AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, July 22, 2024 - 5:30 PM
Council Chambers

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

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

PRESENTATIONS

1. **Oath of Office: Police Officer Lisandro Castro**

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

1. **City Council Minutes: July 8, 2024**

2. **Approval of Vouchers: Check Numbers 106418 through 206551 and ACH Payments in the Amount of $2,663,724.66.**

3. **Approval of Washington State Allocation Agreement Governing the Allocation of Opioid Settlement Funds Paid by Kroger**
Suggested Motion: Move to authorize the mayor to sign the Washington State Allocation Agreement Governing the Allocation of Opioid Settlement Funds Paid by Kroger and associated Participation Form.

4. **Resolution 1318 Approving a 2025-26 Lodging Tax Grant to the Gig Harbor Chamber of Commerce to Provide Direct Marketing Organization Services**

5. **Professional Services Contract for Lift Station 5 Business Improvements**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. **Department Updates**

BUSINESS ITEMS

1. **Assignment of Purchase and Sale Agreement for Acquisition of Phase 4 of txʷaalqəł Conservation Area**
Suggested Motion: Move to authorize the mayor to execute the assignment of the purchase and sale agreement for Phase 4 of the txʷaalqəł Conservation Area.
a. Staff Report: Parks Manager Jennifer Haro
b. Clarifying Questions
c. Public Comment
d. Council Deliberation and Action

STAFF REPORTS

1. **2024 Second Quarter Financial Report and Budget Update**

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.

Oral comments may be made in person or by remote connection using the Zoom 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. Commenters may verify if their home address is in city limits by visiting https://www.gigharborwa.gov/451/City-Limits or by consulting the city limits maps located on the podium or in the back of Council Chambers.

Speakers will be allotted 3 minutes per individual, unless revised by the mayor. In-person comments shall be made from the microphone. 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.

MINUTES
GIG HARBOR CITY COUNCIL MEETING
Monday, July 8, 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, and Woock were present. Councilmembers Rodenberg and Storset were excused.

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

MOTION: Move to approve the content agenda (Henderson/Woock).
VOTE: Unanimously approved.

1. **City Council Minutes: June 10, June 13, June 24, and June 27, 2024**

2. **Approval of Vouchers: Check numbers 106334 through 106417 and ACH Payments in the amount of $1,129,392.65.**

3. **Approval of Payroll: Check Numbers 8515 through 8518 and Direct Deposit Transactions in the Amount of $607,583.97**

MAYOR'S REPORT Mayor Markley announced the return of the Summer Sounds concert series and thanked Food Backpacks for Kids and Altrusa for providing summer lunches.

CITY ADMINISTRATOR'S REPORT City Administrator Katrina Knuston reported:

- The city attorney is attending council meetings remotely to save money.
- There is a heat advisory until July 9. Cooling centers are open.
- The city received nine fireworks complaints.
- Construction Supervisor Jake Nelson reached 20 years of service time with the city.
- Chief of Police Kelly Busey reached 33 years of service time with the city.

1. **Department Updates**

BUSINESS ITEMS

1. **Resolution 1317 Adopting the City of Gig Harbor Three-Year Strategic Plan 2024-2026** City Clerk Josh Stecker introduced the resolution.

   MOTION: Move to approve Resolution 1317 (Barber/Henderson).
   VOTE: Unanimously approved.

STAFF REPORTS

1. **Annual Crime Report** Chief of Police Kelly Busey presented the 2023 Crime in Gig Harbor Report.

PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS Councilmember Coronado reported on attending the Pierce Transit Board review meeting. Councilmember Woock reported on attending the latest KGI Watershed meeting and Jeni Listens will be on July 9.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. **Upcoming City Meetings**

ADJOURN The meeting adjourned at 6:10 p.m.

Joshua Stecker, CMC
City Clerk

City of Gig Harbor
City Council Agenda Bill

Meeting Date: July 22, 2024

SUBJECT: Approval of Washington State Allocation Agreement Governing the Allocation of Opioid Settlement Funds Paid by Kroger

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SUBMITTED BY: Housing, Health, and Human Services Program Manager Shea Smiley
DEPARTMENT: Administration **PHONE:** (253) 530-7070

SUGGESTED MOTION: Move to authorize the mayor to sign the Washington State Allocation Agreement Governing the Allocation of Opioid Settlement Funds Paid by Kroger and associated Participation Form.

BACKGROUND INFORMATION: A new national opioid settlement has been reached with Kroger Co. (which does business as QFC and Fred Meyer in Washington). The Kroger settlement will be very similar to the other national settlements such as Walmart, CVS, Walgreens, Teva, and Allergan. The abatement amount – about $47.5 million over 11 years – will be split 50% State/50% local government, with the local government share then being split via the One Washington MOU. As this is a national settlement, each city and county are required to sign an (1) Allocation Agreement, which is the Washington-specific agreement to split the funds and use the One Washington MOU for the local government share and (2) the Participation Form. This is the same process as the prior agreements.

FISCAL CONSIDERATION: There is no financial cost to the city to participate in this settlement agreement.

ATTACHMENTS:

1. Washington State Allocation Agreement Governing the Allocation of Opioid Settlement Funds Paid by Kroger

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STRATEGIC PLAN PRIORITY: Strategic Plan Priority 6 - Provide a safe, healthy, and inclusive community

New National Opioids Settlement: Kroger
Opioids Implementation Administrator
opioidsparticipation@rubris.com

Gig Harbor city, WA
Reference Number: CL-798899

TO LOCAL POLITICAL SUBDIVISIONS:

THIS PACKAGE CONTAINS DOCUMENTATION TO PARTICIPATE IN THE NEW NATIONAL OPIOIDS SETTLEMENT. YOU MUST TAKE ACTION IN ORDER TO PARTICIPATE.

Deadline: August 12, 2024

A new proposed national opioids settlement ("*New National Opioids Settlement*") has been reached with Kroger ("Settling Defendant"). This *Participation Package* is a follow-up communication to the *Notice of National Opioids Settlement* recently received electronically by your subdivision.

You are receiving this *Participation Package* because Washington is participating in the Kroger settlement.

This electronic envelope contains:

- The *Participation Form* for the Kroger settlement, including a release of any claims.
- The *Allocation Agreement III*, which splits the Washington share between the State and its local governments similar to prior opioid settlements.

The *Participation Form* and *Allocation Agreement III* must be executed, without alteration, and submitted on or before August 12, 2024, in order for your subdivision to be considered for initial participation calculations and payment eligibility.

Based upon subdivision participation forms received on or before August 12, 2024, the subdivision participation rate will be used to determine whether participation is sufficient for the settlement to move forward and whether a state earns its maximum potential payment under the settlement. If the settlement moves forward, your release will become effective. If a settlement does not move forward, that release will not become effective.

Any subdivision that does not participate cannot directly share in the settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds. Any subdivision that does not participate may also reduce the amount of money for programs to remediate the opioid crisis in its state. Please note, a subdivision will not necessarily directly receive settlement funds by participating; decisions on how settlement funds will be allocated within a state are subject to intrastate agreements or state statutes.

You are encouraged to discuss the terms and benefits of the *New National Opioids Settlement* with your counsel, your Attorney General's Office, and other contacts within your state.

Information and documents regarding the *New National Opioids Settlement* and how it is being implemented in your state and how funds will be allocated within your state can be found on the national settlement website at https://nationalopioidsettlement.com/. This website will be supplemented as additional documents are created.

How to return signed forms:

There are three methods for returning the executed *Participation Form* and any supporting documentation to the Implementation Administrator:

(1) *Electronic Signature via DocuSign*: Executing the *Participation Form* electronically through DocuSign will return the signed form to the Implementation Administrator and associate your form with your subdivision's records. Electronic signature is the most efficient method for returning the *Participation Form*, allowing for more timely participation and the potential to meet higher settlement payment thresholds, and is therefore strongly encouraged.

(2) *Manual Signature returned via DocuSign*: DocuSign allows forms to be downloaded, signed manually, then uploaded to DocuSign and returned automatically to the Implementation Administrator. Please be sure to complete all fields. As with electronic signature, returning a manually signed *Participation Form* via DocuSign will associate your signed forms with your subdivision's records.

(3) *Manual Signature returned via electronic mail*: If your subdivision is unable to return an executed *Participation Form* and *Allocation Agreement III* using DocuSign, the signed *Participation Form* and *Allocation Agreement III* may be returned via electronic mail to opioidsparticipation@rubris.com. Please include the name, state, and reference ID of your subdivision in the body of the email and use the subject line Settlement Participation Form – [Subdivision Name, Subdivision State] – [Reference ID].

Detailed instructions on how to sign and return the *Participation Form* and *Allocation Agreement III*, including changing the authorized signer, can be found at https://nationalopioidsettlement.com. You may also contact opioidsparticipation@rubris.com.

The sign-on period for subdivisions ends on August 12, 2024.

If you have any questions about executing the *Participation Form* and *Allocation Agreement III*, please contact your counsel, the Implementation Administrator at opioidsparticipation@rubris.com, or the Washington Attorney General's Office Complex Litigation Division at comopioidscases@atg.wa.gov.

Thank you,

New National Opioids Settlement Implementation Administrator

The Implementation Administrator is retained to provide the settlement notice required by the New National Opioids Settlement and to manage the collection of the Participation Form.

Subdivision Participation and Release Form

Governmental Entity: Gig Harbor city	State: WA
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated March 22, 2024 ("*Kroger Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Kroger Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Kroger Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Kroger Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at *https://nationalopioidsettlement.com/.*

3. The Governmental Entity agrees to the terms of the Kroger Settlement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the Kroger Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Kroger Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Kroger Settlement. The Governmental Entity likewise agrees to arbitrate before the National

Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Kroger Settlement.

7. The Governmental Entity has the right to enforce the Kroger Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Kroger Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Kroger Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Kroger Settlement shall be a complete bar to any Released Claim.

9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Kroger Settlement.

10. In connection with the releases provided for in the Kroger Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

    > **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

    A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Kroger Settlement.

11. Nothing herein is intended to modify in any way the terms of the Kroger Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Kroger Settlement in any respect, the Kroger Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: ________________________________

Name: ________________________________

Title: ________________________________

Date: ________________________________

WASHINGTON STATE ALLOCATION AGREEMENT GOVERNING THE ALLOCATION OF OPIOID SETTLEMENT FUNDS PAID BY KROGER

JUNE 28, 2024

This Washington State Allocation Agreement Governing the Allocation of Opioid Settlement Funds Paid by Kroger (the "Allocation Agreement III") governs the distribution of funds obtained from the Kroger Co. ("Kroger") in connection with the resolution of any and all claims by the State of Washington and the counties, cities, and towns in Washington State ("Local Governments") against Kroger via the Kroger Settlement Agreement dated March 22, 2024 ("Settlement"). The Settlement can be accessed at https://nationalopioidsettlement.com/. The terms and definitions of the Settlement are incorporated into this Allocation Agreement III, and any undefined terms in this Allocation Agreement III are as defined in the Settlement.

1. This Allocation Agreement III is intended to be a State-Subdivision Agreement as defined in the Settlement. This Allocation Agreement III shall be interpreted to be consistent with the requirements of a State-Subdivision Agreement in the Settlement.

2. This Allocation Agreement III shall become effective only if all of the following occur:

   A. The State of Washington joins the Settlement and becomes a Settling State as provided for in the Settlement.

   B. The Settlement becomes final and effective and a Consent Judgment is filed and approved as provided for in the Settlement.

   C. The number of Local Governments that execute and return this Allocation Agreement III satisfies the participation requirements for a State-Subdivision Agreement as specified in the Settlement.

3. *Requirements to become a Participating Local Government*. To become a Participating Local Government that can participate in this Allocation Agreement III, a Local Government must do all of the following:

   A. The Local Government must execute and return this Allocation Agreement III.

   B. The Local Government must release its claims against Kroger identified in the Settlement and agree to be bound by the terms of the Settlement by timely executing and returning the Participation Form, which is Exhibit K of the Settlement.

   C. Litigating Subdivisions, also referred to as Litigating Local Governments, must dismiss Kroger with prejudice from their lawsuits.

D. Each of the Local Governments that is eligible to participate in this Allocation Agreement III has previously executed and signed the One Washington Memorandum of Understanding Between Washington Municipalities ("MOU") agreed to by the Participating Local
Governments in Washington State, which is attached hereto as Exhibit 1. By executing this Allocation Agreement III, the local government agrees and affirms that the MOU applies to and shall govern the Local Government Share as modified by this Allocation Agreement III for the Settlement.

A Local Government that meets all of the conditions in this paragraph shall be deemed a "Participating Local Government."

4. This Allocation Agreement III applies to the State of Washington's allocation of the (1) Adjusted State Remediation Payment and (2) Additional Remediation Amount, which collectively shall be referred to as the "Washington Abatement Amount." As specified in the Settlement, the Washington Abatement Amount will vary dependent on the percentage of Participating Local Governments and whether there are any Later Litigating Subdivisions.

5. This Allocation Agreement III does not apply to the State Cost Fund, State AG Fees and Costs, or any attorneys' fees, fees, costs, or expenses referred to in the Settlement or that are paid directly or indirectly via the Settlement to the State of Washington ("State's Fees and Costs").

6. This Allocation Agreement III and the MOU are a State Back-Stop Agreement. Kroger is paying a portion of the Local Governments' attorneys' fees and costs as provided for in the Settlement. The total contingent fees an attorney receives from the Contingency Fee Fund in the Settlement, the MOU, and this Allocation Agreement III combined cannot exceed 15% of the portion of the LG Share paid to the Litigating Local Government that retained that firm to litigate against the Settling Entities (i.e., if City X filed suit with outside counsel on a contingency fee contract and City X receives $1,000,000 from the Settlement, then the maximum that the firm can receive is $150,000 for fees as to the Kroger Settlement.)

7. No portion of the State's Fees and Costs and/or the State Share as defined in Paragraphs 5 and 9 of this Allocation Agreement III shall be used to fund the Government Fee Fund ("GFF") referred to in Paragraph 11 of this Allocation Agreement III and Section D of the MOU, or in any other way to fund any Participating Local Government's attorneys' fees, costs, or common benefit tax.

8. The Washington Abatement Amount shall and must be used by the State and Participating Local Governments for future Opioid Remediation as defined in the Settlement, except as allowed by the Settlement.

9. The State and the Participating Local Governments agree to divide the Washington Abatement Amount as follows:

   A. Fifty percent (50%) to the State of Washington ("State Share").

   B. Fifty percent (50%) to the Participating Local Governments ("LG Share").

10. The LG Share shall be distributed to Participating Local Governments pursuant to the MOU as amended and modified in this Allocation Agreement III.

