110.00 /hour
Asphalt Technician <i>(includes nuclear densometer)</i>	110.00 /hour
Asphalt or Concrete Coring Technician	115.00 /hour
Laboratory Technician	115.00 /hour
Lead Inspector	115.00 /hour
Structural Steel/Welding/Mass Timber/Firestopping Inspection	125.00 /hour
NACE Level I / II / III	125.00 /hour
Non-Destructive Testing	
Ultrasonic, Magnetic and Dye Penetrant Testing	125.00 /hour

LABORATORY SERVICES

Concrete Testing	
Concrete Absorption, Unit Weight and Moisture Content Test	45.00 each
Concrete, Augercast Grout or Nonshrink Compressive Strength Cylinder Test <i>(includes curing, breaking and report)</i>	35.00 each
Concrete Compressive High Strength Cylinder Test <i>(over 10,000 psi)</i>	37.00 each
Concrete Core Compressive Strength Test <i>(includes trimming and testing)</i>	65.00 each
Concrete Flexural Strength Beam Test	90.00 each
Concrete Shrinkage Test <i>(ASTM C157 - set of 3)</i>	350.00 each
Length of Concrete Core Test <i>(ASTM C174)</i>	30.00 each
Modulus of Elasticity Test	225.00 each
Shotcrete Panel Test <i>(includes 4 cores)</i>	225.00 each
Unit Weight Test <i>(Air Dry)</i>	60.00 each
Unit Weight Test <i>(Oven Dry)</i>	75.00 each
Voids and Density of Hardened Concrete Test <i>(ASTM C642)</i>	115.00 each
Masonry Testing	
Brick or Precast Paving Slab Absorption Test <i>(24 hour soak)</i>	60.00 each
Brick or Precast Paving Slab Absorption Test <i>(5 hour boil)</i>	75.00 each
Precast Paving Slab Flexural Strength Test	100.00 each
Brick or Concrete Paver Compression Test 12"	80.00 each
Brick or Concrete Paver Compression Test 24"	100.00 each
Masonry Absorption, Unit Wt. And Moisture Content Test	60.00 each
Masonry Unit Compression Test	90.00 each
Masonry Drying Shrinkage Test <i>(set of 3)</i>	350.00 each
Masonry Grout or Mortar Compressive Strength Test	35.00 each
Masonry Prism Test <i>(grouted or ungrouted)</i>	150.00 each
Retaining Wall Unit Absorption Test: to 6" - 45.00 each, to 12" - 70.00 each, over 12"	100.00 each
Retaining Wall Unit Compression Test	150.00 each
Asphalt Testing	
Asphalt Core Density Test	75.00 each
Asphalt Ignition & Gradation Test	310.00 each
Asphalt Marshall Set Test <i>(flow, stability, voids)</i>	450.00 each
Asphalt Oil Content Test	105.00 each
Asphalt Rice Density Test	160.00 each
Asphalt Stripping Test	30.00 each
Asphalt Superpave Set Test <i>(VMA, VFA and VA)</i> ^{12 OF 15}	700.00 each

2023 Fee Schedule

LABORATORY SERVICES

Soils and Aggregate Testing

Atterberg Limits Tests	200.00 each
Liquid Limit Only Test	110.00 each
Plastic Limit Only Test	100.00 each
California Bearing Ratio Test (<i>CBR - with proctor</i>)	800.00 each
Clay Lumps and Friable Particles Test	150.00 each
Degradation Test	200.00 each
Fine Aggregate Angularity Test	95.00 each
Flat and Elongated Particles Test	120.00 each
Fractured Face Count Test	100.00 each
LA Abrasion Test	200.00 each
Lightweight Pieces in Aggregate Test (<i>coal and lignite</i>)	150.00 each
Lightweight Pieces in Aggregate Test (<i>chent</i>) SPG 2.40	325.00 each
Organic Impurities Test	50.00 each
Organic Matter Analysis (<i>loss on ignition by weight</i>)	65.00 each
Sand Equivalent Test	150.00 each
Sieve Analysis Test (<i>includes wash over #200</i>)	260.00 each
Soil or Aggregate #200 Wash Only Test	135.00 each
Sodium Sulfate Soundness Test	275.00 each
Soil Hydrometer Analysis Test (<i>includes particles finer than #200</i>)	310.00 each
Soil Moisture Content Test (<i>natural</i>)	35.00 each
Soil Moisture Density Relationship Test (<i>proctor</i>)	300.00 each
Soil pH Test	55.00 each
Soil Relative Density Test	270.00 each
Soil Specific Gravity Test	120.00 each
Specific Gravities Coarse or Fine Aggregate Test	120.00 each
Uncompacted Voids Test	120.00 each
Unit Weight Test	50.00 each
WSDOT T606 Test	800.00 each

Miscellaneous Testing

Ethylene Glycol Test	150.00 each
Fiber-Reinforced Polymer Tensile Test (<i>set of 5</i>)	1000.00 each
Fireproofing Density Test	90.00 each
Machining Tensile Test	Cost + 15%
Macroetch Test	105.00 each
Moisture Emission Test Kits	35.00 each
Reinforcing Steel #9 - #18 Tensile Test	160.00 each
Reinforcing Steel #3 - #8 Tensile Test	120.00 each
Splitting Tensile Test	85.00 each
Tensile Test on Coupler Assembly #3 - #6	175.00 each
Tensile Test on Coupler Assembly #7 - #10	200.00 each
Tensile Test on Coupler Assembly #11 - #18	320.00 each
Universal Test Machine & Operator	185.00 /hour
Weld Fracture Test	85.00 each

ENGINEERING SERVICES

Principal Engineer/NDE Level III (<i>includes misc. consultation & project oversight</i>)	225.00 /hour
Staff Engineer (<i>includes Pachometer/GPR, Floor Flatness, Impact Echo, Fiber-Reinforced Polymer Inspection, Load Testing & Concrete Moisture Testing</i>)	180.00 /hour
Engineering Technician	135.00 /hour
Project Management (<i>includes meetings, report review, set up & closeout services</i>)	175.00 /hour

OTHER

Administrative Services (<i>report processing</i>)	75.00 /hour
Report/Invoice Upload (<i>SCDI, Procure, GC Pay, etc.</i>)	5% of invoice total
Trip Charge	45.00 each
Mileage (<i>charged portal to portal, outside our regular service area of 30 miles</i>)	1.00 /mile
Subsistence (<i>lower 48 states</i>)	Federal GSA Rate
Reimbursable Expenses (<i>travel, parking, rentals, consumables, etc.</i>)	Cost + 15%
Subconsultants	Cost + 15%
NDT Consumables (<i>includes couplant and equipment usage</i>)	25.00 /visit

13 OF 15

* A four hour minimum charge applies to all inspections. Overtime rate of 1.5 times the regular rate applies to all work performed outside of normal working hours of 7 am to 5 pm, weekends and holidays.



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

Meeting Date: April 8, 2024

SUBJECT: Resolution 1312 Adopting Revised City Council Guidelines & Procedures

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to approve Resolution 1312.

BACKGROUND INFORMATION: The City Council's Guidelines & Procedures were last updated in May 2023. Since that time, council and staff have identified a few proposed revisions for the guidelines, which have been collected in the attached draft. These include:

- Pg. 10: Updates to public comment procedures
- Pg. 12-14: Agenda changes for public comment periods
- Pg. 23: Advisory board residency requirements
- Pg. 25: Expectations of advisory board members
- Pg. 27: Councilmember/advisory board communications
- Pg. 31: Mayor and council email address responses
- Pg. 36: Authorization to apply for grants

In addition, the guidelines have been updated throughout to adhere to the [City of Gig Harbor Style Guide](#).

The revisions were reviewed and modified at the March 28 study session and are incorporated into the revised guidelines and procedures which are included in Resolution 1312 as Exhibit A.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Resolution 1312
 2. Resolution 1312 Exhibit A
-

STRATEGIC PLAN PRIORITY: Foster a healthy city organization.