11. For purposes of this Allocation Agreement III only, the MOU is modified as follows and any contrary provisions in the MOU are struck:

    A. Exhibit A of the MOU is replaced by Exhibit E of the Settlement.

    B. The definition of "Litigating Local Governments" in Section A.4 of the MOU shall mean Litigating Subdivisions as defined in the Settlement and shall also include any local government that notified Judge Polster in Case No. 1:17-md-02804-DAP of its intent to sue Kroger in 2023 after the release of updated ARCOS data.

    C. The definition of "National Settlement Agreement" in Section A.6 of the MOU shall mean the Settlement.

    D. The definition of "Settlement" in Section A.14 of the MOU shall mean the Settlement.

    E. The MOU is amended to add new Section C.4.g.vIII, which provides as follows:

    > "If a Participating Local Government receiving a direct payment (a) uses Opioid Funds other than as provided for in the Settlement, (b) does not comply with conditions for receiving direct payments under the MOU, or (c) does not promptly submit necessary reporting and compliance information to its Regional Opioid
    > Abatement Counsel ("Regional OAC") as defined at Section C.4.h of the MOU, then the Regional OAC may suspend direct payments to the Participating Local Government after notice, an opportunity to cure, and sufficient due process. If direct payments to Participating Local Government are suspended, the payments shall be treated as if the Participating Local Government is foregoing their allocation of Opioid Funds pursuant to Section C.4.d and C.4.j.IIIi of the MOU. In the event of a suspension, the Regional OAC shall give prompt notice to the suspended Participating Local Government and the Settlement Fund Administrator specifying the reasons for the suspension, the process for reinstatement, the factors that will be considered for reinstatement, and the due process that will be provided. A suspended Participating Local

Government may apply to the Regional OAC to be reinstated for direct payments no earlier than five years after the date of suspension."

F. The amounts payable to each law firm representing a Litigating Local Government from the GFF shall be consistent with the MOU and the process set forth in the *Order Appointing the Fee Panel to Allocate and Disburse Attorney's Fees Provided for in State Back-Stop Agreements*, Case No. 1:17-md-02804-DAP Doc #: 4543 (June 17, 2022). All amounts that the City of Seattle has contributed to the GFF shall be returned to the City of Seattle by the Settlement Administrator rather than paid to Hagens Berman Sobol Shapiro LLP.

G. The GFF set forth in the MOU shall be funded by the LG Share of the Washington Abatement Amount only. To the extent the common benefit tax is not already payable by the Settling Entities as contemplated by Section D.8 of the MOU, the GFF shall be used to pay Litigating Local Government contingency fee agreements and any common benefit tax referred to in Section D of the MOU, which shall be paid on a pro rata basis to eligible law firms as determined by the GFF Administrator.

H. To fund the GFF, fifteen percent (15%) of the LG Share shall be deposited in the GFF from each LG Share settlement payment until the Litigating Subdivisions' contingency fee agreements and common benefit tax (if any) referred to in Section D of the MOU are satisfied. Under no circumstances will any Primary Subdivision or Litigating Local Government be required to contribute to the GFF more than 15% of the portion of the LG Share allocated to such Primary Subdivision or Litigating Local Government. In addition, under no circumstances will any portion of the LG Share allocated to a Litigating Local Government be used to pay the contingency fees or litigation expenses of counsel for some other Litigating Local Government.

I. The maximum amount of any Litigating Local Government contingency fee agreement (from the Contingency Fee Fund of the Settlement) payable to a law firm permitted for compensation shall be fifteen percent (15%) of the portion of the LG Share paid to the Litigating Local Government that retained that firm (i.e., if City X filed suit with outside counsel on a contingency fee contract and City X receives $1,000,000 from the Settlement, then the maximum that the firm can receive is $150,000 for fees.) The firms also shall be paid documented expenses due under their contingency fee agreements that have been paid by the law firm attributable to that Litigating Local Government. Consistent with Agreement on Attorneys' Fees, Costs, and Expenses, which is Exhibit R of the Settlement, amounts due to Participating Litigating Subdivisions' attorneys under this Allocation Agreement III shall not impact (i) costs paid by the subdivisions to their attorneys pursuant to a State Back-Stop agreement, (ii) fees paid to subdivision attorneys from the Common Benefit Fund for common benefit work performed by the attorneys pursuant to Exhibit R of the Settlement, or (iii) costs paid to subdivision attorneys from the MDL Expense Fund for expenses incurred by the attorneys pursuant to the Settlement.

J. Under no circumstances may counsel receive more for its work on behalf of a Litigating Local Government than it would under its contingency agreement with that Litigating Local Government. To the extent a law firm was retained by a Litigating Local Government on a contingency fee agreement that provides for compensation at a rate that is less than fifteen percent (15%) of that Litigating Local Government's recovery, the maximum amount payable to that law firm referred to in Section D.3 of the MOU shall be the percentage set forth in that contingency fee agreement.

K. For the avoidance of doubt, both payments from the GFF and the payment to the Participating Litigating Local Governments' attorneys from the Contingency Fee Fund in the Settlement shall be included when calculating whether the aforementioned fifteen percent (15%) maximum percentage (or less if the provisions of Paragraph 10.J of this Allocation Agreement III apply) of any Litigating Local Government contingency fee agreement referred to above has been met.

L. To the extent there are any excess funds in the GFF, the Settlement Administrator shall facilitate the return of those funds to the Participating Local Governments as provided for in Section D.6 of the MOU.

12. In connection with the execution and administration of this Allocation Agreement III, the State and the Participating Local Governments agree to abide by the Public Records Act, RCW 42.56 *et seq*.

13. All Participating Local Governments, Regional OACs, and the State shall maintain all non-transitory records related to this Allocation Agreement III as well as the receipt and expenditure of the funds from the Settlement for no less than five (5) years.

14. If any party to this Allocation Agreement III believes that a Participating Local Government, Regional OAC, the State, an entity, or individual involved in the receipt, distribution, or administration of the funds from the Settlement has violated any applicable ethics codes or rules, a complaint shall be lodged with the appropriate forum for handling such matters, with a copy of the complaint promptly sent to the Washington Attorney General, Complex Litigation Division, Division Chief, 800 Fifth Avenue, Suite 2000, Seattle, Washington 98104.

15. To the extent (i) a region utilizes a pre-existing regional body to establish its Opioid Abatement Council pursuant to the Section 4.h of the MOU, and (III) tha

pre-existing regional body is subject to the requirements of the Community Behavioral Health Services Act, RCW 71.24 *et seq.*, the State and the Participating Local Governments agree that the Opioid Funds paid by Kroger is subject to the requirements of the MOU and this Allocation Agreement III.

16. Upon request by Kroger, the Participating Local Governments must comply with the Tax Cooperation and Reporting provisions of the Settlement.

17. Venue for any legal action related to this Allocation Agreement III (separate and apart from the MOU or the Settlement) shall be in King County, Washington.

18. Each party represents that all procedures necessary to authorize such party's execution of this Allocation Agreement III have been performed and that such person signing for such party has been authorized to execute this Allocation Agreement III.

FOR THE STATE OF WASHINGTON:

ROBERT W. FERGUSON
Attorney General

JEFFREY G. RUPERT
Division Chief

Date: 6-28-2024

FOR THE PARTICIPATING LOCAL GOVERNMENT:

Gig Harbor city, WA
Reference Number: CL-798899

Signature: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

EXHIBIT 1
One Washington Memorandum of Understanding Between Washington Municipalities

ONE WASHINGTON MEMORANDUM OF UNDERSTANDING BETWEEN WASHINGTON MUNICIPALITIES

Whereas, the people of the State of Washington and its communities have been harmed by entities within the Pharmaceutical Supply Chain who manufacture, distribute, and dispense prescription opioids;

Whereas, certain Local Governments, through their elected representatives and counsel, are engaged in litigation seeking to hold these entities within the Pharmaceutical Supply Chain of prescription opioids accountable for the damage they have caused to the Local Governments;

Whereas, Local Governments and elected officials share a common desire to abate and alleviate the impacts of harms caused by these entities within the Pharmaceutical Supply Chain throughout the State of Washington, and strive to ensure that principals of equity and equitable service delivery are factors considered in the allocation and use of Opioid Funds; and

Whereas, certain Local Governments engaged in litigation and the other cities and counties in Washington desire to agree on a form of allocation for Opioid Funds they receive from entities within the Pharmaceutical Supply Chain.

Now therefore, the Local Governments enter into this Memorandum of Understanding ("MOU") relating to the allocation and use of the proceeds of Settlements described.

A. Definitions

As used in this MOU:

1. "Allocation Regions" are the same geographic areas as the existing nine (9) Washington State Accountable Community of Health (ACH) Regions and have the purpose described in Section C below.

2. "Approved Purpose(s)" shall mean the strategies specified and set forth in the Opioid Abatement Strategies attached as Exhibit A.

3. "Effective Date" shall mean the date on which a court of competent jurisdiction enters the first Settlement by order or consent decree. The Parties anticipate that more than one Settlement will be administered according to the terms of this MOU, but that the first entered Settlement will trigger allocation of Opioid Funds in accordance with Section B herein, and the formation of the Opioid Abatement Councils in Section C.

4. "Litigating Local Government(s)" shall mean Local Governments that filed suit against any Pharmaceutical Supply Chain Participant pertaining to the Opioid epidemic prior to September 1, 2020.

5. "Local Government(s)" shall mean all counties, cities, and towns within the geographic boundaries of the State of Washington.

6. "National Settlement Agreements" means the national opioid settlement agreements dated July 21, 2021 involving Johnson & Johnson, and distributors AmerisourceBergen, Cardinal Health and McKesson as well as their subsidiaries, affiliates, officers, and directors named in the National Settlement Agreements, including all amendments thereto.

7. "Opioid Funds" shall mean monetary amounts obtained through a Settlement as defined in this MOU.

8. "Opioid Abatement Council" shall have the meaning described in Section C below.

9. "Participating Local Government(s)" shall mean all counties, cities, and towns within the geographic boundaries of the State that have chosen to sign on to this MOU. The Participating Local Governments may be referred to separately in this MOU as "Participating Counties" and "Participating Cities and Towns" (or "Participating Cities or Towns," as appropriate) or "Parties."

10. "Pharmaceutical Supply Chain" shall mean the process and channels through which controlled substances are manufactured, marketed, promoted, distributed, and/or dispensed, including prescription opioids.

11. "Pharmaceutical Supply Chain Participant" shall mean any entity that engages in or has engaged in the manufacture, marketing, promotion, distribution, and/or dispensing of a prescription opioid, including any entity that has assisted in any of the above.

12. "Qualified Settlement Fund Account," or "QSF Account," shall mean an account set up as a qualified settlement fund, 468b fund, as authorized by Treasury Regulations 1.468B-1(c) (26 CFR §1.468B-1).

13. "Regional Agreements" shall mean the understanding reached by the Participating Local Counties and Cities within an Allocation Region governing the allocation, management, distribution of Opioid Funds within that Allocation Region.

14. "Settlement" shall mean the future negotiated resolution of legal or equitable claims against a Pharmaceutical Supply Chain Participant when that resolution has been jointly entered into by the Participating Local Governments. "Settlement" expressly does not include a plan of reorganization confirmed under Title 11of the United States Code, irrespective of the extent to which Participating Local Governments vote in favor of or otherwise support such plan of reorganization.

15. "Trustee" shall mean an independent trustee who shall be responsible for the ministerial task of releasing Opioid Funds from a QSF account to Participating Local Governments as authorized herein and accounting for all payments into or out of the trust.

16. The "Washington State Accountable Communities of Health" or "ACH" shall mean the nine (9) regions described in Section C below.

B. Allocation of Settlement Proceeds for Approved Purposes

1. All Opioid Funds shall be held in a QSF and distributed by the Trustee, for the benefit of the Participating Local Governments, only in a manner consistent with this MOU. Distribution of Opioid Funds will be subject to the mechanisms for auditing and reporting set forth below to provide public accountability and transparency.

2. All Opioid Funds, regardless of allocation, shall be utilized pursuant to Approved Purposes as defined herein and set forth in Exhibit A. Compliance with this requirement shall be verified through reporting, as set out in this MOU.

3. The division of Opioid Funds shall first be allocated to Participating Counties based on the methodology utilized for the Negotiation Class in *In Re: National Prescription Opiate Litigation*, United States District Court for the Northern District of Ohio, Case No. 1:17-md-02804-DAP. The allocation model uses three equally weighted factors: (1) the amount of opioids shipped to the county; (2) the number of opioid deaths that occurred in that county; and (3) the number of people who suffer opioid use disorder in that county. The allocation percentages that result from application of this methodology are set forth in the "County Total" line item in Exhibit B. In the event any county does not participate in this MOU, that county's percentage share shall be reallocated proportionally amongst the Participating Counties by applying this same methodology to only the Participating Counties.

4. Allocation and distribution of Opioid Funds within each Participating County will be based on regional agreements as described in Section C.

C. Regional Agreements

1. For the purpose of this MOU, the regional structure for decision-making related to opioid fund allocation will be based upon the nine (9) pre-defined Washington State Accountable Community of Health Regions (Allocation Regions). Reference to these pre-defined regions is solely for the purpose of

drawing geographic boundaries to facilitate regional agreements for use of Opioid Funds. The Allocation Regions are as follows:

- King County (Single County Region)
- Pierce County (Single County Region)
- Olympic Community of Health Region (Clallam, Jefferson, and Kitsap Counties)
- Cascade Pacific Action Alliance Region (Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Thurston, and Wahkiakum Counties)
- North Sound Region (Island, San Juan, Skagit, Snohomish, and Whatcom Counties)
- SouthWest Region (Clark, Klickitat, and Skamania Counties)
- Greater Columbia Region (Asotin, Benton, Columbia, Franklin, Garfield, Kittitas, Walla Walla, Whitman, and Yakima Counties)
- Spokane Region (Adams, Ferry, Lincoln, Pend Oreille, Spokane, and Stevens Counties)
- North Central Region (Chelan, Douglas, Grant, and Okanogan Counties)

2. Opioid Funds will be allocated, distributed and managed within each Allocation Region, as determined by its Regional Agreement as set forth below. If an Allocation Region does not have a Regional Agreement enumerated in this MOU, and does not subsequently adopt a Regional Agreement per Section C.5, the default mechanism for allocation, distribution and management of Opioid Funds described in Section C.4.a will apply. Each Allocation Region must have an OAC whose composition and responsibilities shall be defined by Regional Agreement or as set forth in Section C.4.