RESOLUTION 1312

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING REVISED CITY COUNCIL GUIDELINES & PROCEDURES

WHEREAS, the City Council and Mayor wish to adopt formal guidelines and procedures to govern the conduct of their meetings in order to increase meeting efficiency and reduce conflict; and

WHEREAS, RCW 35A.12.120 authorizes the City Council to “determine its own rules and order of business and to establish formal rules for the conduct of council meetings”; and

WHEREAS, these guidelines and procedures are adopted for the sole benefit of the members of the City Council and the Mayor to assist in the orderly conduct of Council business; and

WHEREAS, these guidelines of procedure do not grant rights or privileges to members of the public or third parties; and

WHEREAS, the City Council may implicitly or by a majority vote determine to temporarily waive any of these guidelines or procedures; and

WHEREAS, these guidelines and procedures were first adopted on October 26, 2020 and subsequently amended on April 25 and December 12, 2022, and May 8, 2023;

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

Section 1. The City of Gig Harbor City Council hereby adopts the City Council Guidelines & Procedures as set forth in Exhibit A.

Section 2. Resolution 1275 adopting City Council Guidelines & Procedures is hereby repealed.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 8th day of April, 2024.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk



CITY OF GIG HARBOR

COUNCIL GUIDELINES & PROCEDURES

REVISED APRIL 8, 2024

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ARTICLE 1 – PURPOSE & SCOPE

The City Council Guidelines & Procedures should be considered a means to an end, and not an end in themselves. If used well, guidelines of procedure will advance fundamental goals and principles. They will help council spend its time well and make good decisions on behalf of the community. The guidelines should not become the master and the primary focus for the meeting. The "horse" (the principles) should come before the "cart" (the guidelines).

These guidelines of procedure are adopted for the sole benefit of the members of the city council and the mayor to assist in the orderly conduct of council business. These guidelines of procedure do not grant rights or privileges to members of the public or third parties. Failure of the city council to adhere to these guidelines shall not result in any liability to the city, its officers, agents, and employees, nor shall failure to adhere to these guidelines result in invalidation of any council act. The city council may implicitly or by a majority vote determine to temporarily waive any of the guidelines. Council action taken in disregard or non-conformity with these guidelines shall be construed as an implicit waiver.

The purpose of this document is to state shared values and workflows that emulate to the Gig Harbor community that the city council is dedicated to service with civility, accountability, public confidence, and respect. The city council understands that in order for the city to run efficiently and transparently, there must be a set of rules and procedures that are regularly followed. The city council, by adoption of this document, seeks to inspire public confidence in the city government.

The city council has a responsibility to set the policies for the city. In doing so, certain types of conduct are beneficial while others are destructive. The city council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all choose to serve in public office and, therefore, have the obligation to preserve and protect the well-being of the community and its citizens. In all cases, this common goal should be acknowledged, and the council must recognize that certain behavior is counterproductive, while other behavior will lead to success.

STATEMENT OF ETHICS

Gig Harbor city councilmembers shall:

- Be dedicated to the concepts of effective and democratic government.
- Affirm the dignity and worth of the services rendered by government and maintain a sense of social responsibility.
- Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.
- Recognize that the chief function of local government at all times is to serve the best interest of all the people.

- Keep the community informed on municipal affairs and encourage communications between the citizens and all municipal officers.
- Emphasize friendly and courteous service to the public and each other; seek to improve the quality of public service and confidence of citizens.
- Seek no favor; do not personally benefit or profit by confidential information or by misuse of public resources.
- Conduct business of the city in a manner which is not only fair in fact, but also in appearance.

PUBLIC SERVICE AGREEMENTS

1. Disagreement and difference of opinion is an honored and respected feature of government in Gig Harbor. Councilmembers will acknowledge and respect other councilmembers' perspectives. In areas of disagreement with another councilmember, every attempt will be made to have a private conversation outside of a council meeting first.
2. Councilmembers will take special care to listen and hear other councilmembers' perspectives. Communication will be done respectfully, kindly, and directly. Councilmembers will refrain from directing disrespectful gestures and using intimidating behavior toward each other.
3. Public input is paramount to crafting City policy. Councilmembers will actively listen and seek to understand citizen feedback.
4. Councilmembers will base their decisions on facts, but reconsider decisions if changing circumstances warrant reconsideration.
5. Councilmembers will not seek out the media to vent feelings when on the losing end of a vote.
6. Councilmembers will not criticize those who voted against their position on issues.
7. Once the council has adopted a policy or an issue is passed/defeated by majority vote, remaining councilmembers will not work against the decision.
8. Once a vote has been taken on an issue, councilmembers will support the policy/vote of the council.
9. When asked about an issue that has been decided by the council, councilmembers will state the city council's position, and that they support the body's decision. If asked, councilmembers may give their individual views on the issue.

ADHERENCE TO GUIDELINES

Each councilmember shall have the duty and obligation to review these guidelines and procedures and be familiar with its provisions.

During city council discussions, deliberations, and proceedings, the mayor will be primarily responsible to ensure that the city council, staff, and members of the public adhere to the council's adopted guidelines and procedures.

Knowing and/or willful failure to adhere to the provisions of guidelines and procedures may subject a councilmember to enforcement and sanctions, as follows:

- 1) Prior to undertaking any further steps, a councilmember who believes that a failure to adhere to these guidelines and procedures has been committed by a fellow councilmember must first reach out individually to that councilmember and express their concern(s) and provide an opportunity for the offending councilmember to remedy the failure to adhere.
- 2) Upon determining that there is credible evidence that a councilmember has, or may have, engaged in knowing and/or willful action or omission that constitutes failure to adhere to the provisions of these guidelines and procedures, a councilmember may call upon the council to determine whether such knowing and/or willful action or omission has occurred, and the sanctions, if any, to be imposed. This conversation may be held in executive session in accordance with RCW 42.30.100(1)(f). However, upon the request of the councilmember against whom the complaint is brought, this conversation must be held in open session;
- 3) A majority of the city council shall vote on whether to hold a hearing to determine the existence of an act or omission constituting a failure to adhere to these guidelines and procedures and the sanctions, if any, that may be considered. If such hearing is approved by the council, the hearing shall be held at the time and place specified in the motion approving such hearing, no sooner than 12 days following approval of the motion.
- 4) Prior to conducting any hearing on an alleged failure to adhere to the provisions of these guidelines and procedures, the city administrator shall provide written notice to the councilmember alleged to have engaged in such failure to adhere to these guidelines and procedures at least ten calendar days prior to the hearing. The written notice shall identify the specific provisions of these guidelines with which the councilmember is alleged to have failed to adhere and the facts supporting such allegation, as presented by the councilmember(s) calling for the hearing.
- 5) At such hearing, council shall determine whether there is sufficient evidence indicating that a councilmember has knowingly and/or willfully acted or failed to act in a manner constituting a failure to adhere to the provisions of these guidelines and procedures. The councilmember alleged to have failed to adhere to the provisions of these guidelines and procedures shall have the right to present evidence and testimony. A finding of the existence of such knowing and/or willful failure to adhere shall be determined by motion approved by a majority of the city council plus one.
- 6) Upon finding that a knowing and/or willful failure to adhere to the provisions of these guidelines and procedures has occurred, the city council shall proceed to determine whether the sanctions, if any, should be imposed. Appropriate sanctions may include, but are not limited to, the following:
 - i. public censure by resolution of the city council

- ii. removal of appointment to community boards, committees, or commissions; and
- iii. removal of appointment to council boards or committees

ARTICLE 2 – CITY COUNCIL MEETINGS

2.1 City Council Meetings Defined

A city council meeting is any meeting comprised of four or more councilmembers where city business is conducted. All city council meetings are subject to all provisions of the Open Public Meetings Act (OPMA).

Types of city council meetings include:

- **Regular and Official Meetings** – The city council meets in regular session on the second and fourth Mondays of each month at 5:30 p.m., as established in GHMC Chapter 2.04. In the event any of the regular and official meeting days fall upon a legal holiday, the regular and official meeting day shall be on the Tuesday following the second and fourth Monday of each month. During the months of August and December, the mayor is directed to cancel the second regular meeting of the month, unless the mayor or city council determines that it is necessary to hold these meetings to conduct essential city business.
- **Special Meetings** – Special meetings may be called by the mayor or a majority of council. Council may take final action on items published on the agenda of a Special Meeting.
- **Study Sessions** – Study sessions provide council with the opportunity to discuss and explore issues before moving the matter to a regular and official meeting for final action. Council may direct the mayor to direct staff by motion or consensus at study sessions, but council may not take final action on any matters. In order to encourage discussion, study sessions are intended to be less formal in nature than regular meetings. It is appropriate for councilmembers to address each other informally during these meetings while still maintaining civility and decorum.
- **Council Retreats** – Annually, or as needed, council may hold retreats to discuss work plans and visioning for future action. Similar to study sessions, council may direct the mayor to direct staff by motion or consensus, but council may not take final action on any matters.
- **Workshops** – Workshops are utilized to provide training or procedural guidance to council on the role and function of council and other city governance matters.
- **Emergency Meetings** – An emergency meeting may be called without noticing requirements. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the mayor or a majority of council. The minutes will indicate the reason for the emergency.
- **Remote Meetings** – Any of the preceding meetings may be designated as a remote meeting during a state of emergency declared by the city, state, or federal government at the discretion of the mayor, or by a quorum of the city

council if allowed by law. A remote meeting is a meeting of the city council during which a quorum or more of councilmembers appear or attend entirely by phone, the internet, or via other electronic means that allow real-time verbal communication during which all participants are simultaneously able to hear each other. Final action may be taken during remote meetings. Remote meetings are subject to all requirements of the Open Public Meetings Act. The public shall be provided with access and notice for all meetings as required by the Open Public Meetings Act.

At all council meetings, a majority of the council shall constitute a quorum for the transaction of business.

All city meetings will be broadcast live using the Zoom meetings platform (or another similar platform at the discretion of the city clerk) to allow residents to attend the meetings remotely. Public comment will be accepted by remote attendees at the appropriate portions of the meeting as defined in these guidelines.

Councilmembers and the mayor may appear at a council meeting by remote connection. Councilmembers intending to attend a meeting remotely should notify the mayor and city clerk in advance of the meeting. In instances when the mayor is remotely attending a meeting, the mayor will still function as the presiding officer. These remote attendance guidelines do not apply to remote meetings as defined above.

The city clerk or assistant city clerk shall attend all council meetings. If the city clerk and the assistant city clerk are absent from any council meeting, the city administrator shall appoint a clerk for that meeting.

Any city employee shall attend a city council meeting when requested by the mayor or city administrator for clarification or explanation of agenda items.

2.2 Rules of Order

All city council meetings shall be guided by the most recent edition of *Robert's Rules of Order*, as published by Scott, Foresman and Company. A quick reference chart of the most common "Rules of Order" questions is attached as **Exhibit A**. The city clerk shall act as parliamentarian during all meetings of the city council.

The mayor shall be addressed as "Mayor (surname)." Councilmembers shall be addressed as "Councilmember (surname)."

Councilmembers should speak to the issues in a civil manner, respecting the viewpoints of others, and focus on the issue at hand, sharing their own motives and reasons for supporting or not supporting an item for discussion in a polite manner towards each other and the public. Respect should be shown to present

and past councilmembers, the mayor, and staff. If a motion is on the table, councilmember comments should speak to the motion. If an amendment to a motion is on the table, councilmember comments should speak only to the amendment.

The purpose of council discussion is to make known a councilmember's stance on a particular issue. Councilmembers should not use their comments in an attempt to debate their fellow councilmembers. Comments should be concise, succinct, and to the point. Rather than repeating other councilmembers' comments, councilmembers should simply express agreement with prior comments. Councilmembers may call a "point of order" if another councilmember persists in providing comment that is not germane to the issue.

Councilmembers may not email, text, or call anyone during a council meeting, except in an emergency. Councilmembers may not record or broadcast council meetings, aside from the city's authorized recording.

Councilmembers shall be seated in a manner acceptable to council. If there is a dispute, the council will decide by vote.

2.3 Public Comment

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.

The city council will accept oral public comments at its regular and official council meetings. Oral comments may be made in person or by remote connection using the Zoom (or similar) meetings platform. All persons giving oral public comment will be asked to state their name and whether or not they reside within Gig Harbor city limits. Oral comments are not accepted at all other city council meetings, unless specifically noticed on the agenda for the meeting.

The city council will accept written comments on all agenda items when sent to mayorandcouncil@gigharborwa.gov.

During regular meetings, speakers will be allotted 3 minutes per individual, unless revised by the mayor. The mayor may allocate 5 minutes to speakers speaking on behalf of groups in attendance at the meeting.

In-person comments shall be made from the microphone. No in-person comments shall be made from any other location, and anyone making "out of order" comments may be subject to removal from the meeting.

All remarks shall be addressed to the council as a body and not to any specific councilmember. The City Council requests that all speakers be courteous in their language and deportment and not engage in discussion 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 for holding a public meeting, to give every person an opportunity to be heard, and to ensure that no individuals are embarrassed by voicing their opinions.

2.4 Role of the Mayor in Council Meetings

It shall be the duty of the mayor to:

- Call the meeting to order.
- Call the roll of councilmember attendance.
- Keep the meeting to its order of business.
- Control discussion in an orderly manner.
- Give every councilmember who wishes an opportunity to speak when recognized.
- Permit audience participation at the appropriate times.
- Require all speakers to speak to the question and to observe the rules of order.
- State each motion before it is voted upon.
- Put motions to a vote and announce the outcome.
- Decide all questions of order, subject to the right of appeal to the council by any councilmember.
- Attend all council meetings. In the event that the mayor is unable to attend a council meeting, the mayor pro tempore shall preside. In the event that both mayor and mayor pro tempore are unable to attend, council may pick a member to preside for that meeting.

The mayor has the authority to preserve order at all meetings of the council, to cause removal of any person from any meeting for disorderly conduct, and to enforce these guidelines. The mayor may command assistance of any peace officer to enforce all lawful orders of the mayor to restore order at any meeting.

The mayor shall have the authority to interpret and determine the application of these guidelines to any particular situation occurring during the course of that meeting, subject to an appeal and second by a councilmember, which places the matter before the full council.

2.5 City Council Regular Business Meeting Agendas

Consistent with Gig Harbor Municipal Code Chapter 2.04.030, the agenda for regular business meetings of the council shall be set by the mayor and city administrator. Any one of the city's elected officials may place an item on the agenda as long as the item is submitted to the city administrator a minimum of five working days prior to the council meeting. Other parties desiring to place an item on the agenda shall submit the item to the city administrator or mayor at

least five calendar days prior to the council meetings. The city administrator and the mayor shall solely determine whether items submitted by other parties shall appear on any city council agenda.

The accepted order of business for the regular business meetings of the council shall be transacted as follows. The city administrator or mayor may rearrange items on the agenda to conduct the business before the council more expeditiously.

I. CALL TO ORDER / ROLL CALL

The mayor (or mayor pro tempore in the absence of the mayor) shall call to order the meeting of each city council meeting. The mayor shall call the names of each councilmember who will respond in the affirmative if present.

Councilmembers not present at roll call of a meeting shall be declared "excused" (if an acceptable reason for the absence was provided in advance of the meeting) or "absent" by the mayor. Council may reverse the mayor's declaration by a majority vote. Councilmembers arriving late to the meeting shall be recorded as "present" at the meeting with their arrival time noted in the minutes.

II. PLEDGE OF ALLEGIANCE

The mayor shall lead the council, staff, and all others present in reciting the pledge of allegiance at the beginning of each regular business meeting.

III. LAND ACKNOWLEDGMENT

At the beginning of each regular business meeting of the city council, the mayor shall read the following 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."

IV. CHANGES TO THE AGENDA

Councilmembers or the mayor may make suggested changes to the agenda. Councilmembers wishing to bring up new items for discussion should do so at this time. Changes to the agenda will be approved by a majority vote of the council.

V. PUBLIC COMMENT ON CONSENT AGENDA ITEMS Public comment on consent agenda items shall be accepted in accordance with Section 2.3 of these guidelines. Speakers at all times must confine their remarks to those

facts which are germane and relevant, as determined by the mayor, to the matters included within the consent agenda.