3. King County's Regional Agreement is reflected in Exhibit C to this MOU.

4. All other Allocation Regions that have not specified a Regional Agreement for allocating, distributing and managing Opioid Funds, will apply the following default methodology:

a. Opioid Funds shall be allocated within each Allocation Region by taking the allocation for a Participating County from Exhibit B and apportioning those funds between that Participating County and its Participating Cities and Towns. Exhibit B also sets forth the allocation to the Participating Counties and the Participating Cities or Towns within the Counties based on a default allocation formula. As set forth above in Section B.3, to determine the allocation to a county, this formula utilizes: (1) the amount of opioids shipped to the county; (2) the number of opioid deaths that occurred in that county; and (3) the number of people who suffer opioid use disorder in that county. To determine the allocation within a county, the formula utilizes historical federal data showing how the specific Counties and the Cities and Towns within the Counties have made opioids epidemic-related expenditures in the past. This is the same methodology used in the National Settlement Agreements for county and intra-county allocations. A Participating County, and the Cities and Towns within it may enter into a separate intra-county allocation agreement to modify how the Opioid Funds are allocated amongst themselves, provided the modification is in writing and agreed to by all Participating Local Governments in the County. Such an agreement shall not modify any of the other terms or requirements of this MOU.

b. 10% of the Opioid Funds received by the Region will be reserved, on an annual basis, for administrative costs related to the OAC. The OAC will provide an annual accounting for actual costs and any reserved funds that exceed actual costs will be reallocated to Participating Local Governments within the Region.

c. Cities and towns with a population of less than 10,000 shall be excluded from the allocation, with the exception of cities and towns that are Litigating Participating Local Governments. The portion of the Opioid Funds that would have been allocated to a city or town with a population of less than 10,000 that is not a Litigating Participating Local Government shall be redistributed to Participating Counties in the manner directed in C.4.a above.

d. Each Participating County, City, or Town may elect to have its share re-allocated to the OAC in which it is located. The OAC will then utilize this share for the benefit of Participating Local Governments within that Allocation Region, consistent with the Approved Purposes set forth in Exhibit A. A Participating Local Government's election to forego its allocation of Opioid Funds shall apply to all future allocations unless the Participating Local Government notifies its respective OAC otherwise. If a Participating Local Government elects to forego its allocation of the Opioid Funds, the Participating Local Government shall be excused from the reporting requirements set forth in this Agreement.

e. Participating Local Governments that receive a direct payment maintain full discretion over the use and distribution of their allocation of Opioid Funds, provided the Opioid Funds are used solely for Approved Purposes. Reasonable administrative costs for a Participating Local Government to administer its allocation of Opioid Funds shall not exceed actual costs or 10% of the Participating Local Government's allocation of Opioid Funds, whichever is less.

f. A Local Government that chooses not to become a Participating Local Government will not receive a direct allocation of Opioid Funds. The portion of the Opioid Funds that would have been allocated to a Local Government that is not a Participating Local Government shall be redistributed to Participating Counties in the manner directed in C.4.a above.

g. As a condition of receiving a direct payment, each Participating Local Government that receives a direct payment agrees to undertake the following actions:

i. Developing a methodology for obtaining proposals for use of Opioid Funds.

ii. Ensuring there is opportunity for community-based input on priorities for Opioid Fund programs and services.

iii. Receiving and reviewing proposals for use of Opioid Funds for Approved Purposes.

iv. Approving or denying proposals for use of Opioid Funds for Approved Purposes.

v. Receiving funds from the Trustee for approved proposals and distributing the Opioid Funds to the recipient.

vi. Reporting to the OAC and making publicly available all decisions on Opioid Fund allocation applications, distributions and expenditures.

h. Prior to any distribution of Opioid Funds within the Allocation Region, The Participating Local Governments must establish an Opioid Abatement Council (OAC) to oversee Opioid Fund allocation, distribution, expenditures and dispute resolution. The OAC may be a preexisting regional body or may be a new body created for purposes of executing the obligations of this MOU.

i. The OAC for each Allocation Region shall be composed of representation from both Participating Counties and Participating Towns or Cities within the Region. The method of selecting members, and the terms for which they will serve will be determined by the Allocation Region's Participating Local Governments. All persons who serve on the OAC must have work or educational experience pertaining to one or more Approved Uses.

j. The Regional OAC will be responsible for the following actions:

i. Overseeing distribution of Opioid Funds from Participating Local Governments to programs and services within the Allocation Region for Approved Purposes.

ii. Annual review of expenditure reports from Participating Local Jurisdictions within the Allocation Region for compliance with Approved Purposes and the terms of this MOU and any Settlement.

iii. In the case where Participating Local Governments chose to forego their allocation of Opioid Funds:

(i) Approving or denying proposals by Participating Local Governments or community groups to the OAC for use of Opioid Funds within the Allocation Region.
(ii) Directing the Trustee to distribute Opioid Funds for use by Participating Local Governments or community groups whose proposals are approved by the OAC.
(iii) Administrating and maintaining records of all OAC decisions and distributions of Opioid Funds.

iv. Reporting and making publicly available all decisions on Opioid Fund allocation applications, distributions and expenditures by the OAC or directly by Participating Local Governments.

v. Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data from any Participating Local Government that receives Opioid Funds, and for expenditures by the OAC in that Allocation Region, which it shall update at least annually.

vi. If necessary, requiring and collecting additional outcome- related data from Participating Local Governments to evaluate the use of Opioid Funds, and all Participating Local Governments shall comply with such requirements.

vii. Hearing complaints by Participating Local Governments within the Allocation Region regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements.

5. Participating Local Governments may agree and elect to share, pool, or collaborate with their respective allocation of Opioid Funds in any manner they choose by adopting a Regional Agreement, so long as such sharing, pooling, or collaboration is used for Approved Purposes and complies with the terms of this MOU and any Settlement.

6. Nothing in this MOU should alter or change any Participating Local Government's rights to pursue its own claim. Rather, the intent of this MOU is to join all parties who wish to be Participating Local Governments to agree upon an allocation formula for any Opioid Funds from any future binding Settlement with one or more Pharmaceutical Supply Chain Participants for all Local Governments in the State of Washington.

7. If any Participating Local Government disputes the amount it receives from its allocation of Opioid Funds, the Participating Local Government shall alert its respective OAC within sixty (60) days of discovering the information underlying the dispute. Failure to alert its OAC within this time frame shall not constitute a waiver of the Participating Local Government's right to seek recoupment of any deficiency in its allocation of Opioid Funds.

8. If any OAC concludes that a Participating Local Government's expenditure of its allocation of Opioid Funds did not comply with the Approved Purposes listed in Exhibit A, or the terms of this MOU, or that the Participating Local Government otherwise misused its allocation of Opioid Funds, the OAC may take remedial action against the alleged offending Participating Local Government. Such remedial action is left to the discretion of the OAC and may include withholding future Opioid Funds owed to the offending Participating Local Government or requiring the offending Participating Local Government to reimburse improperly expended Opioid Funds back to the OAC to be re-allocated to the remaining Participating Local Governments within that Region.

9. All Participating Local Governments and OAC shall maintain all records related to the receipt and expenditure of Opioid Funds for no less than five (5) years and shall make such records available for review by any other Participating Local Government or OAC, or the public. Records requested by the public shall be produced in accordance with Washington's Public Records Act RCW 42.56.001 *et seq*. Records requested by another Participating Local Government or an OAC shall be produced within twenty-one (21) days of the date the record request was received. This requirement does not supplant any Participating Local Government or OAC's obligations under Washington's Public Records Act RCW 42.56.001 *et seq*.

D. Payment of Counsel and Litigation Expenses

1. The Litigating Local Governments have incurred attorneys' fees and litigation expenses relating to their prosecution of claims against the Pharmaceutical Supply Chain Participants, and this prosecution has inured to the benefit of all Participating Local Governments. Accordingly, a Washington

Government Fee Fund ("GFF") shall be established that ensures that all Parties that receive Opioid Funds contribute to the payment of fees and expenses incurred to prosecute the claims against the Pharmaceutical Supply Chain Participants, regardless of whether they are litigating or non-litigating entities.

2. The amount of the GFF shall be based as follows: the funds to be deposited in the GFF shall be equal to 15% of the total cash value of the Opioid Funds.

3. The maximum percentage of any contingency fee agreement permitted for compensation shall be 15% of the portion of the Opioid Funds allocated to the Litigating Local Government that is a party to the contingency fee agreement, plus expenses attributable to that Litigating Local Government. Under no circumstances may counsel collect more for its work on behalf of a Litigating Local Government than it would under its contingency agreement with that Litigating Local Government.

4. Payments from the GFF shall be overseen by a committee (the "Opioid Fee and Expense Committee") consisting of one representative of the following law firms: (a) Keller Rohrback L.LP.; (b) Hagens Berman Sobol Shapiro LLP; (c) Goldfarb & Huck Roth Riojas, PLLC; and (d) Napoli Shkolnik PLLC. The role of the Opioid Fee and Expense Committee shall be limited to ensuring that the GFF is administered in accordance with this Section.

5. In the event that settling Pharmaceutical Supply Chain Participants do not pay the fees and expenses of the Participating Local Governments directly at the time settlement is achieved, payments to counsel for Participating Local Governments shall be made from the GFF over not more than three years, with 50% paid within 12 months of the date of Settlement and 25% paid in each subsequent year, or at the time the total Settlement amount is paid to the Trustee by the Defendants, whichever is sooner.

6. Any funds remaining in the GFF in excess of: (i) the amounts needed to cover Litigating Local Governments' private counsel's representation agreements, and (ii) the amounts needed to cover the common benefit tax discussed in Section C.8 below (if not paid directly by the Defendants in connection with future settlement(s), shall revert to the Participating Local Governments *pro rata* according to the percentages set forth in Exhibits B, to be used for Approved Purposes as set forth herein and in Exhibit A.

7. In the event that funds in the GFF are not sufficient to pay all fees and expenses owed under this Section, payments to counsel for all Litigating Local Governments shall be reduced on a *pro rata* basis. The Litigating Local Governments will not be responsible for any of these reduced amounts.

8. The Parties anticipate that any Opioid Funds they receive will be subject to a common benefit "tax" imposed by the court in *In Re: National Prescription Opiate Litigation*, United States District Court for the Northern District of Ohio, Case No. 1:17-md-02804-DAP ("Common Benefit Tax"). If this occurs, the Participating Local Governments shall first seek to have the settling defendants pay the Common Benefit Tax. If the settling defendants do not agree to pay the Common Benefit Tax, then the Common Benefit Tax shall be paid from the Opioid Funds and by both litigating and non-litigating Local Governments. This payment shall occur prior to allocation and distribution of funds to the Participating Local Governments. In the event that GFF is not fully exhausted to pay the Litigating Local Governments' private counsel's representation agreements, excess funds in the GFF shall be applied to pay the Common Benefit Tax (if any).

E. General Terms

1. If any Participating Local Government believes another Participating Local Government, not including the Regional Abatement Advisory Councils, violated the terms of this MOU, the alleging Participating Local Government may seek to enforce the terms of this MOU in the court in which any applicable Settlement(s) was entered, provided the alleging Participating Local Government first provides the alleged offending Participating Local Government notice of the alleged violation(s) and a reasonable opportunity to cure the alleged violation(s). In such an enforcement action, any alleging Participating Local Government or alleged offending Participating Local Government may be represented by their respective public entity in accordance with Washington law.

2. Nothing in this MOU shall be interpreted to waive the right of any Participating Local Government to seek judicial relief for conduct occurring outside the scope of this MOU that violates any Washington law. In such an action, the alleged offending Participating Local Government, including the Regional Abatement Advisory Councils, may be represented by their respective public entities in accordance with Washington law. In the event of a conflict, any Participating Local Government, including the Regional Abatement Advisory Councils and its Members, may seek outside representation to defend itself against such an action.

3. Venue for any legal action related to this MOU shall be in the court in which the Participating Local Government is located or in accordance with the court rules on venue in that jurisdiction. This provision is not intended to expand the court rules on venue.

4. This MOU may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The Participating Local Governments approve the use of electronic signatures for execution of this MOU. All use of electronic signatures

shall be governed by the Uniform Electronic Transactions Act. The Parties agree not to deny the legal effect or enforceability of the MOU solely because it is in electronic form or because an electronic record was used in its formation. The Participating Local Government agree not to object to the admissibility of the MOU in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the grounds that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

5. Each Participating Local Government represents that all procedures necessary to authorize such Participating Local Government's execution of this MOU have been performed and that the person signing for such Party has been authorized to execute the MOU.

[Remainder of Page Intentionally Left Blank – Signature Pages Follow]

This One Washington Memorandum of Understanding Between Washington Municipalities is signed this ______day of ____________________, 2022 by:

____

Name & Title _____________________________________

On behalf of ______________________________________

4894-0031-1574, v. 2

EXHIBIT A

OPIOID ABATEMENT STRATEGIES

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions, co-usage, and/or co-addiction through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including all forms of Medication-Assisted Treatment (MAT) approved by the U.S. Food and Drug Administration.

2. Support and reimburse services that include the full American Society of Addiction Medicine (ASAM) continuum of care for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including but not limited to:

    a. Medication-Assisted Treatment (MAT);

    b. Abstinence-based treatment;

    c. Treatment, recovery, or other services provided by states, subdivisions, community health centers; non-for-profit providers; or for-profit providers;

    d. Treatment by providers that focus on OUD treatment as well as treatment by providers that offer OUD treatment along with treatment for other SUD/MH conditions, co-usage, and/or co-addiction; or

    e. Evidence-informed residential services programs, as noted below.

3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.

4. Improve oversight of Opioid Treatment Programs (OTPs) to assure evidence-based, evidence-informed, or promising practices such as adequate methadone dosing.

5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction and for persons who have experienced an opioid overdose.

6. Support treatment of mental health trauma resulting from the traumatic experiences of the opioid user (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose

or overdose fatality), and training of health care personnel to identify and address such trauma.

7. Support detoxification (detox) and withdrawal management services for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including medical detox, referral to treatment, or connections to other services or supports.

8. Support training on MAT for health care providers, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.

9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

10. Provide fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.

11. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (DATA 2000) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.

12. Support the dissemination of web-based training curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service-Opioids web-based training curriculum and motivational interviewing.

13. Support the development and dissemination of new curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service for Medication-Assisted Treatment.

B. <u>SUPPORT PEOPLE IN TREATMENT AND RECOVERY</u>

Support people in treatment for and recovery from OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Provide the full continuum of care of recovery services for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including supportive housing, residential treatment, medical detox services, peer support services and counseling, community navigators, case management, and connections to community-based services.

2. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

3. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including supportive housing, recovery housing, housing assistance programs, or training for housing providers.

4. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

5. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

6. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

7. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.

8. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to manage the opioid user in the family.

9. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to current and recovering opioid users, including reducing stigma.

10. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.

C. <u>CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED (CONNECTIONS TO CARE)</u>

Provide connections to care for people who have – or are at risk of developing – OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.

2. Support Screening, Brief Intervention and Referral to Treatment (SBIRT) programs to reduce the transition from use to disorders.

3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.

4. Purchase automated versions of SBIRT and support ongoing costs of the technology.

5. Support training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.

6. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, or persons who have experienced an opioid overdose, into community treatment or recovery services through a bridge clinic or similar approach.

7. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction or persons that have experienced an opioid overdose.

8. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.

9. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction or to persons who have experienced an opioid overdose.

10. Provide funding for peer navigators, recovery coaches, care coordinators, or care managers that offer assistance to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction or to persons who have experienced on opioid overdose.

11. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.

12. Develop and support best practices on addressing OUD in the workplace.

13. Support assistance programs for health care providers with OUD.

14. Engage non-profits and the faith community as a system to support outreach for treatment.

15. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

16. Create or support intake and call centers to facilitate education and access to treatment, prevention, and recovery services for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

17. Develop or support a National Treatment Availability Clearinghouse – a multistate/nationally accessible database whereby health care providers can list locations for currently available in-patient and out-patient OUD treatment services that are accessible on a real-time basis by persons who seek treatment.

D. ADDRESS THE NEEDS OF CRIMINAL-JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction who are involved – or are at risk of becoming involved – in the criminal justice system through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Support pre-arrest or post-arrest diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including established strategies such as:

   a. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (PAARI);

   b. Active outreach strategies such as the Drug Abuse Response Team (DART) model;

   c. "Naloxone Plus" strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;

   d. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (LEAD) model;

   e. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative;

   f. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise and to reduce perceived barriers associated with law enforcement 911 responses; or

   g. County prosecution diversion programs, including diversion officer salary, only for counties with a population of 50,000 or less. Any diversion services in matters involving opioids must include drug testing, monitoring, or treatment.

2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction to evidence-informed treatment, including MAT, and related services.

3. Support treatment and recovery courts for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, but only if these courts provide referrals to evidence-informed treatment, including MAT.

4. Provide evidence-informed treatment, including MAT, recovery support, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction who are incarcerated in jail or prison.

5. Provide evidence-informed treatment, including MAT, recovery support, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction who are leaving jail or prison have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.

6. Support critical time interventions (CTI), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.

7. Provide training on best practices for addressing the needs of criminal-justice-involved persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, case management, or other services offered in connection with any of the strategies described in this section.

E. <u>ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME</u>

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, and the needs of their families, including babies with neonatal abstinence syndrome, through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Support evidence-based, evidence-informed, or promising treatment, including MAT, recovery services and supports, and prevention services for pregnant women – or women who could become pregnant – who have OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.

2. Provide training for obstetricians or other healthcare personnel that work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

3. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with Neonatal Abstinence Syndrome get referred to appropriate services and receive a plan of safe care.

4. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.

5. Offer enhanced family supports and home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including but not limited to parent skills training.

6. Support for Children's Services – Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.

2. Academic counter-detailing to educate prescribers on appropriate opioid prescribing.

3. Continuing Medical Education (CME) on appropriate prescribing of opioids.

4. Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.

5. Support enhancements or improvements to Prescription Drug Monitoring Programs (PDMPs), including but not limited to improvements that:

    a. Increase the number of prescribers using PDMPs;

    b. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs or by improving the interface that prescribers use to access PDMP data, or both; or

    c. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD.

6. Development and implementation of a national PDMP – Fund development of a multistate/national PDMP that permits information sharing while providing appropriate safeguards on sharing of private health information, including but not limited to:

    a. Integration of PDMP data with electronic health records, overdose episodes, and decision support tools for health care providers relating to OUD.

   b. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database.

7. Increase electronic prescribing to prevent diversion or forgery.

8. Educate Dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Corrective advertising or affirmative public education campaigns based on evidence.

2. Public education relating to drug disposal.

3. Drug take-back disposal or destruction programs.

4. Fund community anti-drug coalitions that engage in drug prevention efforts.

5. Support community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction – including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA).

6. Engage non-profits and faith-based communities as systems to support prevention.

7. Support evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.

8. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.

9. Support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

10. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.

11. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses or other school staff, to

address mental health needs in young people that (when not properly addressed) increase the risk of opioid or other drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Increase availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, opioid users, families and friends of opioid users, schools, community navigators and outreach workers, drug offenders upon release from jail/prison, or other members of the general public.

2. Provision by public health entities of free naloxone to anyone in the community, including but not limited to provision of intra-nasal naloxone in settings where other options are not available or allowed.

3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, and other members of the general public.

4. Enable school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.

5. Expand, improve, or develop data tracking software and applications for overdoses/naloxone revivals.

6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.

8. Educate first responders regarding the existence and operation of immunity and Good Samaritan laws.

9. Expand access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.

10. Support mobile units that offer or provide referrals to treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

11. Provide training in treatment and recovery strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

12. Support screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items C8, D1 through D7, H1, H3, and H8, support the following:

1. Current and future law enforcement expenditures relating to the opioid epidemic.
2. Educate law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, and coordination to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Community regional planning to identify goals for reducing harms related to the opioid epidemic, to identify areas and populations with the greatest needs for treatment intervention services, or to support other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
2. A government dashboard to track key opioid-related indicators and supports as identified through collaborative community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to in various items above, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Invest in infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, or implement other

strategies to abate the opioid epidemic described in this opioid abatement strategy list (e.g., health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.
4. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
5. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (e.g. Hawaii HOPE and Dakota 24/7).
6. Research on expanded modalities such as prescription methadone that can expand access to MAT.

EXHIBIT B

County	Local Government	% Allocation
Adams County		
	Adams County	0.1638732475%
	Hatton	
	Lind	
	Othello	
	Ritzville	
	Washtucna	
	County Total:	0.1638732475%
Asotin County		
	Asotin County	0.4694498386%
	Asotin	
	Clarkston	
	County Total:	0.4694498386%
Benton County		
	Benton County	1.4848831892%
	Benton City	
	Kennewick	0.5415650564%
	Prosser	
	Richland	0.4756779517%
	West Richland	0.0459360490%
	County Total:	2.5480622463%
Chelan County		
	Chelan County	0.7434914485%
	Cashmere	
	Chelan	
	Entiat	
	Leavenworth	
	Wenatchee	0.2968333494%
	County Total:	1.0403247979%
Clallam County		
	Clallam County	1.3076983401%
	Forks	
	Port Angeles	0.4598370527%
	Sequim	
	County Total:	1.7675353928%

EXHIBIT B

County	Local Government	% Allocation
Clark County		
	Clark County	4.5149775326%
	Battle Ground	0.1384729857%
	Camas	0.2691592724%
	La Center	
	Ridgefield	
	Vancouver	1.7306605325%
	Washougal	0.1279328220%
	Woodland***	
	Yacolt	
	County Total:	6.7812031452%
Columbia County		
	Columbia County	0.0561699537%
	Dayton	
	Starbuck	
	County Total:	0.0561699537%
Cowlitz County		
	Cowlitz County	1.7226945990%
	Castle Rock	
	Kalama	
	Kelso	0.1331145270%
	Longview	0.6162736905%
	Woodland***	
	County Total:	2.4720828165%
Douglas County		
	Douglas County	0.3932175175%
	Bridgeport	
	Coulee Dam***	
	East Wenatchee	0.0799810865%
	Mansfield	
	Rock Island	
	Waterville	
	County Total:	0.4731986040%
Ferry County		
	Ferry County	0.1153487994%
	Republic	
	County Total:	0.1153487994%

*** - Local Government appears in multiple counties

EXHIBIT B

County	Local Government	% Allocation
Franklin County		
	Franklin County	0.3361237144%
	Connell	
	Kahlotus	
	Mesa	
	Pasco	0.4278056066%
	County Total:	0.7639293210%
Garfield County		
	Garfield County	0.0321982209%
	Pomeroy	
	County Total:	0.0321982209%
Grant County		
	Grant County	0.9932572167%
	Coulee City	
	Coulee Dam***	
	Electric City	
	Ephrata	
	George	
	Grand Coulee	
	Hartline	
	Krupp	
	Mattawa	
	Moses Lake	0.2078293909%
	Quincy	
	Royal City	
	Soap Lake	
	Warden	
	Wilson Creek	
	County Total:	1.2010866076%

*** - Local Government appears in multiple counties

EXHIBIT B

County	Local Government	% Allocation
Grays Harbor County		
	Grays Harbor County	0.9992429138%
	Aberdeen	0.2491525333%
	Cosmopolis	
	Elma	
	Hoquiam	
	McCleary	
	Montesano	
	Oakville	
	Ocean Shores	
	Westport	
	County Total:	1.2483954471%
Island County		
	Island County	0.6820422610%
	Coupeville	
	Langley	
	Oak Harbor	0.2511550431%
	County Total:	0.9331973041%
Jefferson County		
	Jefferson County	0.4417137380%
	Port Townsend	
	County Total:	0.4417137380%

EXHIBIT B

County	Local Government	% Allocation
King County		
	King County	13.9743722662%
	Algona	
	Auburn***	0.2622774917%
	Beaux Arts Village	
	Bellevue	1.1300592573%
	Black Diamond	
	Bothell***	0.1821602716%
	Burien	0.0270962921%
	Carnation	
	Clyde Hill	
	Covington	0.0118134406%
	Des Moines	0.1179764526%
	Duvall	
	Enumclaw***	0.0537768326%
	Federal Way	0.3061452240%
	Hunts Point	
	Issaquah	0.1876240107%
	Kenmore	0.0204441024%
	Kent	0.5377397676%
	Kirkland	0.5453525246%
	Lake Forest Park	0.0525439124%
	Maple Valley	0.0093761587%
	Medina	
	Mercer Island	0.1751797481%
	Milton***	
	Newcastle	0.0033117880%
	Normandy Park	
	North Bend	
	Pacific***	
	Redmond	0.4839486007%
	Renton	0.7652626920%
	Sammamish	0.0224369090%
	SeaTac	0.1481551278%
	Seattle	6.6032403816%
	Shoreline	0.0435834501%
	Skykomish	
	Snoqualmie	0.0649164481%
	Tukwila	0.3032205739%
	Woodinville	0.0185516364%
	Yarrow Point	
	County Total:	26.0505653608%

EXHIBIT B

County	Local Government	% Allocation
Kitsap County		
	Kitsap County	2.6294133668%
	Bainbridge Island	0.1364686014%
	Bremerton	0.6193374389%
	Port Orchard	0.1009497162%
	Poulsbo	0.0773748246%
	County Total:	3.5635439479%
Kittitas County		
	Kittitas County	0.3855704683%
	Cle Elum	
	Ellensburg	0.0955824915%
	Kittitas	
	Roslyn	
	South Cle Elum	
	County Total:	0.4811529598%
Klickitat County		
	Klickitat County	0.2211673457%
	Bingen	
	Goldendale	
	White Salmon	
	County Total:	0.2211673457%
Lewis County		
	Lewis County	1.0777377479%
	Centralia	0.1909990353%
	Chehalis	
	Morton	
	Mossyrock	
	Napavine	
	Pe Ell	
	Toledo	
	Vader	
	Winlock	
	County Total:	1.2687367832%

EXHIBIT B

County	Local Government	% Allocation
Lincoln County		
	Lincoln County	0.1712669645%
	Almira	
	Creston	
	Davenport	
	Harrington	
	Odessa	
	Reardan	
	Sprague	
	Wilbur	
	County Total:	0.1712669645%
Mason County		
	Mason County	0.8089918012%
	Shelton	0.1239179888%
	County Total:	0.9329097900%
Okanogan County		
	Okanogan County	0.6145043345%
	Brewster	
	Conconully	
	Coulee Dam***	
	Elmer City	
	Nespelem	
	Okanogan	
	Omak	
	Oroville	
	Pateros	
	Riverside	
	Tonasket	
	Twisp	
	Winthrop	
	County Total:	0.6145043345%
Pacific County		
	Pacific County	0.4895416466%
	Ilwaco	
	Long Beach	
	Raymond	
	South Bend	
	County Total:	0.4895416466%

*** - Local Government appears in multiple counties

EXHIBIT B

County	Local Government	% Allocation
Pend Oreille County		
	Pend Oreille County	0.2566374940%
	Cusick	
	Ione	
	Metaline	
	Metaline Falls	
	Newport	
	County Total:	0.2566374940%
Pierce County		
	Pierce County	7.2310164020%
	Auburn***	0.0628522112%
	Bonney Lake	0.1190773864%
	Buckley	
	Carbonado	
	DuPont	
	Eatonville	
	Edgewood	0.0048016791%
	Enumclaw***	0.0000000000%
	Fife	0.1955185481%
	Fircrest	
	Gig Harbor	0.0859963345%
	Lakewood	0.5253640894%
	Milton***	
	Orting	
	Pacific***	
	Puyallup	0.3845704814%
	Roy	
	Ruston	
	South Prairie	
	Steilacoom	
	Sumner	0.1083157569%
	Tacoma	3.2816374617%
	University Place	0.0353733363%
	Wilkeson	
	County Total:	12.0345236870%
San Juan County		
	San Juan County	0.2101495171%
	Friday Harbor	
	County Total:	0.2101495171%

*** - Local Government appears in multiple counties

EXHIBIT B

County	Local Government	% Allocation
Skagit County		
	Skagit County	1.0526023961%
	Anacortes	0.1774962906%
	Burlington	0.1146861661%
	Concrete	
	Hamilton	
	La Conner	
	Lyman	
	Mount Vernon	0.2801063665%
	Sedro-Woolley	0.0661146351%
	County Total:	1.6910058544%
Skamania County		
	Skamania County	0.1631931925%
	North Bonneville	
	Stevenson	
	County Total:	0.1631931925%
Snohomish County		
	Snohomish County	6.9054415622%
	Arlington	0.2620524080%
	Bothell***	0.2654558588%
	Brier	
	Darrington	
	Edmonds	0.3058936009%
	Everett	1.9258363241%
	Gold Bar	
	Granite Falls	
	Index	
	Lake Stevens	0.1385202891%
	Lynnwood	0.7704629214%
	Marysville	0.3945067827%
	Mill Creek	0.1227939546%
	Monroe	0.1771621898%
	Mountlake Terrace	0.2108935805%
	Mukilteo	0.2561790702%
	Snohomish	0.0861097964%
	Stanwood	
	Sultan	
	Woodway	
	County Total:	11.8213083387%