VI. CONSENT AGENDA

Each agenda shall include a “consent agenda” in the order of business. When the city administrator and mayor determine that any item of business requires action by the council, but is of a routine and noncontroversial nature, they may cause such item to be presented at a regular meeting of the council as part of the consent agenda.

The reference material for all matters listed within the consent agenda shall be distributed to each member of the city council for their review prior to the meeting. Matters on such consent agenda shall be considered to be routine and may be enacted by a single motion of the council with no separate discussion unless removed from the consent agenda as hereinafter provided.

If separate discussion of any consent agenda item is desired, that item may be removed from the consent agenda at the request of any individual councilmember. At the conclusion of passage of the consent agenda, those items removed at the request of any individual councilmember shall either be discussed and acted upon before proceeding to the next item of business on the agenda or shall be set to a later position on the agenda for that meeting.

Approval of the motion to approve the consent agenda shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

VII. PRESENTATIONS

This portion of the meeting is reserved for presentations from individuals or organizations outside of city government. Presentations will be added to the agenda at the discretion of the mayor and city administrator or at the request of individual councilmembers.

Presentations should strive to be no longer than 15 minutes in length, not including questions from council.

VIII. MAYOR’S REPORT

IX. CITY ADMINISTRATOR’S REPORT

X. BUSINESS ITEMS

The sequence of steps for considering business items shall be:

- a) Staff report
- b) Clarifying questions from council
- c) Public comment
- d) Council deliberation and action

Public comment will be allowed on all business agenda items unless the matter was previously considered under a formal public hearing and the hearing has been closed, or if the matter is governed by ordinance or statute that prohibits the receipt of public comment.

Public comment on business items shall be accepted in accordance with Section 2.3 of these guidelines. Speakers at all times must confine their remarks to those facts which are germane and relevant, as determined by the mayor, to the questions or matter under discussion.

Councilmembers should refrain from making motions until the step for council deliberation and action, after taking public comment.

XI. STAFF REPORTS

This portion of the meeting is reserved for presentations from city staff only. Staff reports will be added to the agenda at the request of staff and/or at the discretion of the mayor and city administrator, or at the request of individual councilmembers. Actions taken during this portion of the meeting should be limited to providing guidance and direction to the mayor to direct staff.

XII. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Public comment on items not on the agenda shall be accepted in accordance with Section 2.3 of these guidelines.

During public comment, the mayor may recognize any councilmember or city staff for the limited purpose of providing a brief response, comment, or summary of expected action. No debate of the merits of the item should occur at this time. Any councilmember may indicate that he or she desires to discuss the matter further under Councilmember Reports & Comments.

XIII. COUNCILMEMBER REPORTS & COMMENTS

This portion of the meeting is reserved for reports from the council committee chairs and other general comments from councilmembers. This portion of the meeting is the time for councilmembers to introduce new items for consideration. Councilmembers may bring up suggestions and ideas and, with majority of council concurrence, may direct the mayor to direct staff to analyze and prepare a brief report on the issue.

XIV. ANNOUNCEMENT OF UPCOMING MEETINGS

A list of upcoming meetings with proposed agenda items shall be included in each packet along with the city council's strategic plan.

XV. EXECUTIVE SESSION

The council may hold executive sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110.

Before convening an executive session, the mayor shall announce the purpose of the session, the anticipated time when the session will be concluded, and if any business or action is anticipated to be conducted by council after the executive session. Should the executive session require more time, a public announcement shall be made that the executive session is being extended.

Councilmembers must keep confidential all written materials and verbal information provided to them during executive session, to ensure that the city's position is not compromised. Confidentiality also includes information provided to councilmembers outside executive session when the information is considered to be exempt from disclosure under state law. State statute prohibits both the disclosure of confidential information and its use for personal gain or benefit.

If the council, in executive session, has given direction or consensus to city staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated city staff representative handling the issue. Prior to discussing the information with anyone other than fellow councilmembers, the city attorney, or city staff designated by the city administrator, councilmembers should review such potential discussion with the city administrator. Any councilmember having such contact or discussion shall make full disclosure to the city administrator and/or the city council in a timely manner.

XVI. ADJOURN

Meetings shall be adjourned by a motion, second, and majority vote of the council.

2.6 Voting

Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any councilmember, a roll call vote shall be taken by the mayor.

The passage of any ordinance, grant, or revocation of franchise or license, any resolution for the payment of money, and any approval of warrants shall require the affirmative vote of at least a majority of the whole membership of the council.

The passage of any public emergency ordinance (an ordinance that takes effect immediately), expenditures for any calamity or violence of nature or riot or insurrection or war, and provisions for a lesser emergency, such as a budget amendment, shall require the affirmative vote of at least a majority plus one of the whole membership of the council.

The passage of any motion or resolution shall require the affirmative vote of at least a majority of the membership of the council who are present and eligible to vote, unless otherwise required by provisions of state law, the Gig Harbor Municipal Code, or these guidelines.

In the situation where the city attorney states that a councilmember's participation would violate, or appears to be violating, the appearance of fairness doctrine by failure to recuse, a super majority (majority plus one of members present) of the nonaffected councilmembers may vote to require the affected member not to participate in a particular proceeding and, if so, the affected councilmember's vote shall not be counted and the affected councilmember shall not participate in the proceeding.

Councilmembers who are board members with an outside agency that is being considered for funding with the city may not put a motion forward or vote on the motion. If a councilmember could secure special privileges or exemptions for himself, herself, or others from a particular council discussion and/or action, that councilmember must recuse himself or herself from voting on that issue.

A motion by a councilmember to "call the question" allows a vote on the pending motion to immediately take place. Prior to the vote on the motion to call the question, the Mayor will inform council of the number of councilmembers still waiting to speak.

All votes on final actions taken by the city council will be recorded in the city council vote tracker posted on the city's website.

2.7 Enacted Ordinances, Resolutions and Motions

An enacted ordinance is a legislative act prescribing general, uniform, and permanent rules or regulations relating to the operation and corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or where such conduct is enforced by penalty.

An enacted resolution is an administrative act, which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

An enacted motion is a form of action taken by the council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and

entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law, and where such motion is not in conflict with existing state or federal statutes, city ordinances, resolutions, or these guidelines.

On occasion, council may give direction or express its intention by consensus. Consensus is achieved when a direction is provided and receives stated approval with no objections raised by councilmembers. To avoid ambiguity that can arise from consensus decision-making, and to provide staff with concise directions, council should formalize their intent by motion whenever possible.

2.8 Reconsideration

Any action of the council shall be subject to a motion to reconsider. Reconsideration can be requested only by motion of a member of the prevailing side of the original motion. A motion to reconsider must be made at the next regular meeting after the meeting in which the original motion was considered. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter shall be added to the agenda of the next regular meeting.

2.9 Meeting Packets

The city clerk shall prepare the meeting packet for all council meetings containing the agenda, all reports of council committees, all documentary materials upon which council action is to be taken, and copies of all minutes to be approved. The agenda and packet shall be published on the City's website before 5:00 p.m. five calendar days before the meeting date. Items may be revised or added to the agenda after publication, subject to the mayor's discretion. Presentation materials (i.e., PowerPoint files) will be added to the online meeting packet as soon as they are available in advance of the meeting.

Councilmembers and affected staff should read the agenda material and ask clarification questions prior to the council meeting, when possible. Printed copies of the meeting packet will be provided to the mayor, councilmembers, and staff upon request.

2.10 Minutes

Minutes of city council meetings shall be recorded and signed by the city clerk or their designee. Minutes of city council business meetings shall be approved by council at the subsequent regular business meeting. Minutes of city council study sessions and council committees shall be submitted to council as part of the consent agenda at a subsequent regular business meeting.

In order to maximize personnel resources in a cost-effective and efficient manner, and to preserve an accurate and concise record, minutes of all city meetings shall be recorded as "action minutes" and shall include the following:

- Name of the body.