*** - Local Government appears in multiple counties

EXHIBIT B

County	Local Government	% Allocation
Spokane County		
	Spokane County	5.5623859292%
	Airway Heights	
	Cheney	0.1238454349%
	Deer Park	
	Fairfield	
	Latah	
	Liberty Lake	0.0389636519%
	Medical Lake	
	Millwood	
	Rockford	
	Spangle	
	Spokane	3.0872078287%
	Spokane Valley	0.0684217500%
	Waverly	
	County Total:	8.8808245947%
Stevens County		
	Stevens County	0.7479240179%
	Chewelah	
	Colville	
	Kettle Falls	
	Marcus	
	Northport	
	Springdale	
	County Total:	0.7479240179%
Thurston County		
	Thurston County	2.3258492094%
	Bucoda	
	Lacey	0.2348627221%
	Olympia	0.6039423385%
	Rainier	
	Tenino	
	Tumwater	0.2065982350%
	Yelm	
	County Total:	3.3712525050%
Wahkiakum County		
	Wahkiakum County	0.0596582197%
	Cathlamet	
	County Total:	0.0596582197%

EXHIBIT B

County	Local Government	% Allocation
Walla Walla County		
	Walla Walla County	0.5543870294%
	College Place	
	Prescott	
	Waitsburg	
	Walla Walla	0.3140768654%
	County Total:	0.8684638948%
Whatcom County		
	Whatcom County	1.3452637306%
	Bellingham	0.8978614577%
	Blaine	
	Everson	
	Ferndale	0.0646101891%
	Lynden	0.0827115612%
	Nooksack	
	Sumas	
	County Total:	2.3904469386%
Whitman County		
	Whitman County	0.2626805837%
	Albion	
	Colfax	
	Colton	
	Endicott	
	Farmington	
	Garfield	
	LaCrosse	
	Lamont	
	Malden	
	Oakesdale	
	Palouse	
	Pullman	0.2214837491%
	Rosalia	
	St. John	
	Tekoa	
	Uniontown	
	County Total:	0.4841643328%

EXHIBIT B

County	Local Government	% Allocation
Yakima County		
	Yakima County	1.9388392959%
	Grandview	0.0530606109%
	Granger	
	Harrah	
	Mabton	
	Moxee	
	Naches	
	Selah	
	Sunnyside	0.1213478384%
	Tieton	
	Toppenish	
	Union Gap	
	Wapato	
	Yakima	0.6060410539%
	Zillah	
	County Total:	2.7192887991%

*** - Local Government appears in multiple counties B-

Exhibit C

KING COUNTY REGIONAL AGREEMENT

King County intends to explore coordination with its cities and towns to facilitate a Regional Agreement for Opioid Fund allocation. Should some cities and towns choose not to participate in a Regional Agreement, this shall not preclude coordinated allocation for programs and services between the County and those cities and towns who elect to pursue a Regional Agreement. As contemplated in C.5 of the MOU, any Regional Agreement shall comply with the terms of the MOU and any Settlement. If no Regional Agreement is achieved, the default methodology for allocation in C.4 of the MOU shall apply.

City of Gig Harbor
City Council Agenda Bill

Meeting Date: July 22, 2024

SUBJECT: Resolution 1318 Approving a 2025-26 Lodging Tax Grant to the Gig Harbor Chamber of Commerce to Provide Direct Marketing Organization Services

SUBMITTED BY: City Clerk Josh Stecker
DEPARTMENT: Administration **PHONE:** (253) 853-7613

SUGGESTED MOTION: Move to approve Resolution 1318.

BACKGROUND INFORMATION: On June 26, the lodging tax advisory committee (LTAC) met to review a grant application from the Gig Harbor Chamber of Commerce to provide direct marketing organization (DMO) services for the city in 2025-2026. The city advertised the grant application opening for this role in May and only received one application. The Chamber has served as the city's DMO since August 2022.

The Chamber received $500,000 for this service in 2024. Their application requested $520,000 annually in 2025 and 2026. After review, LTAC recommended that council award a grant agreement at $480,000 annually. The Chamber acknowledged that it would be able to perform these services successfully at the recommended amount.

At the July 11 study session, council directed the mayor to bring forward a resolution to approve LTAC's recommendation.

FISCAL CONSIDERATION: While the 2025-2026 budget has not yet been adopted, staff are confident in projecting $520,000 annually in lodging tax revenues. Staff is also currently estimating that the lodging tax fund will have approximately $120,000 in the 2025 beginning fund balance.

With a $480,000 award to the Chamber, approximately $160,000 would be available to award to other event and tourism operating applicants in 2025. In 2024, the total amount awarded to these other applicants was $289,000.

Expenditure Required:	Amount Budgeted:	Appropriation Required:
$ 960,000	TBD	$ 0

ATTACHMENTS:
1. Resolution 1318
2. 2025-26 DMO Lodging Tax Grant Application

STRATEGIC PLAN PRIORITY: Strategic Plan Priority 5 - Promote and enhance a dynamic and robust economy

RESOLUTION 1318

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, APPROVING A 2025-26 LODGING TAX GRANT TO THE GIG HARBOR CHAMBER OF COMMERCE TO PROVIDE DIRECT MARKETING ORGANIZATION SERVICES

WHEREAS, Chapter 67.28 of the Revised Code of Washington and Chapter 3.27 of the Gig Harbor Municipal Code authorizes the city to collect an excise tax on lodging, which tax is to be used for tourist promotion; and

WHEREAS, the city council established a lodging tax advisory committee in GHMC Chapter 2.53 to make recommendations to council for expenditure of the funds; and

WHEREAS, on June 26, 2024, the committee reviewed an application from the Gig Harbor Chamber of Commerce to provide direct marketing organization services for the city in 2025 and 2026; and

WHEREAS, the committee unanimously voted to recommend that the city council approve a lodging tax grant in the amount of $480,000 annually to the Chamber of Commerce to conduct direct marketing organization services in 2025 and 2026;

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

Section 1. The city council adopts the recommendation of the lodging tax advisory committee to provide a lodging tax grant to the Gig Harbor Chamber of Commerce in the amount of $480,000 in 2025 and $480,00.00 in 2026. The mayor is authorized to enter into an agreement with the Gig Harbor Chamber of Commerce up to these amounts.

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

____
Tracie Markley
Mayor

Attest:

____
Joshua Stecker
City Clerk

CITY OF GIG HARBOR
2025-2026 LODGING TAX FUNDING APPLICATION

Lodging Tax Funds Requested: $520,000 (2025); $520,000 (2026)
For tourism-related direct marketing operations during the 2025-2026 calendar years.

APPLICATION DEADLINE: FRIDAY, MAY 31, 2024
For application assistance please contact City Clerk Josh Stecker at (253) 853-7613 or cityclerk@gigharborwa.gov prior to Friday, August 26.

Organization/Agency Name: **Gig Harbor Chamber of Commerce**

Contact Name and Title: **Miriam Battson, President/CEO**

Mailing Address: **PO Box 102**

City: **Gig Harbor** State: **WA** Zip Code: **98335**

Phone: **(253) 851-6865** Email Address: **mbattson@gigharborchamber.com**

Name & Email address of person authorized to contract with the city for grant funding (if different than above): ____________________

Complete application packet **must** include the following:
- ☑ Completed application
- ☐ Copy of Non-Profit Registration (not required for organizations that have previously been awarded lodging tax funding)
- ☐ IRS Form W-9 (not required for organizations that have previously been awarded lodging tax funding)
- ☑ Annual operational budget

Application Questions

1. **Describe your tourism-related operations.** *List the name and date(s) of the event and describe why tourists will travel to Gig Harbor to visit your facility or because of your marketing efforts.*

Since August 2023, the Gig Harbor Chamber of Commerce has had the honor of operating the Destination Marketing Organization for the City of Gig Harbor along with managing the 1 visitor center in town. During this time, we were able to complete the Visit Gig Harbor brand identity process complete with logo and style guides. From there we developed a new Visit Gig Harbor website while activating digital and print advertising. Videos and social media have played an integral role in the process of drawing visitors to our community.

We have partnered with Gig Harbor Waterfront Alliance and the City to create a winter wonderland during December 2023 to expand Holidays in the Harbor, which was a huge success. Due to the marketing of this event, we were able to increase people coming into the community to enjoy Gig Harbor. Plans are already being made to make this event even larger in 2024. This also had a positive economic impact on the city we love.

This summer we will be shadowing the city during the Concerts in the Park to take on this event under the 2025-2026 DMO contract.

Our vision for 2025-2026 is to expand upon what we have started and improve upon the data we learned from taking on this role. We plan to use data driven marketing efforts focusing on areas with the biggest draw. During 2023-2024 we learned that Portland is a huge draw for weekend visitors. As a result, we put additional focus on advertising in the Portland Metro area during 2024.

We also plan to add additional targets for content, programs that increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists. We will continue developing strategies to expand tourism; operate the DMO under the Chamber umbrella; and market and/or hold special events and festivals designed to attract tourists.

2. **Have you requested LTAC funds for these services previously?**

    Yes☒ or No ☐

    If "Yes", was it approved by LTAC? **Yes☒ or No** ☐

3. **Describe the prior success of your facility or marketing efforts in attracting tourists.**

Since August 2023, we have created a brand identity for Visit Gig Harbor, with a logo that is complementary to the City's and Chamber's logos. From there we created a new highly interactive website that in phase 3 will have a hotel booking option.

As for advertising, we have brought back print advertising in several travel-related magazines and tried a national publication in addition to digital advertising with some of the print ad publications. With a special emphasis on Portland Metro, we have seen more folks from that area in the Visitor Center.

The Profile magazine was redesigned to include all tourist-related information in the front with relocation in the back. It has received some excellent feedback.

We teamed with several organizations to create Santa's Village to add to Holidays in the Harbor. Visit Gig Harbor marketed all the December events which helped bring the largest crowd to the tree lighting. Santa's Village was a huge success even when it rained, and we look forward to bringing it back. The data shows a 28.9% increase in trips during the month of December to our city.

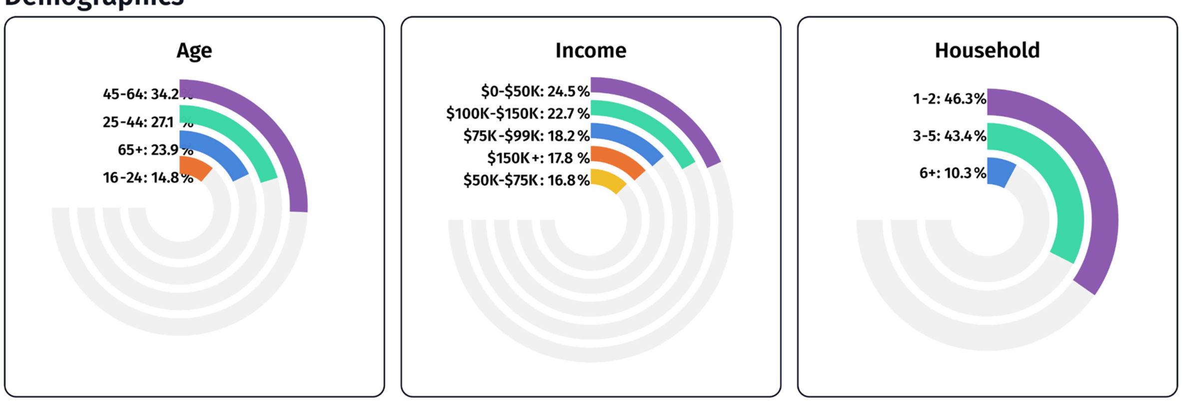
When appropriate, we promote events and partner with other local organizations in town to advertise events that have a tourist draw.

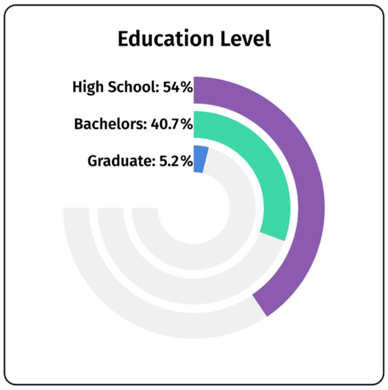
Finally, videos and social media have been an additional area that is steadily increasing awareness on things to see and do in Gig Harbor. We will continue to create this library of videos that provide visitors with activity ideas for their next visit in our beautiful town. The views of this content are slowly increasing.

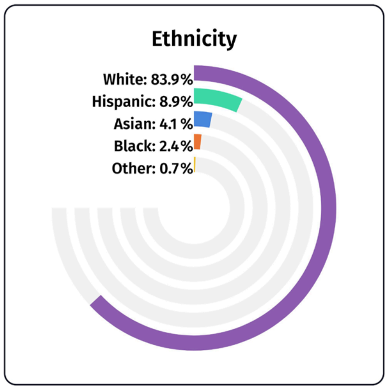
4. Describe your target tourist audience (location, demographics, etc.)

The target audience will be people traveling from mostly more than 50 miles. From our research, there are routine travelers from WA for weekend getaways, along with those from Portland, OR, southern California, Arizona, and Idaho. The age range trends appear to be 30-60 years of age and of moderate income. Unwind in Small Town Splendor has landed well with those seeing our ads. We have identified the categories of families, couples, friends, sports teams, ecotourism, and special occasions as key targets with different messaging.

Demographics







5. Describe how you will promote your facility or conduct marketing to attract tourists.

Marketing Visit Gig Harbor as a destination takes a multi-prong approach. Overall, we plan to continue developing www.VisitGigHarbor.com to add itineraries for different timeframes and groups, booking options, maps, etc., to make sure the community brand shines through. From there we create messaging that carries through to social media, digital marketing, rack cards, things to do booklets, visitor/relocation guide, magazines, etc.

We will be participating with various tourism organizations to expand Gig Harbor's visibility as a destination to come for various activities that could include small-medium sized corporate retreats, small conferences, family getaways, anniversaries, friends' weekends, etc.

We also plan to partner with other organizations and help with their events as a draw to visitors staying the night to add onto what could be a day trip. Over the next two years if there is an event we can establish as a signature event for the community we will look to head that up.

One of the larger things we plan to go for is targeting World Cup attendees to come stay in Gig Harbor. They can fly in on personal jets and use Gig Harbor as their base camp and depending on need potentially arrange for a shuttle to move people to the Bremerton Ferry for a beautiful ride into Seattle.

6. As a direct result of your proposed tourism-related service or facility, provide an estimate of:

Predicted number of people travelling more than 50 miles one-way to visit your facility or because of your marketing:	835,380 Total Trips* 215,220 Unique Visitors*
Predicted number of people visiting from out of state to visit your facility or because of your marketing:	517,140 Total Trips 145,800 Unique Visitors
Predicted number of people staying overnight in paid accommodations to visit your facility or because of your marketing:	167,000 Total Trips 43,000 Unique Visitors

**Total Trips; The number of distinct trips by a unique visitor to a destination or POI. We calculate this using a combination of observation patterns and distance traveled. For example, if a visitor comes in-market Thursday - Sunday, it only counts as one trip. If they return later in the month, that is counted as a second trip.*
**Unique Visitors: An estimate of the unique/individual visitors to a given POI or cluster. This is different from Visitor Days. For example, if an individual visits the same attraction three days in a row, they would count as three Visitor Days, but only one Unique Visitor. POI – Place of Interest.*

What methodology did you use to calculate the estimates?

☐ **Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts, or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

☐ **Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

☐ **Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

☐ **Informal Survey:** Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

☐ **Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

☒ **Other:** *Datafy, google analytics, etc. We will continue to geofence the community, and specific events. We will also be able to pull social and web analytics to measure increased interaction with the DMO brand.*

7. **Are you applying for Lodging Tax funds from another community (Yes☒ or No☐)? If yes, list the other jurisdiction(s) and amount(s) requested.**

We plan to apply to Pierce County to include lodging and attractions outside the city limits.

8. **Are you applying for, or have you received, grants or funds pledged from other sources for your operations (including for-profit businesses, national sources, etc.)? Please list grants applied for or received.**

NO.

9. **What is the overall budget for your operations? What percent of the budget are you requesting from the City of Gig Harbor Lodging Tax Fund (attach annual budget)?**

$520,000/year 100% Lodging tax funds are used solely to cover tourism-related activity. See attached budget.

10. **What specific expenses will you use LTAC funds to cover (if not shown on budget)?**

All expenses are detailed in the budget.

11. **What will you cut from your proposal or do differently if full funding for your request is not available or recommended? How is Lodging Tax funding essential to the success of your proposal?**

If we need to cut from the budget, wrap around events that help support tourism draws to the community and some of the advertising will be scaled back proportionally.

CERTIFICATION

I am an authorized agent of the organization/agency applying for funding. I have read the application instructions and understand that:

- I am proposing a tourism-related service for 2025-2026 and can provide evidence and reporting to support tourism-related attendance for the greater Gig Harbor area. If awarded, my organization intends to enter into a professional services contract with the city; provide liability insurance for the duration of the contract naming the city as additional insured and, in an amount, determined by the City; and file for a permit to use city property, if applicable.

- My organization will only use lodging tax funds, if awarded, for the purposes stated on this application and as outlined in the signed contract with the city.
- The City of Gig Harbor will only reimburse those costs actually incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and an invoice has been submitted to the city.
- My agency will be required to submit a report documenting economic impact results in a format determined by the city.

Signature: Miriam Battson Date: May 30, 2024

Application Instructions

Application Deadline: To be eligible for consideration, your complete proposal must be received by May 31, 2024. The lodging tax advisory committee will review proposals in a public meeting and determine funding recipients and levels of funding.

Applications may be submitted digitally to cityclerk@gigharborwa.gov or mailed to:

City Clerk
City of Gig Harbor
3510 Grandview St.
Gig Harbor, WA 98335

Please direct questions to the City Clerk at 253-853-7613 or cityclerk@gigharborwa.gov.

Applications filed with the city are public records. The city may choose to post on its website copies of the applications and proposed budgets.

What is the Lodging Tax Fund?
Funding for this program comes from the City of Gig Harbor lodging tax fund which receives a percentage of hotel/motel taxes from lodging establishments inside the city limits. The city collects a tax on charges for overnight lodging. These funds are distributed by the Department of Revenue back to the City of Gig Harbor for the funding of tourism related capital facilities, non- event operations, and event marketing and operations.

What can be funded with Lodging Tax Revenue?
Lodging taxes can be used for:

- Tourism Promotion/Marketing
- Operation of a Tourism Promotion Agency
- Operation of a Tourism-Related Facility owned or operated by a non-profit organization
- Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

State Law Defining the Use of Lodging Tax
Revised Code of Washington (RCW), Chapter 67.28 'Public Stadium, Convention, Arts and Tourism Facilities' provides detailed information about the use, award and reporting of tourism funds.

Important Terms Relating to RCW 67.28

Tourism: Economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs

Tourism promotion: Activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.

Tourism-related facility: Real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor, and used to support tourism, performing arts, or to accommodate tourist activities.

Who May Apply?

Lodging tax funding is open to non-profit organizations and municipalities with the demonstrated ability to achieve tourism related goals as outlined below:

- Increase hotel/lodging occupancy in the City of Gig Harbor by creating overnight stays.
- Increase the number of visitors to the city from more than 50 miles away.

All applications must include estimates of how funding the activity will result in increases to people staying overnight, travelling 50 miles away or more, or coming from another state or country. To ensure this data is collected, the city is required to have applicants provide additional information in the lodging tax application.

Selection and Award Process

Funding of the program and specific awards are dependent on recommendations of the city's lodging tax advisory committee (LTAC). LTAC will receive all applications and recommend a list of candidates and funding levels that will be forwarded to the Gig Harbor City Council for final determination. Funds will be awarded on a competitive basis.

The City of Gig Harbor Lodging Tax Advisory Committee Considerations

In developing its recommendations, the committee may consider:

- The estimated amount of Lodging Tax Fund available for the coming year as provided by the city’s finance department.
- Thoroughness and completeness of the proposal.
- Percent of the proposal request to the event/facility promotions budget and overall revenues.
- Percent of increase over prior year City of Gig Harbor lodging tax funded proposals, if any.
- Projected economic impact within the City of Gig Harbor, in particular projected overnight stays in Gig Harbor lodging establishments.
- The applicant’s financial stability.
- The applicant’s history of tourism promotion success.
- Committee member general knowledge of the community and tourism-related activities.

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	TOTAL Jan - Dec 2025
Ordinary Income/Expense													
Income													
4010 DMO Tourism Funds													
4010.10 Administrative Costs	7,120.00	6,905.00	1,320.00	1,205.00	1,220.00	1,205.00	1,820.00	1,105.00	1,320.00	1,205.00	1,220.00	1,205.00	26,850.00
4010.20 Advertising/Promotion	13,300.00	13,700.00	64,300.00	26,300.00	12,300.00	8,800.00	10,300.00	24,800.00	10,129.00	14,750.00	12,300.00	12,800.00	223,779.00
4010.30 Events	20,000.00	0.00	2,000.00	0.00	0.00	0.00	12,000.00	12,000.00	13,000.00	2,000.00	3,000.00	10,000.00	74,000.00
4010.40 Insurance	0.00	0.00	0.00	0.00	360.00	360.00	360.00	360.00	360.00	360.00	0.00	0.00	2,160.00
4010.50 Media Hosting	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
4010.60 Professional Services	5,454.00	5,454.00	4,454.00	2,954.00	2,454.00	2,454.00	2,954.00	2,454.00	3,204.00	15,554.00	10,654.00	4,454.00	62,498.00
4010.70 Travel Expenses	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	3,050.00	950.00	1,792.00	50.00	6,242.00
4010.80 Wages	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	132,900.00
4010.90 Web/mobile/eNews (hosting & Maintena	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Total 4010 DMO Tourism Funds	57,699.00	37,884.00	83,899.00	42,284.00	28,159.00	24,644.00	39,259.00	52,544.00	42,838.00	46,594.00	40,741.00	40,284.00	536,829.00
7000 DMO Tourism Expenses													
7000.10 Administrative Costs													
7000.11 Equipment and Facilities	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
7000.111 Computer Software	5,800.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	6,100.00	14,900.00
7000.112 Repair & Maintenance	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	400.00
7000.113 Small Tools & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000.12 Supplies - Office Related													
7000.121 Office Supplies	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00
7000.122 Postage	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
7000.123 Toner	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	400.00
7000.13 Rent	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
7000.131 Improvements	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
7000.132 Office	215.00	215.00	215.00	215.00	215.00	215.00	215.00	215.00	215.00	215.00	215.00	215.00	2,580.00
7000.14 Utilities													
7000.141 Electricity	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	720.00
7000.142 Garbage	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
7000.143 Water/Sewer	0.00	115.00	0.00	115.00	0.00	115.00	0.00	115.00	0.00	115.00	0.00	115.00	690.00
7000.15 Telephone/Internet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000.151 Local	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	2,700.00
Total 7000.10 Administrative Costs	**6,905.00**	**1,320.00**	**1,205.00**	**1,220.00**	**1,205.00**	**1,820.00**	**1,105.00**	**1,320.00**	**1,205.00**	**1,220.00**	**1,205.00**	**7,120.00**	**26,550.00**
7000.20 Advertising/Promotion													
7000.21 Co-Op Advertising	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	3,500.00
7000.22 Digital Ads	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00
7000.23 Experience Guides	0.00	2,500.00	17,000.00	3,000.00	0.00	3,000.00	17,000.00	0.00	0.00	0.00	0.00	0.00	42,500.00
7000.24 Google Ads	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
7000.25 Rack Cards/Signage	0.00	500.00	0.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00	2,500.00
7000.252 Rack Cards/Signage Distribution	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	43,200.00
7000.26 Print Ads	4,000.00	4,000.00	2,000.00	1,000.00	1,000.00	0.00	0.00	2,379.00	5,000.00	5,000.00	5,000.00	5,000.00	34,379.00

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	TOTAL Jan - Dec 2025
7000.27 Promotional Materials	500.00	500.00	500.00	1,500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	7,000.00
7000.28 Social Media	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
7000.29 Visitor Guide	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00
7000.291 Visitor Guide Creation	400.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	450.00	0.00	0.00	1,000.00	2,300.00
Total 7000.20 Advertising/Promotion	**13,700.00**	**64,300.00**	**26,300.00**	**12,300.00**	**8,800.00**	**10,300.00**	**24,800.00**	**10,129.00**	**14,750.00**	**12,300.00**	**12,800.00**	**13,300.00**	**223,779.00**
7000.30 Events													
7000.31 Wrap Around Event	0.00	2,000.00	0.00	0.00	0.00	12,000.00	12,000.00	13,000.00	2,000.00	3,000.00	10,000.00	20,000.00	74,000.00
Total 7000.30 Events	**0.00**	**2,000.00**	**0.00**	**0.00**	**0.00**	**12,000.00**	**12,000.00**	**13,000.00**	**2,000.00**	**3,000.00**	**10,000.00**	**20,000.00**	**74,000.00**
7000.40 Insurance													
7000.41 Insurance Liability	0.00	0.00	0.00	360.00	360.00	360.00	360.00	360.00	360.00	0.00	0.00	0.00	2,160.00
Total 7000.40 Insurance	**0.00**	**0.00**	**0.00**	**360.00**	**360.00**	**360.00**	**360.00**	**360.00**	**360.00**	**0.00**	**0.00**	**0.00**	**2,160.00**
7000.50 Media Hosting	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Total 7000.50 Media Hosting	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**2,400.00**
7000.60 Professional Services													
7000.61 Accounting/Legal Services	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	5,500.00
7000.62 Cleaning Services	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	594.00
7000.63 Consultants	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	8,800.00
7000.64 Content Creation	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	10,000.00
7000.65 Datafy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
7000.66 Memberships	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	1,100.00	6,200.00	0.00	1,000.00	9,050.00
7000.67 Training	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
7000.68 Video Production	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	12,100.00
Total 7000.60 Professional Services	**5,454.00**	**4,454.00**	**2,954.00**	**2,454.00**	**2,454.00**	**2,954.00**	**2,454.00**	**3,204.00**	**15,554.00**	**10,654.00**	**4,454.00**	**5,454.00**	**57,044.00**
7000.70 Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000.71 Conference Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	300.00	0.00	0.00	0.00	1,600.00
7000.72 Mileage	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	92.00	50.00	50.00	642.00
7000.73 Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00	600.00	1,700.00	0.00	0.00	4,000.00
Total 7000.70 Travel Expenses	**50.00**	**50.00**	**50.00**	**50.00**	**50.00**	**50.00**	**50.00**	**3,050.00**	**950.00**	**1,792.00**	**50.00**	**50.00**	**6,242.00**
7000.80 Wages													
7000.81 Cell Phone	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,375.00
7000.82 Medical	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	8,800.00
7000.83 Payroll Taxes	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,650.00
7000.84 Wages	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	110,000.00
Total 7000.80 Wages	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**121,825.00**
7000.90 Web/mobile/eNews (hosting & maintenance)													
7000.91 Website Maintenance/Hosting	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
7000.92 Mobile App	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 7000.90 Web/mobile/eNews (hosting & ma	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**6,000.00**
Total 7000 DMO Tourism Expenses	37,884.00	83,899.00	42,284.00	28,159.00	24,644.00	39,259.00	52,544.00	42,838.00	46,594.00	40,741.00	40,284.00	57,699.00	520,000.00