- Date, hour, and place of the meeting.
- The names of members in attendance and members absent. If a member arrives late or departs before adjournment, the minutes should reflect the time of arrival and/or departure at that point in the minutes.
- Whether it is a regular, adjourned, or special meeting.
- Time the meeting commenced. Time of meeting recess (if any).
- Topics of business.
- Actions taken on each business item.
- Record of motions and votes.
- Direction given to staff by general consensus.
- Oral communications/public comment need only reference the name of the person, subject matter addressed, and direction given from council (if any).
- Adjournment time and, if applicable, whether the meeting was adjourned to another time prior to the next regular meeting.
- Signature block for the city clerk.

ARTICLE 3 – COUNCIL COMMITTEES

3.1 Council Committees Defined

Council may form *ad hoc* committees to address specific issues as needed.

Each council committee shall have a designated staff person assigned by the city administrator who will assist the committee with scheduling meetings, preparing packet materials, and taking action minutes of the meetings.

3.2 Committee Meetings

All council committee meetings shall be subject to all provisions of the OPMA. Committees shall meet during regular working hours unless an emergency exists. Meeting agendas shall be posted five calendar days prior to the committee meeting unless an emergency exists.

It shall be the right and responsibility of each department head to make their position known to the council committee on each matter for council action affecting the department referred to the committee.

3.3 Duties of the Chair

Each council committee shall have an elected chair. The chair of the respective Council Committees shall have the following responsibilities:

- Schedule and attend meetings of the committee, which shall be open to members of the public.
- Determine the need to cancel a scheduled committee meeting.
- Determine the need to call a meeting of the committee.
- Work with other committee members, the mayor, and city staff to develop the agenda for each meeting.
- Ensure that the committee adheres to the defined scope of business for that committee.
- Determine the appropriateness of accepting public comment during committee meetings.

3.4 Actions Taken by the Committees

The chief duty of council committees is to take up matters referred to them by the city council. Motions made at a committee meeting should be phrased as recommendations to council on specific actions to be taken.

Council committees do not have the authority to take action on behalf of council. Council committees may not direct the mayor or staff. Council committees may make recommendations to the mayor on administrative actions within the scope of the committee, but these recommendations should be informal; the mayor is not obligated to adhere to these recommendations. Council committees cannot terminate an action or request by staff or the public. They can only provide council a recommendation on the topic.

ARTICLE 4 – MAYOR PRO TEMPORE

4.1 Appointment

Pursuant to RCW 35A.12.065 and consistent with GHMC Chapter 2.14, annually at the second regular business meeting in January, council shall elect from their number a mayor pro tempore who shall hold office at the pleasure of council. Council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. The mayor pro tempore shall have such powers and authority, in the absence or temporary disability of the mayor, as specified in these guidelines.

4.2 Authority

The mayor pro tempore shall have authority to preside over meetings of council, sign warrants and written contracts, and perform other administrative duties of the mayor, but only for such period of time as the mayor is absent or temporarily disabled, as defined herein, and only to the extent necessary for the efficient conduct of the business of the city.

The mayor pro tempore shall have the authority to act as the mayor in the mayor's absence only when the mayor is away and cannot perform duties that cannot await their return or that cannot be performed by telephone or other type of communications link. The authority of the mayor pro tempore to act under authority of these guidelines shall end upon the mayor's return or the removal of any temporary disability. The mayor pro tempore shall not delegate the authority herein granted to another city official.

The mayor pro tempore shall not in any case have the authority to appoint or remove city officers and employees, to veto ordinances, to adopt or repeal administrative procedures, or to reorganize the administration of the city.

4.3 Absence or Temporary Disability of the Mayor Defined

For purposes of these guidelines, the "absence or temporary disability of the mayor" shall mean that due to absence or illness, the mayor is unable to perform the regular duties of their office. In application of the foregoing definition, the following shall apply:

- The mayor shall not be deemed temporarily disabled if, due to illness, he or she is unable to perform some of the duties, such as attending a council meeting, if he or she is able to perform other duties of the office on an ongoing basis.
- During such times as city offices are closed, the mayor pro tempore shall have authority to act in the mayor's absence only with respect to such emergencies that require the mayor's presence.

4.4 Mayor's Salary for the Mayor Pro Tempore During Extended Absence or Disability of the Mayor

The mayor pro tempore shall not receive the mayor's salary during the extended absence or disability of the mayor, provided, the council may by ordinance provide for such compensation for the mayor pro tempore.

ARTICLE 5 – ADVISORY BOARDS, COMMISSIONS, & COMMITTEES

5.1 Purpose and Application

The purpose of this section is to establish general provisions applicable to all Advisory Boards. The provisions of this article govern advisory boards unless otherwise specifically provided by ordinance, motion, or resolution of the city council, or as may be required by state law.

An “advisory board” means any board, committee, or commission created by the city council to give advice on subjects and perform such other functions as prescribed by the city council. Advisory boards also include task forces, informal committees, or working groups formed by city council resolution for short periods of time or for specific tasks.

The City of Gig Harbor’s advisory boards are fundamental to encouraging the use of citizen talent and interest in affairs of the city. Our residents have enjoyed a long tradition of participation in city government. Through representation on boards and commissions, Gig Harbor residents are offered an important avenue to help create effective and equitable policies. Resident involvement contributes to the success of government and the quality of life enjoyed by everyone in the community.

5.2 Formation of Advisory Boards

All standing advisory boards shall be established in the Gig Harbor Municipal Code. Current standing advisory boards include:

- Arts Commission
- Civil Service Commission
- Design Review Board
- Historic Preservation Commission
- Lodging Tax Advisory Committee
- Parks Commission
- Planning Commission
- Salary Commission

Council may also create *ad hoc* advisory boards, such as blue ribbon work groups and task force groups, by resolution. Such advisory boards are subject to the same provisions of this article.

5.3 Scope of Work

Each advisory board, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the city council to determine its effectiveness. This statement of purpose, as well as other information regarding duties and responsibilities, will be made available to all members when appointed.

The city council may determine any specific guidelines or tasks to be referred to the advisory board by motion or resolution.

Each advisory board may develop an annual work plan, within the jurisdiction and area of responsibility assigned to the board in the Gig Harbor Municipal Code. All work plans must be approved by the city council and carried out under the direction of the mayor.

5.4 Membership and Residency Requirements

The number of members and any specific qualifications of each standing advisory board shall be set forth in the Gig Harbor Municipal Code.

Unless otherwise specifically provided in the Gig Harbor Municipal Code, or as may be required by state law, each person at the time of nomination, and continuing uninterrupted thereafter while serving on an advisory board, shall be a resident of the greater Gig Harbor area within Pierce County (west of the Tacoma Narrows Bridge and east of the Purdy Bridge). Persons living outside of the greater Gig Harbor area may be appointed to an advisory board if they work full-time within Gig Harbor city limits in a position which qualifies them for appointment (i.e. lodging tax collectors or receivers or design review professionals).

5.5 Appointment Process

Appointments to Advisory Boards shall be made by the mayor as specified in the Gig Harbor Municipal Code.

The city clerk shall be responsible for recruiting applicants for advisory board vacancies. Upcoming vacancies will be noticed on the city's website and through various other outreach methods, as appropriate. The city clerk will establish an application form and application deadlines to facilitate timely appointment of candidates.

All interested candidates must submit an advisory board application on the city's website to be eligible for consideration. Current members seeking reappointment are required to submit an application.

Following selection for appointment by the mayor, candidates will be introduced to council at a study session. Candidates shall be deemed appointed and shall commence service after confirmation by the city council on the consent agenda of a regular city council meeting.

5.6 Appointment Terms

Each appointee shall be assigned a specific numbered position on each Advisory Board. Each confirmation motion by the council shall include an ending date and term for the position to which the person is appointed and such information shall be entered into the council minutes.

Unless otherwise specified in the Gig Harbor Municipal Code or by state law, all appointment terms shall be for a period of three years.

At the expiration of a member's term, the member may hold over and continue to serve as a member until the member or a successor is appointed and confirmed by the council.

5.7 Vacancies

Vacancies shall be filled for the unexpired term in the same manner as the original appointment. Membership vacancies shall be filled for the unexpired term.

Any member may be removed by the mayor, if, in the mayor's determination, that removal is in the best interest of the city. Removal should not occur for disagreement with an official recommendation of the board or its members. The mayor may also remove any member who has violated the provisions of these guidelines or the Gig Harbor Municipal Code. The mayor may also remove members who have three or more consecutive unexcused absences from regular advisory board meetings.