	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	TOTAL Jan - Dec 2026
Ordinary Income/Expense													
Income													
4010 DMO Tourism Funds													
4010.10 Administrative Costs	7,120.00	6,905.00	1,320.00	1,205.00	1,220.00	1,205.00	1,820.00	1,105.00	1,320.00	1,205.00	1,220.00	1,205.00	26,850.00
4010.20 Advertising/Promotion	13,300.00	13,700.00	64,300.00	26,300.00	12,300.00	8,800.00	10,300.00	24,800.00	10,129.00	14,750.00	12,300.00	12,800.00	223,779.00
4010.30 Events	20,000.00	0.00	2,000.00	0.00	0.00	0.00	12,000.00	12,000.00	13,000.00	2,000.00	3,000.00	10,000.00	74,000.00
4010.40 Insurance	0.00	0.00	0.00	0.00	360.00	360.00	360.00	360.00	360.00	360.00	0.00	0.00	2,160.00
4010.50 Media Hosting	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
4010.60 Professional Services	5,454.00	5,454.00	4,454.00	2,954.00	2,454.00	2,454.00	2,954.00	2,454.00	3,204.00	15,554.00	10,654.00	4,454.00	62,498.00
4010.70 Travel Expenses	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	3,050.00	950.00	1,792.00	50.00	6,242.00
4010.80 Wages	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	11,075.00	132,900.00
4010.90 Web/mobile/eNews (hosting & Maintena	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Total 4010 DMO Tourism Funds	57,699.00	37,884.00	83,899.00	42,284.00	28,159.00	24,644.00	39,259.00	52,544.00	42,838.00	46,594.00	40,741.00	40,284.00	536,829.00
7000 DMO Tourism Expenses													
7000.10 Administrative Costs													
7000.11 Equipment and Facilities	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
7000.111 Computer Software	5,800.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	6,100.00	14,900.00
7000.112 Repair & Maintenance	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	400.00
7000.113 Small Tools & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000.12 Supplies - Office Related													
7000.121 Office Supplies	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00
7000.122 Postage	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
7000.123 Toner	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	400.00
7000.13 Rent	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
7000.131 Improvements	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
7000.132 Office	215.00	215.00	215.00	215.00	215.00	215.00	215.00	215.00	215.00	215.00	215.00	215.00	2,580.00
7000.14 Utilities													
7000.141 Electricity	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	720.00
7000.142 Garbage	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
7000.143 Water/Sewer	0.00	115.00	0.00	115.00	0.00	115.00	0.00	115.00	0.00	115.00	0.00	115.00	690.00
7000.15 Telephone/Internet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000.151 Local	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	2,700.00
Total 7000.10 Administrative Costs	**6,905.00**	**1,320.00**	**1,205.00**	**1,220.00**	**1,205.00**	**1,820.00**	**1,105.00**	**1,320.00**	**1,205.00**	**1,220.00**	**1,205.00**	**7,120.00**	**26,550.00**
7000.20 Advertising/Promotion													
7000.21 Co-Op Advertising	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	3,500.00
7000.22 Digital Ads	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00
7000.23 Experience Guides	0.00	2,500.00	17,000.00	3,000.00	0.00	3,000.00	17,000.00	0.00	0.00	0.00	0.00	0.00	42,500.00
7000.24 Google Ads	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
7000.25 Rack Cards/Signage	0.00	500.00	0.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00	2,500.00
7000.252 Rack Cards/Signage Distribution	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	43,200.00
7000.26 Print Ads	4,000.00	4,000.00	2,000.00	1,000.00	1,000.00	0.00	0.00	2,379.00	5,000.00	5,000.00	5,000.00	5,000.00	34,379.00
7000.27 Promotional Materials	500.00	500.00	500.00	1,500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	7,000.00
7000.28 Social Media	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
7000.29 Visitor Guide	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00
7000.291 Visitor Guide Creation	400.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	450.00	0.00	0.00	1,000.00	2,300.00
Total 7000.20 Advertising/Promotion	**13,700.00**	**64,300.00**	**26,300.00**	**12,300.00**	**8,800.00**	**10,300.00**	**24,800.00**	**10,129.00**	**14,750.00**	**12,300.00**	**12,800.00**	**13,300.00**	**223,779.00**
7000.30 Events													
7000.31 Wrap Around Event	0.00	2,000.00	0.00	0.00	0.00	12,000.00	12,000.00	13,000.00	2,000.00	3,000.00	10,000.00	20,000.00	74,000.00

	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	TOTAL Jan - Dec 2026
Total 7000.30 Events	**0.00**	**2,000.00**	**0.00**	**0.00**	**0.00**	**12,000.00**	**12,000.00**	**13,000.00**	**2,000.00**	**3,000.00**	**10,000.00**	**20,000.00**	**74,000.00**
7000.40 Insurance													
7000.41 Insurance Liability	0.00	0.00	0.00	360.00	360.00	360.00	360.00	360.00	360.00	0.00	0.00	0.00	2,160.00
Total 7000.40 Insurance	**0.00**	**0.00**	**0.00**	**360.00**	**360.00**	**360.00**	**360.00**	**360.00**	**360.00**	**0.00**	**0.00**	**0.00**	**2,160.00**
7000.50 Media Hosting	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Total 7000.50 Media Hosting	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**200.00**	**2,400.00**
7000.60 Professional Services													
7000.61 Accounting/Legal Services	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	5,500.00
7000.62 Cleaning Services	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	594.00
7000.63 Consultants	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	8,800.00
7000.64 Content Creation	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	10,000.00
7000.65 Datafy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
7000.66 Memberships	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	1,100.00	6,200.00	0.00	1,000.00	9,050.00
7000.67 Training	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
7000.68 Video Production	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	12,100.00
Total 7000.60 Professional Services	**5,454.00**	**4,454.00**	**2,954.00**	**2,454.00**	**2,454.00**	**2,954.00**	**2,454.00**	**3,204.00**	**15,554.00**	**10,654.00**	**4,454.00**	**5,454.00**	**57,044.00**
7000.70 Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000.71 Conference Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	300.00	0.00	0.00	0.00	1,600.00
7000.72 Mileage	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	92.00	50.00	50.00	642.00
7000.73 Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00	600.00	1,700.00	0.00	0.00	4,000.00
Total 7000.70 Travel Expenses	**50.00**	**50.00**	**50.00**	**50.00**	**50.00**	**50.00**	**50.00**	**3,050.00**	**950.00**	**1,792.00**	**50.00**	**50.00**	**6,242.00**
7000.80 Wages													
7000.81 Cell Phone	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,375.00
7000.82 Medical	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	8,800.00
7000.83 Payroll Taxes	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,650.00
7000.84 Wages	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	110,000.00
Total 7000.80 Wages	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**11,075.00**	**121,825.00**
7000.90 Web/mobile/eNews (hosting & maintenance)													
7000.91 Website Maintenance/Hosting	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
7000.92 Mobile App	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 7000.90 Web/mobile/eNews (hosting & ma	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**500.00**	**6,000.00**
Total 7000 DMO Tourism Expenses	37,884.00	83,899.00	42,284.00	28,159.00	24,644.00	39,259.00	52,544.00	42,838.00	46,594.00	40,741.00	40,284.00	57,699.00	520,000.00

City of Gig Harbor
City Council Agenda Bill

Meeting Date: July 22, 2024

SUBJECT: Professional Services Contract for Lift Station 5 Business Improvements

SUBMITTED BY: Senior Engineer Dean Zavack
DEPARTMENT: Public Works **PHONE:** (253) 853-7637

SUGGESTED MOTION: Move to authorize the mayor to execute a professional services contract with Parametrix, Inc., for the survey, engineering design, and bid assistance of the city's Lift Station #5 Basin Improvements Project in an amount not to exceed $374,459.14.

BACKGROUND INFORMATION: The city's existing Lift Station #5 is located along the shoreline of Gig Harbor bay adjacent to residential houses in the 2800 block of Harborview Drive. During high seasonal tides, the Lift Station #5 wet well is fully submerged. The existing lift station location makes service and/or repair of the existing facility difficult, since there is no access road to the lift station to transport heavy equipment or tools needed to perform the required maintenance.

The proposed scope and fee from Parametrix will complete the survey, engineering design, bid documents, and bid assistance of the existing Lift Station #5 facility improvements to better serve Gig Harbor and its residents. The design will be based on the preferred alternative of the Lift Station #5 Feasibility Study which was to relocate the existing Lift Station #5 with an upgradient, below ground, lift station with vacuum-prime duplex pumps. The results of the feasibility study were presented at a study session on May 30. There was council support to move forward with the preferred alternative #5, including full design, advertisement, and construction. This scope and fee, attached, represents the tasks and budget to complete the design and bid documents and bid the project under the proposed new contract.

FISCAL CONSIDERATION:

Expenditure Required: $ 374,459.14	Amount Budgeted: $ 800,000	Appropriation Required: $ 0

ATTACHMENTS:
1. COGH Prof Serv Contract _7-15-24
2. 2024-07-15_LS5_FinalDesign_Exhibit A
3. 2023-07-15_LS5_GH_Budget_Exhibit B

STRATEGIC PLAN PRIORITY: Strategic Plan Priority 2- Ensure sustainable future for public services and facilities

PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
____

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

RECITALS

WHEREAS, the City is presently engaged in the Lift Station 5 Basin Improvements design and permitting 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 Three Hundred Seventy Four Thousand, Four Hundred Fifty-Nine Dollars and Fourteen Cents ($374,459.14) 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 12/31/25; 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: Parametrix	City of Gig Harbor
ATTN: John Hungerford, PE	ATTN: Dean Zavack, PE

1019 38th Ave Ste 100	City of Gig Harbor
Puyallup, WA 98374	3510 Grandview Street
_____	Gig Harbor, WA 98335
_____	253-851-6170

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:______________________________	By:______________________________
Its:______________________________	Mayor
	ATTEST:
	____________________________
	City Clerk
	APPROVED AS TO FORM:
	____________________________
	City Attorney

v.2023{DPK2090959.DOCX;1/00008.900000/ }

EXHIBIT A
SCOPE OF WORK

City of Gig Harbor
Lift Station 5 Basin Improvements
Final Design Services

PROJECT BACKGROUND

Wastewater basin 5 (WWB-5) is served by LS#5. It is a relatively small basin adjacent to the waterfront of Harborview Drive and is east and down gradient of WWB-4. Flows from LS#5 are discharged to WWB-4. Existing sewer piping generally covers the existing basin area to provide gravity collection to the existing lift station, and it appears that the basin boundaries cannot be expanded to provide additional areas by gravity.

LS#5 is located within WWB-5 and along the shoreline of Gig Harbor Bay adjacent to residential houses in the 2800 block of Harborview Drive. LS#5 is almost 50 years old and consists mostly of original equipment that is beyond its service life; replacement parts are no longer available. During seasonal high tides, a portion of LS#5 is at risk of being inundated by sea water. The city desires to undertake an improvement project to decommission the existing lift station and either rebuild/refurbish it or to construct a new pressurized collection system consisting of individual grinder pump stations.

To accomplish this goal, the Parametrix team prepared a Sea Level Rise memorandum which will serve as the basis of design and a feasibility analysis which evaluated options to either replace LS#5 with a new similarly sized lift station, or by finding an alternate method of providing wastewater collection services to the residents within WWB-5. After consideration the city has selected Alternative 5 as the preferred alternative.

Preferred Alternative 5: Relocate Lift Station – Duplex Vacuum-Prime Pumps

Alternative 5 evaluated the decommissioning of LS#5 and replacement with an upgradient below-grade vacuum-prime duplex pump station located within the shared driveway in front of 2825 Harborview Drive. The station would be sited upgradient from the existing pump station and easily accessible for maintenance. In order to connect the pump station to the beach sewer, dual 4-inch suction piping would be installed within a common trench, as shallow as possible.

Table 1 summarizes the primary components of the preferred alternative (Alternative 5).

Table 1. Primary Components (Preferred Alternative 5)

Modify Lift Station 5 (LS#5):	Remove/salvage and replace with standard manhole frame and cover
Rehabilitate LS#5 concrete structure:	Inspection of the wet well has revealed moderate hydrogen sulfide deterioration
Beach Sewer Improvements:	Cured-in-place pipe and structure armoring
Discharge Force Main:	Abandon 4-inch ductile iron force main
New 4-Inch Dual Suction Piping:	New suction piping for about 50 feet with minimal cover then increasing to 11.6 feet
Standby Generator:	Emergency power generation

Odor Control:	Activated carbon stand-alone unit
Electrical Service Upgrades:	Necessary for new pumps

SUMMARY OF WORK

The purpose of the work is to perform permitting and final design for Lift Station 5 Basin Improvements. Key project tasks include:

- Perform a topographic survey to support the design. The survey will be a supplement to the existing survey prepared for the 2023 feasibility study.
- Perform a geotechnical evaluation of the proposed new lift station.
- Provide assistance for one Public Outreach Open House at 100% Design.
- Provide the support of a Landscape Architect with experience pertinent to the needs of this project.
- The city will be applying for a maintenance exemption for the shoreline work. It is further assumed that there should be a minimal amount of planning work for Parametrix involved. Parametrix will provide assistance with applications and checklists for project permitting as directed by the city.
- The city will apply for the Clearing and Grading Permit.
- Refine the conceptual Lift Station 5 Basin improvements developed for the alternatives analysis and prepare Plans, Specifications, and Estimates (PS&E) for bidding and construction.
- Perform services in support of bidding as required.

A corresponding Schedule of Rates and Estimated Hours (Exhibit B) is attached.

DETAILED WORK BREAKDOWN

Task 1: Project Management

Task Objectives

Provide oversight, communications, and management of the contract and scope of work. Work includes administrative project support, task order set-up, and subconsultant management.

Activities

1.1. Prepare monthly billing review; provide progress updates and prepare monthly invoicing.

1.2. Participate in project status meetings with the city.

1.3. Conduct project team coordination and subconsultant management and contracting.

1.4. Provide monthly administrative project support (task set-up, filing, communications).

Assumptions

- Provides up to 9 months of project management services. See Appendix 1 for the full design schedule.
- Monthly project status meeting includes one Parametrix staff member.
- Subconsultant contracting is limited to two firms (geotechnical services and utility locates).

- Oversight and review of subconsultant products is included in task-specific budgets.

Deliverables

- Baseline Project Schedule.
- Monthly invoices with progress report.
- Monthly project status meeting.

TASK 2: Site Survey

Task Objectives

Parametrix will retrace the boundary of the property known as Pierce County Parcel Nos. 0221081149, 0221081112, 0221081151, 0221081150 and 0221081448 located at 2821, 2825 and 2823 Harborview Drive, Gig Harbor, WA. Parametrix will perform a boundary survey of the subject property based on deeds available online at the Pierce County Auditor's office. Parametrix will perform additional Pierce County records research for evidence of previous surveys, perform control measurements, and locate evidence of occupation near the boundary of the property.

In addition, Parametrix will perform a topographic survey of a portion of the properties described above with survey coverage sufficient to assist with designing pump station improvements. The topographic mapping shall be limited to areas shown on the attached Appendix 2 – Extent of Survey. Storm and sanitary structures to be located shall include one structure upstream and downstream of the property. Contours will be at 1-foot intervals, or as required, and based on the NAVD 88.