5.8 Expectations of Advisory Board Members

It is imperative that board members recognize they are in a critical position to shape and influence board decisions and actions. It is important that each member keeps informed and up to date on issues and statutes affecting their board.

Regular attendance is essential so that decisions will represent the opinions of the board as a whole. In addition, regular attendance enables board members to keep abreast of board concerns and helps ensure that issues are examined from a variety of perspectives. A person may forfeit their position on the board as a result of poor attendance.

Effective board members will:

- Attend all board meetings and be well prepared for meetings.
- Recognize that serving the public interest is the top priority.
- Recognize that the board must operate in an open and public manner.
- Be knowledgeable about the legislative process and issues affecting the board.
- Examine all available evidence before making a judgment.
- Communicate well and participate in group discussions.
- Remain aware that authority to act is granted to the board as a whole, not to individual members.
- Exhibit a willingness to work with the group in making decisions.
- Recognize that compromise may be necessary to reach consensus.

- Prioritize equity and inclusivity by ensuring that personal feelings or biases towards fellow board members or staff do not impede their ability to make fair and unbiased decisions.
- Positively promote the mission, vision, and values of the city and the board.
- Continuously exemplify the city's commitment to fostering an inclusive culture that embraces diversity and promotes equity for all.
- Treat every individual with a commitment to respect, courtesy, thoughtfulness, and genuine appreciation for the unique experiences and perspectives each person brings, recognizing and valuing their diverse identities and backgrounds.

If a member is unable to complete their term, they should inform the City Clerk's Office and the staff liaison for the board. An email or letter of resignation should be sent to the City Clerk indicating the date the resignation is effective and whether the member is able to serve until a replacement is named.

5.9 Chair and Vice Chair - Identification and Election

Each advisory board shall elect from its membership a presiding officer who shall be referred to as chair, and such officer shall serve for one year. Each advisory board shall also elect from its membership a vice chair who shall perform the duties of the chair in the absence of the chair, and such officer shall serve for one year. Elections should be held at the first regular meeting of each year.

The Chair shall:

- Work with staff liaison to prepare agendas
- Preside at all meetings
- Call the meeting to order at the scheduled time
- Verify the presence of a quorum
- "Process" all motions (state the motion prior to discussion, restate the motion just prior to the vote, announce the result of the vote)
- Facilitate meetings by staying on track and adhering to time constraints
- Rule on any points of order using Roberts Rules of Order as guidance
- Conduct the meeting in a fair and equitable manner
- Maintain neutrality to facilitate debate
- Serve as official representative of the commission or designate another commissioner

The Vice Chair shall:

- In the absence of the chair, assume the role of the chair
- Preside at any meeting where the chair is absent
- Work in partnership with the chair

5.10 Quorums, Transacting Business

A majority of the appointed members of the advisory board shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry any proposition.

5.11 Conflicts of Interest

If any members of an advisory board conclude that they have a conflict of interest or an appearance of fairness problem with respect to a matter pending before the advisory board so that they cannot discharge their duties on such an advisory board, they shall disqualify themselves from participating in the deliberations and the decision-making process with respect to the matter.

5.12 Liaisons and Representatives

The mayor shall designate a staff person to function as the primary support person for each advisory board. The designated staff person will serve as the liaison between the Advisory board and the city council, other advisory boards, and city staff. The designated staff liaison may request the assistance of the chair or vice chair in relaying advisory board matters to other bodies.

The primary function of the staff liaison is to carry out the rules, policies, and programs developed by the board. In addition, staff members notify board members of pertinent issues and legislative activity. They also arrange meetings, prepare meeting materials, compile background information, and conduct research.

5.13 Procedures, Records, and Minutes

Rules of order not specified by statute, ordinance, or council resolution shall be guided by the principles of Robert's Rules of Order. Advisory boards should not allow strict adherence to Roberts Rules of Order to impede the board in conducting its business.

The city clerk shall provide for the taking of action minutes, as defined in Section 2.10 of these guidelines, and maintaining the records of all regular and special meetings.

5.14 Meetings

Each advisory board shall hold regular public meetings at such times and places as determined by the advisory board with the concurrence of the mayor. All meetings of an advisory board shall be subject to all requirements of the Open Public Meetings Act (OPMA). All members of governing bodies must complete OPMA training. Training must be completed within 90 days of assuming duties.

Advisory boards are required to take oral public comment at each of their regular meetings. Oral comments may be made in person or by remote connection using

the Zoom (or similar) meetings platform. Comments are subject to a 3-minute time limit and the other provisions of Section 2.3 of these guidelines.

Advisory Boards may request special meetings to deal with specific matters. Special meetings may only be held with the consent of the mayor.

5.15 Subcommittees

Advisory boards may form subcommittees to address specific tasks or issues assigned to an advisory board. All subcommittees must be approved by the mayor and all meetings of subcommittees are subject to the Open Public Meetings Act.

5.16 Communications with City Council

Expressions of an advisory board's position, recommendation, or request for any action shall be in the form of a motion or other written communication, setting forth the reasons, facts, policies, and/or findings of the body supporting the communication, and shall be directed to the city council. Such communications shall be conveyed to council by the staff liaison designated to support the advisory board. Staff liaisons shall regularly report to the city council on board activities.

Advisory board members are appointed by the city council on the basis of their expertise or passion for the subject matter of each advisory board. As such, councilmembers should not attempt to influence or persuade advisory board members on matters referred to the advisory board. Councilmembers should not attend advisory board meetings in person in order to not unduly influence advisory board deliberations.

Similarly, advisory board members should not reach out individually to councilmembers to seek direction or guidance. Communications between the city council and an advisory board should be conducted through the designated staff liaison for each advisory board.

5.17 Communications with the Public

In general, advisory board communication with the public should be restricted to the staff liaison assigned to each advisory board. Members should not represent themselves as advisory board members unless they have specifically been directed to do so by the advisory board in consultation with the staff liaison.

5.18 Communications with Other Advisory Board Members

Advisory board members should not communicate directly with other members of the same advisory board on official advisory board business outside of their meetings. Such communications should be directed toward staff liaisons who can inform other board members as necessary in advance of the next meeting.

Communications between individual board members can easily lead to “serial meetings” which violate the Open Public Meetings Act. A serial meeting occurs when a majority of members have a series of smaller gatherings or communications that results in a majority of the body collectively discussing board matters, even if a majority is never part of any one communication.

5.19 Lobbying Efforts

Advisory boards shall not lobby on legislative or political matters unless specifically directed or authorized to do so by the city council or the mayor. A member of the advisory board is not authorized to speak for the board, unless the board has expressly authorized the member’s communication and no board member is authorized to speak on behalf of the city. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the city or as a member of an advisory board.

5.20 Compensation and Reimbursement of Expenses

Members of advisory boards shall serve without compensation. Members shall be reimbursed for authorized travel expenses incidental to that service, which are authorized in advance by the mayor.

ARTICLE 6 – COUNCILMEMBER COMMUNICATIONS

6.1 General Communications

All city-related correspondence from councilmembers should come from the councilmember's city-assigned email account. Personal email accounts and texting from personal phones shall not be used when communicating with each other, staff, or residents on city business. If personal devices are used for city business or contain city records, those personal devices may need to be searched in order to fully respond to public records requests and may eventually be subpoenaed as evidence in public records disclosure cases. Further, any city document contained on a personal device must be retained according to the State prescribed retention schedules.

6.2 Communications with Other Councilmembers

When communicating with each other outside of city council meetings, councilmembers should be mindful of avoiding creating a serial meeting in violation of the Open Public Meetings Act (OPMA). It is important to remember that serial meetings are not limited to simple email chains. They can be created by a combination of personal conversations, text messages, emails, or other forms of communication.

Emails sent to the entire council should be strictly *informational* in nature. Opinions should be withheld from emails and should be shared during a noticed public meeting. Once one councilmember has stated their opinion on a group email, all other councilmembers are thereafter prevented from stating their own opinions on the matter via email. The spirit of the OPMA is that councilmembers should express their ideas and opinions openly and transparently in a public meeting. City council meetings and study sessions are the appropriate time to make known opinions and discuss ideas amongst council.

6.3 Communications with the Public

Councilmembers are free to discuss their ideas and opinions with residents. When stating an opinion or preference, councilmembers should be clear that they are not speaking on behalf of the city or the city council, unless council has formally stated a position or direction. Councilmember communications with the public should be consistent with the purpose and scope outlined in Article 1.

6.4 Communications with Staff

The city administrator is the primary point of contact between city council and staff. Councilmembers may contact department directors to inquire about issues and/or seek information. Department directors are responsible to notify the city administrator of this conversation for administrative purposes.

Staff time is a valuable resource for the city. Councilmembers should be considerate of staff members' time. If a councilmember is requiring too much

staff attention, the mayor may take measures to reduce the amount of time staff spends responding to the councilmember's requests.

Similarly, the city attorney is available to address questions and concerns raised by councilmembers. The city attorney will treat conversations with councilmembers with discretion and maintain confidentiality, unless the city attorney determines it is in the best interest of the city to share the details of the conversation with the mayor or city administrator. Councilmembers should not share the content of any conversation with the city attorney with anyone else, with the exception of other councilmembers and senior staff, as that communication may be protected as attorney-client privileged communication.

Councilmembers may not direct staff in any manner. Suggestions for staff direction must be directed to the mayor or city administrator. Ideas and proposals that may impact the city's budget or staff time should first be brought up with the city administrator.

Whenever possible, councilmembers will contact the staff member noted on the agenda bill or study session memorandum in advance of council meetings with key questions. This will allow staff to be prepared at the meeting and lead to enhanced council/staff relationships. The city council should respect the professional advice from staff.

Governance of the city relies on the cooperative efforts of elected officials who set policy and the city staff who implement and administer the council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each other for the good of the community.

Councilmembers shall treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior toward staff is not acceptable.

Councilmembers shall never demean or personally attack an employee regarding the employee's job performance in public. All employee performance issues shall be forwarded to the city administrator through private correspondence or conversation.

Councilmembers should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, collection of petition signatures, etc.) from city staff. City staff may, as private citizens within their constitutional rights, support political candidates, but all such activities must be done away from the workplace. Photographs of uniformed city employees shall not be used in political ads.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions of the city are based on merit, qualifications,

and abilities. The city does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, sexual orientation, age, disability, or any other characteristic protected by law. This governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Councilmembers shall treat employees and each other in a manner consistent with this city policy to prevent unlawful discrimination and promote an inclusive positive work environment and working relationships.

6.5 Lobbying Efforts

Councilmembers shall not lobby on behalf of the city on state legislative or political matters, unless the city council has formally taken a position on the matter. A councilmember is not authorized to speak for the council, unless the council has expressly authorized the member's communication. An individual councilmember is free to voice a position, oral or written, on any issue as long as it is made clear that the councilmember is not speaking as a representative of the city.

Per RCW 42.17A, councilmembers and other city officials are not allowed to encourage residents to call legislators or the legislative hotline to comment on legislation.

6.6 Responding to Emails Sent to mayorandcouncil@gigharborwa.gov

The city maintains the email address mayorandcouncil@gigharborwa.gov as a convenience for residents to email the mayor and all councilmembers at once. the city administrator, city clerk, and assistant city clerk are copied on all emails sent to this address.

It is the responsibility of the mayor to acknowledge and address each email sent to this address. The mayor may delegate the acknowledgement and response to the city administrator or another appropriate staff member. Councilmembers will be copied on all responses to these emails. The mayor maintains the discretion to not respond to any email when a response is not warranted or when responding would not be an appropriate use of staff time.

Councilmembers are free to individually respond to any email sent to this email address. Councilmembers should not "reply all" to any emails sent to this address.

ARTICLE 7 – PROCLAMATION POLICY

It is the policy of the city to consider requests to proclaim certain events or causes when such proclamations pertain to a Gig Harbor event, person, organization, or cause with local implications. The city will consider requests that are timely, have potential relevance to a majority of Gig Harbor's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of proclamations which are read at council meetings:

- The person(s) or organization making the request must submit a completed application requesting a city proclamation. The city clerk shall be responsible for developing a request form and collecting applications. the request should be made at least three weeks in advance of the requested council meeting.
- The mayor, in consultation with the city administrator, city attorney, and other appropriate staff, shall approve or reject proclamation requests in accordance with the intent of this policy. The mayor has the discretion to modify, edit, or otherwise amend the proposed proclamation. The mayor retains the right to decide if the proclamation will or will not be issued. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.
- Once approved, the proclamation will be included on the appropriate council agenda. Council will make no more than two proclamations at a council meeting.
- Either the person making the request or a representative of the organization making the request must be present at the council meeting to accept the proclamation.

The mayor may issue proclamations consistent with this policy without receiving an application from a person or organization. Councilmembers may individually submit requests for proclamations under the same guidelines and procedure listed above. The city council may, by majority vote, direct the mayor to prepare a resolution in lieu of a proclamation to be read at a future meeting.

If a person or organization requests a proclamation for an event or presentation and does not request it be read at a council meeting, the same policy will apply. The requestor must arrange with the city clerk's office to either pick up the proclamation or have it mailed. Upon request, the mayor (or a councilmember or staff person designated by the mayor) may attend an event to read a proclamation.

ARTICLE 8 – COUNCIL VACANCIES

8.1 Declaration of Council Vacancy

In the event of a vacancy in a councilmember office, the city council shall, by majority vote, choose and appoint a councilmember to fill said vacancy. Pursuant to state law, a vacancy on the city council shall be filled to serve the remainder of the unexpired term.

A council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a councilmember. The councilmember who is vacating his or her position cannot participate in the appointment process.

the city council shall direct staff to begin the councilmember appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.

8.2 Procedure to Recruit Applicants to Fill a Council Vacancy

The city clerk's office shall prepare and submit notice to the city's official newspaper, with courtesy copies to other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter of the City of Gig Harbor, and (b) have a one-year residency in the City of Gig Harbor. This display advertisement shall be published once each week for two consecutive weeks. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, councilmember powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the city council deems appropriate. Notice of the vacancy will be provided to current members of the city's advisory boards.

The city clerk's office shall prepare an application form which requests appropriate information for city council consideration of the applicants. Applications will be available online and at the civic center. Applications received by the deadline date and time will be copied and circulated by the city clerk's office to the mayor and city council.

8.3 Council Applicant Interviews

The city clerk's office shall publish public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled city council meeting, or a special city council meeting. The city clerk's office shall notify applicants of the location, date, and time of city council interviews.

At the beginning of the interview meeting, each applicant will be provided three minutes to introduce themselves and state the reasons for their candidacy. Following these introductory statements, councilmembers will identify by paper ballot the unranked names of four applicants they would like to interview for the vacancy. The name of the councilmember and the names of their four selected applicants shall be read aloud by the city clerk. The four applicants who receive the most selections will be interviewed in an open forum. In the event of a tie, councilmembers shall vote for their preferred applicant by paper ballot to be read aloud by the city clerk.

Prior to the date and time of the interview meeting, the mayor shall accept one interview question from each councilmember. Interview questions will be collected, modified, and edited to eliminate redundancy. These questions will be asked of each applicant selected for an interview in a forum setting with all four applicants present. Applicants will alternate the order of answering questions so that applicants take turns being the first to respond. Each applicant will have two minutes to answer each question.

Following the predetermined interview question period, councilmembers may ask follow-up questions of individual applicants.

8.4 Voting and Appointment of a New Councilmember

Upon completion of the interviews, councilmembers may convene into executive session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations, and votes taken by the council shall be in open public session.

Following the interviews, the mayor shall ask for nominations from the councilmembers for the purpose of creating a group of candidates to consider. No second is needed. Nominations are closed by a motion, second, and majority vote of the council. Councilmembers may deliberate on such matters as criteria for selection and the nominated group of candidates.

The mayor shall poll councilmembers to ascertain that councilmembers are prepared to vote. The city clerk shall pass out polling slips and instruct each councilmember to write their name on the top of the slip, and the name of their preferred candidate on the bottom. The city clerk will then collect all slips and read the results into the record. If no applicant receives four or more votes, then a second written poll is conducted, but with the nominee(s) who received the fewest votes on the first vote removed from consideration. Voting will continue until a nominee receives a majority vote of the remaining councilmembers. At any time during the election process, the city council may postpone elections until a date certain or regular meeting if a majority vote has not been received.

Nothing in this policy shall prevent the city council from reconvening into executive session to further discuss the applicant/candidate qualifications.

The mayor shall declare the nominee receiving the majority vote as the new councilmember and shall be sworn into office by the city clerk at the earliest opportunity or no later than the next regularly scheduled city council meeting.

If the city council does not appoint a qualified person to fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to Pierce County.

ARTICLE 9 - DELEGATION OF PURCHASING AUTHORITY

The mayor is authorized to enter into purchasing agreements, public works contracts, professional services contracts, and interlocal agreements up to \$100,000, provided that the expenditure is identified in the current city budget and the contract does not exceed the amount identified in the current city budget.

The mayor is further authorized to enter into purchasing agreements, public works contracts, professional services contracts, and interlocal agreements *which are not identified in the current city budget or that exceed the amount specified in the current city budget* up to \$100,000, provided that:

- a) The city administrator has determined that the expenditure falls within the normal functions of the city and is an implied or anticipated expense within the current city budget.
- b) The finance director has determined that such expenditure will not require a future amendment to the current city budget.

The mayor is authorized to enter into agreements where no expenditure is incurred to facilitate cooperative arrangements with other local agencies in support of normal functions of the city.

The mayor is authorized to submit grant applications on the city's behalf in support of any budgeted objectives or the routine functions of the city. The mayor is authorized to accept grant awards, provided that the acceptance of a grant award does not commit the city to any expenditure which is not delegated to the mayor in this article.

The city administrator will ensure that council is informed about all agreements signed under this delegation of authority by verbal staff reports at a council meeting and/or written department update reports.

The provisions of this article supersede the approval authority provisions of Resolution 1066 (adopted January 23, 2017). The purchasing and contracting procedures of Resolution 1066 remain in place and unchanged by this article.

EXHIBIT A – PARLIAMENTARY PROCEDURE AT A GLANCE

To do this:	You say this:	May you interrupt speaker?	Must be seconded?	Is motion debatable?	Vote required
Introduce business	"I move that ..."	NO	YES	YES	MAJORITY
Amend a motion	"I move to amend this motion"	NO	YES	YES	MAJORITY
Request information	"Point of information"	YES	NO	NO	NO VOTE
Suspend further discussion	"I move we table it"	NO	YES	NO	MAJORITY
End debate	"I call the question ..."	NO	YES	NO	2/3 VOTE
Postpone discussion	"I move we postpone this matter until..."	NO	YES	YES	MAJORITY
Have something further studied by a committee	"I move we refer..."	NO	YES	YES	MAJORITY
Ask for a vote count to verify a voice vote	"I call for a roll call vote"	NO	NO	NO	NO VOTE
Object to considering some matter	"I object to consideration of this"	YES	NO	NO	2/3 VOTE
Take up a matter previously tabled	"I move to take from the table..."	NO	YES	NO	MAJORITY
Reconsider something already disposed of	"I move we reconsider action on ..."	YES	YES	YES	MAJORITY
Consider something in unscheduled order	"I move we suspend the guidelines and ..."	NO	YES	NO	2/3 VOTE
Vote on a ruling by the chair	"I appeal the chair's decision"	YES	YES	YES	MAJORITY
Object to procedure or personal affront--chair decides	"Point of order"	YES	NO	NO	NO VOTE
Complain about noise, room temperature, etc.	"Point of privilege"	YES	NO	NO	NO VOTE
Recess the meeting	"I move that we recess until ..."	NO	YES	NO	MAJORITY
Adjourn the meeting	"I move that we adjourn"	NO	YES	NO	MAJORITY



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

Meeting Date: April 8, 2024

SUBJECT: Selection of "For" and "Against" Committees for Gig Harbor Proposition 1 on the August 6, 2024, Primary Election

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to nominate members to the "For" and "Against" Committees.

BACKGROUND INFORMATION: On February 26, council adopted Resolution 1307 placing Proposition 1 to approve a 0.1% public safety sales tax on the August 6, 2024, special election. Council now has the opportunity to appoint "For" and "Against" committee members. These appointees will be responsible for writing the "for" and "against" statements that appear in the Voters' Pamphlet for the election. Anyone is eligible to be appointed to these committees, including elected officials and city staff. However, no city resources may be used in support of either committee.

The appointees must be persons known to favor the measure to serve on the "For" committee and persons known to oppose the measure to serve on the "Against" committee. An email is required for each committee appointed for correspondence with the Voters' Pamphlet Coordinator.

Each committee shall consist of not more than three members; however, a committee may seek the advice of any other person or persons. Titles for committee member names will not be published in the local voters' pamphlet.

One committee member will be designated as the First Committee Person (Spokesperson). The first committee member shall be considered the spokesperson and shall be responsible for submitting the statement and communicating with the Elections Division. The committees are solely responsible for submitting their statements by email to the Elections Division in accordance with the specified timeline for that election. Statements for the Voters' Pamphlet are due by May 7. Rebuttal statements are due on May 9.

Staff have requested that individuals interested in serving on a committee submit an online application. These applications will be collected until 5:00 p.m. on April 8 and provided to council prior to the meeting. Any person attending the meeting may also step forward to volunteer to be on a committee.

Councilmembers should nominate any and all individuals they feel merit consideration for appointment to either committee. Once nominations are concluded, council will vote on each nominee until all positions are filled. Once all positions are filled, council will be asked to vote on the spokesperson for each committee.

Council is not required to provide committed members for the committees. If council chooses not to appoint any members to a committee the Pierce County Auditor may choose to solicit committee members on the city's behalf.

FISCAL CONSIDERATION: None.

ATTACHMENTS: None

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

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	Apr. 8	5:30pm	City Council	<i>See Agenda</i>
TH	Apr. 11	3:00pm	City Council Study Session	• Introduction of Parks and Arts Commission Appointees • Legislative Update • GHCKRT Use of Skansie Park • Short-term Rental Program Update
TH	Apr. 11	5:30pm	Design Review Board	CANCELLED
W	Apr. 17	10:00am	Arts Commission	• Review/Update Arts & Culture Comp Plan Element
TH	Apr. 18	5:30pm	Planning Commission	• Tree & Landscape Code Update
M	Apr. 22	5:30pm	City Council	Presentation: Downtown Waterfront Alliance Annual Report Consent Agenda: • Appointments to the Parks Commission and Arts Commission Business Items: • Professional Services Contract for Cushman Trail Connection to Harborview Drive Staff Report: Quarterly Budget Report
	TBD		Salary Commission	• Review of Mayor and Councilmember Salaries
TH	Apr. 25	3:00pm	City Council Study Session	• Lift Station 5 Feasibility Study • CIP StoryMap Update • Conservation Property Management Plan • Special Event Code Updates
TH	Apr. 25	5:30pm	Design Review Board	
W	May 1	5:30pm	Parks Commission	• Downtown Placemaking Project
TH	May 2	3:00pm	Civil Service Commission	
TH	May 2	5:30pm	Planning Commission	
TH	May 9	5:30pm	Design Review Board	
M	May 13	5:30pm	City Council	Pledge of Allegiance: Eagle Scout Troop 217 Consent: • Public Works Construction Contract Award for Burnham Drive Half-Width Improvement Phase 1a • Public Works Construction Contract Award for Wollochet/Wagner Intersection Improvements Business Items:

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
TH	May 16	3:00pm	City Council Study Session	• PW Standards Update
TH	May 16	5:30pm	Planning Commission	
TH	May 23	5:30pm	Design Review Board	
TU	May 28	5:30pm	City Council	
TH	May 30	3:00pm	City Council Study Session	• 2025-2030 TIP Update
M	June 10	5:30pm	City Council	Presentation: Pierce County Library Update
TH	July 25	3:00 pm	City Council Study Session	• Aquifer Level Review at City Wells and PFAS Testing

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