Activities

Topographic elements consist of information shown on a map which depicts the horizontal and vertical positions of natural and/or fabricated features and existing terrain surfaces. The topographic mapping will include evidence of, including but not limited to, the following improvements:

- Buildings
- Curbs
- Sidewalks/paths
- Driveways/curb cuts
- Pavement delineation between concrete and asphalt
- Retaining walls, bulkheads, and fences – materials and heights
- Underground utility location paint marks set by others if visible at time of the field survey
- Storm drainage and storm drain structures
- Sanitary sewer manholes and/or septic tank/drain field areas as identified to our field survey crew by the Client
- Electrical power vaults and associated surface features
- Overhead wires, guy wires
- Natural gas
- Cable or fiber optic pedestals
- Meters or utility connects to existing buildings
- Water valve boxes
- Fire hydrants
- Telephone pedestals
- Signage
- Ponds
- Street lighting
- Significant trees with drip lines (6 inches or larger as measured 4.5 feet above the ground)
- the nearest power pole base around the work zone
- shrubs within the work zone
- Wet well Invert

Assumptions

Assumptions for these tasks based on the following assumptions:

- Parametrix will be provided reasonable access to all areas requiring surveys.
- Parametrix will be provided right of entry on private property.
- Parametrix will be omitting topographic mapping outside of the area circled in blue. Sanitary Sewer Structures will be located in the area circled in red, but other features will not be included.
- All electronic mapping standards will be based on Parametrix drafting standards.
- Parametrix field crews may need to perform minor brushing with machetes to conduct this survey, and we have the Client's permission to do so.
- Unless otherwise specified by the client, horizontal datum shall be North American Datum (NAD) 83/11 Washington Coordinate System, South Zone, and vertical datum shall be North American Vertical Datum of 1988 (NAVD 88).
- The setting of any survey monuments at any of the exterior boundary points of the subject properties has not been included in this proposal. The boundary of the property will be merged into the topographic mapping, as appropriate, and shown for graphical purposes only. This service can be provided if required at a later date; however, any setting of property corners, and filing of a record of survey (if required) will be considered Additional Services and billed separately as described below.
- For safety reasons, our survey crews are not allowed to enter subsurface vaults. Our work will be conducted from the surface, using measure-down techniques. Crews will also not open any structure covers in excess of 80 pounds.
- Parametrix will provide up to 3 Permanent Sewer Utility Easements and Exhibits for the utility encroachments on 2821, 2825 and 2823 Harborview Drive.
- Parametrix will provide a conversion formula from NAVD88 to the tidal datum and reference the nearest tidal benchmark.

Deliverables

- A detailed AutoCAD topographic base map of the site will be used for the detailed design of the pump station.
- Up to 3 Sewer Utility Easements and their exhibits.

Task 3: Geotechnical Support for Lift Station Design (By HWA)

Task Objectives

HWA will provide geotechnical engineering services in support of the design and analyses for the lift station. These services will consist of geotechnical field explorations, laboratory testing, evaluation of subsurface conditions, and providing geotechnical recommendations to support facility design and preparation of a geotechnical report.

Activities

- Review available site information including geologic maps, lidar, and geotechnical/site information available from City projects at the pump station site.

- One site visit to mark utility locates for proposed geotechnical explorations. The boring locations will be marked in white paint and utility locates will be scheduled. The Consultant will make one additional site visit to verify that the proposed locations of the borings are clear of utilities prior mobilizing the field equipment.
- Perform a geotechnical investigation consisting of drilling 1 boring in the driveway upslope of properties 2825 and 2823 to a depth of approximately 25 feet and 1 boring on the beach side of property 2823 to 15 feet. The upslope boring will be completed as a ground monitoring well to measure the static ground water levels at the site.
- Develop summary boring logs of the explorations.
- Provide laboratory testing for select soil samples and will include tests for moisture content, and grain size analysis.
- If deemed necessary, provide ground water monitoring. This will include two site visits and time to download and plot the readings. The Budget for this work will come from the Management Reserve.
- Assessment of soil profile for seismic design (i.e., determination of Site Class and parameters) to support structural design and evaluate the potential for liquefaction at the site.
- Provide design parameters for static and seismic lateral earth pressures, and resistance to buoyancy for the pump station structure, vaults, and manholes.
- Evaluate key geotechnical issues and provide recommendations for excavation and shoring and dewatering of the deep excavations. If required, potential effects of dewatering to adjacent properties will be evaluated.
- Provide recommendations for site preparation, grading, drainage, and wet-weather earthwork procedures.
- Prepare a draft geotechnical report summarizing the field investigation, analysis, and findings. The report will be finalized upon receipt of comments from Parametrix and the City.
- Participate in up to two design meetings for the pump station.
- Provide input for project specifications.
- Provide task management and internal QA/QC.

Assumptions

- Site visit to mark utility locates will be up to 2 hours on-site plus 2 hours travel time each direction.
- Existing information to be reviewed will be provided to HWA GeoSciences, Inc. (HWA) by the city and the design team.
- Site access to be provided by the City at no cost to HWA.
- No Site and Exploration Plan will be required to conduct the borings on private property.
- All fieldwork will be performed on private property such that no flaggers will be needed.
- After completion, the borings will be backfilled with bentonite and paved areas will be patched with a cold patch asphalt (Aquaphalt) or quick drying concrete surface patch. Saw cutting of the pavement or hot mix asphalt patches will not be completed.

- The geotechnical explorations proposed herein will NOT be used to assess site environmental conditions. However, visual, or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and ground water (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or ground water are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
- The Consultant assumes no concrete pavement or slab at the drilling locations and assumes that coring will not be required prior to drilling the proposed borings.
- Boring locations will be located using handheld GPS and measurement from existing know features.
- All field works including site reconnaissance, utility locates, drilling, and groundwater monitoring will be accomplished during normal daylight workdays and hours, with at least a minimum 8 hours available per day.
- Utility locates, via the One-Call Utility Locate Center, will be comprehensive and accurate enough to allow reliable and safe location of borings. Vacuum extraction of borings is not included.
- The well to be installed will be property of the city. Decommissioning of the well would be incorporated into the construction phase and are not included as part of this scope of services.
- Design and implementation of any dewatering systems will be the responsibility of the contractor. Recommendations provided under this scope are intended for planning level purposes.
- The Final Geotechnical Report will be delivered at the 90% design milestone.
- Following finalization of the geotechnical report, all soil samples will be disposed. Long-term storage of soil samples by the Consultant is not included.

Deliverables

- An electronic copy of the draft geotechnical report for review and comment by the City.
- Three final (signed and stamped) hard copies plus one electronic copy that address any review comments if necessary.

Task 4 – 30% Design

Task Objectives

Provide a 30% design review package for City review, including drawings.

Activities

- Prepare drawings of each drawing shown below. This would include general arrangement drawings showing recommended pump station layout, and strategy for coordinating with existing sewers, force main, and siting the generator and odor control units. The site plan will be prepared on the surveyed base map.
- Prepare the following drawings:
- GENERAL SHEETS
    - G1 TITLE SHEET, VICINITY AND LOCATION MAPS

- CIVIL
  - C1 DEMOLITION AND SITE PREPARATION PLAN
  - C2 TWIN SUCTION SANITARY SEWER PLAN
  - C4 COLLECTION SYSTEM CIPP PLAN
- LANDSCAPING
  - L1 RESTORATION PLAN
- STRUCTURAL
  - S3 BUILDING SECTIONS AND PLAN
- MECHANICAL
  - M2 PUMP STATION MECHANICAL PLAN
- Assume that the control strategy and I/O list are similar to the existing LS#5 strategy.
- Prepare equipment list, including capacities and sizing of major equipment.
- Collect equipment lead times for input into updates of project schedule.
- Prepare Engineer’s opinion of probable construction cost.
- Provide quality control technical review for Parametrix products.
- Prepare an Environmental Permit matrix that identifies permits and approvals for work that will occur in the regulated shoreline environment, aquatic lands (owned by state and federal government), and waters of the United States (U.S.).
- Prepare for, attend, and document a design review meeting with City staff (2-hour meeting).

Assumptions

- The city will decide during the 30% design (or sooner) what type of station (Packaged or Custom) and whether to sole source to a single supplier or to open the bid to other manufacturers.
- The existing force main will remain in service for the new pump station.
- A new electrical utility service will not be required.
- The 30% design review and response resolution period will be limited to a 2-week period.
- Comments on the 30% design will be addressed in the 60% design review submittal.

Deliverables

- 30% design package (electronic PDF) consisting of the following:
  - Drawings.
  - Engineer’s opinion of probable construction cost.
  - Project schedule
- Permit Memorandum that includes a permit matrix.

Task 5 – 60% Design

Task Objectives

Provide a 60% design review package for City review, including drawings and draft specifications. An equipment list will also be provided with capacities and sizes.

Activities

- Prepare drawings of each drawing shown in the Contract Bid Documents task. This would include general arrangement drawings showing recommended pump station layout, and strategy for coordinating with existing sewers, force main, and generator. The site plan will be prepared on the surveyed base map.
- Prepare the following drawings:
  - GENERAL SHEETS
    - G1 TITLE SHEET, VICINITY AND LOCATION MAPS
  - CIVIL
    - C1 DEMOLITION AND SITE PREPARATION PLAN
    - C2 TWIN SUCTION SANITARY SEWER PLAN
    - C3 COLLCTION SYSTEM MANHOLE DETAILS
    - C4 COLLECTION SYSTEM CIPP PLAN
    - C6 MISC DETAILS
  - LANDSCAPING
    - L1 RESTORATION PLAN
  - STRUCTURAL
    - S1 STRUCTURAL NOTES
    - S2 PUMP STATION FOUNDATION PLAN
    - S3 BUILDING SECTIONS AND PLAN
    - S4 BUILDING SECTIONS AND PLAN
    - S5 STRUCTURAL DETAILS
  - MECHANICAL
    - M1 MECHANICAL LEGEND AND ABBREVIATIONS
    - M2 PUMP STATION MECHANICAL PLAN
    - M3 PUMP STATION SECTIONS
    - M4 PUMP STATION SECTIONS
    - M5 MECHANICAL DETAILS
  - ELECTRICAL
    - E1 ELECTRICAL LEGEND AND ABBREVIATIONS

    - E2 ELECTRICAL ONE-LINE DIAGRAM AND TRANSFER SWITCH CONNECTION
    - E3 ELECTRICAL SITE PLAN
    - E4 ELECTRICAL LIGHTING PLAN
    - E5 ELECTRICAL SCHEDULES
  - INSTRUMENTATION
    - I00-001 CONTROL PANEL LAYOUT
    - I00-002 CONTROL PANEL BILL OF MATERIALS AND NAMEPLATE SCHEDULE
    - I00-003 TERMINAL STRIP LAYOUT
    - I00-004 PANEL SCHEMATIC AND WIRING DIAGRAM 1 OF 2
    - I00-005 PANEL WIRING DIAGRAM 2 OF 2
    - I00-006 VFD ELEMENTARY DIAGRAM
    - DIGITAL INPUT CARD 1
    - DIGITAL INPUT CARD 2
- Assume that the control strategy and I/O list are similar to the existing station.
- Prepare equipment list, including capacities and sizing of major equipment.
- Collect equipment lead times for input into updates of project schedule.
- Prepare 60% specifications for the project.
- Prepare Engineer's opinion of probable construction cost.
- Provide quality control technical review for Parametrix products.
- Prepare for, attend, and document a design review meeting with City staff (2-hour meeting).

Assumptions

- The existing force main will remain in service for the new pump station.
- A new electrical utility service will be required.
- The 60% design review and response resolution period will be limited to a 2-week period.
- Comments on the 60% design will be addressed in the 90% design review submittal.

Deliverables

- 60% design package (electronic PDF) consisting of the following:
  - Drawings.
  - Engineer's opinion of probable construction cost.
  - Equipment list.
  - Project schedule
  - 60% Specifications

Task 6 – 90% Design

Task Objectives

Provide a 90% design review package for City review, including updated drawings, updated equipment list, and specifications.

Activities

- Update the following from City comments at the 60% design review meeting:
  - Drawings.
  - Engineer's opinion of probable construction cost.
  - Equipment list.
  - Project schedule.
- Prepare specifications for the project.
- Prepare for, attend, and document a design review meeting with City staff (2-hour meeting).

Assumptions

- Templates for the Bidding Requirements and Forms in Division 0 will be provided by the city.
- The city will provide their standard front-end document (SC-800) for CSI
- Technical specifications will be CSI 6-digit style format.
- The 90% design review and response resolution period will be limited to a 2-week period.
- Comments on the 90% design will be addressed in the Contract Bid Documents.

Deliverables

- Responses to City review comments from 60% design review submittal.
- 90% design package (electronic PDF) consisting of the following:
  - Updated drawings.
  - Updated engineer's opinion of probable construction cost.
  - Updated equipment list.
  - Updated project schedule.
  - Specifications.

Task 7 – Contract Bid Documents

Task Objectives

Produce a set of contract bid documents (design drawings and technical specifications) that is biddable and constructible.

Activities

- Update the 90% design with City comments.
- Prepare the following specifications:
  - Bidding Requirements, Forms and Terms and Conditions (Division 0).
  - General Requirements (Division 1).
  - Technical Specifications.
- Updated Engineer's Opinion of Probable Construction Cost.
- Provide quality control technical review for Parametrix products.
- Produce Contract Bid Documents for bidding and deliver reproducible stamped and signed documents to the City for distribution.

Deliverables

- Responses to City review comments from 90% design review submittal.
- Contract Bid Documents:
  - Electronic PDF (specifications and full-size and half-size drawings).
  - Hardcopies: Two copies of specifications and two copies of 11 inch by 17-inch drawings. The Contract Bid Documents will be comb bound with a color paper cover, and will be stamped, signed, and dated by a professional engineer licensed to practice in the State of Washington.

Task 8 – Bidding Assistance

Task Objectives

The goal of this task is to assist the City of Gig Harbor staff during the advertisement and public bid process.

Activities

The specific activities included under this task may include the following services as requested by the City of Gig Harbor.

- Assist the City of Gig Harbor with responding to questions and clarifications from bidding contractors during the bid period and non-mandatory pre-bid meeting.
- Attend one pre-bid walkthrough on-site meeting.
- Prepare a maximum of two addenda for issuance by the City of Gig Harbor.
- Check the City Tabulated bid tabs.
- Recommend to the City a responsible low bidder for award.

Assumptions

The assumptions for this task are as follows:

- The city will advertise the project on their website, as required for compliance with public records act, and Builders Exchange and pay all associated costs.

  - Builders Exchange will maintain the plan holders list for the projects.

- Parametrix will receive all question and clarification requests from bidders. Parametrix will coordinate response with the City of Gig Harbor before issuing responses to potential bidding contractors and plan holders.
- The task assumes the pre-bid meetings will be up to 2 hours in length and include up to 2 Parametrix staff.
- Parametrix will take meeting minutes at the pre-bid meetings and provide copies of the minutes and include them in an addendum.

Deliverables

The deliverables for this task are assumed to be as follows:

- Provide electronic addenda to the city.
- Email communication with the City of Gig Harbor regarding bidders' questions.
- Pre-bid walk through minutes.
- Recommend to the City a responsible low bidder for award.

Escalation Reserve

Escalation Reserve has been established to provide for minor increases in labor rates over the duration of the project. The city will review and approve changes prior to payment.

Task 9: Management Reserve

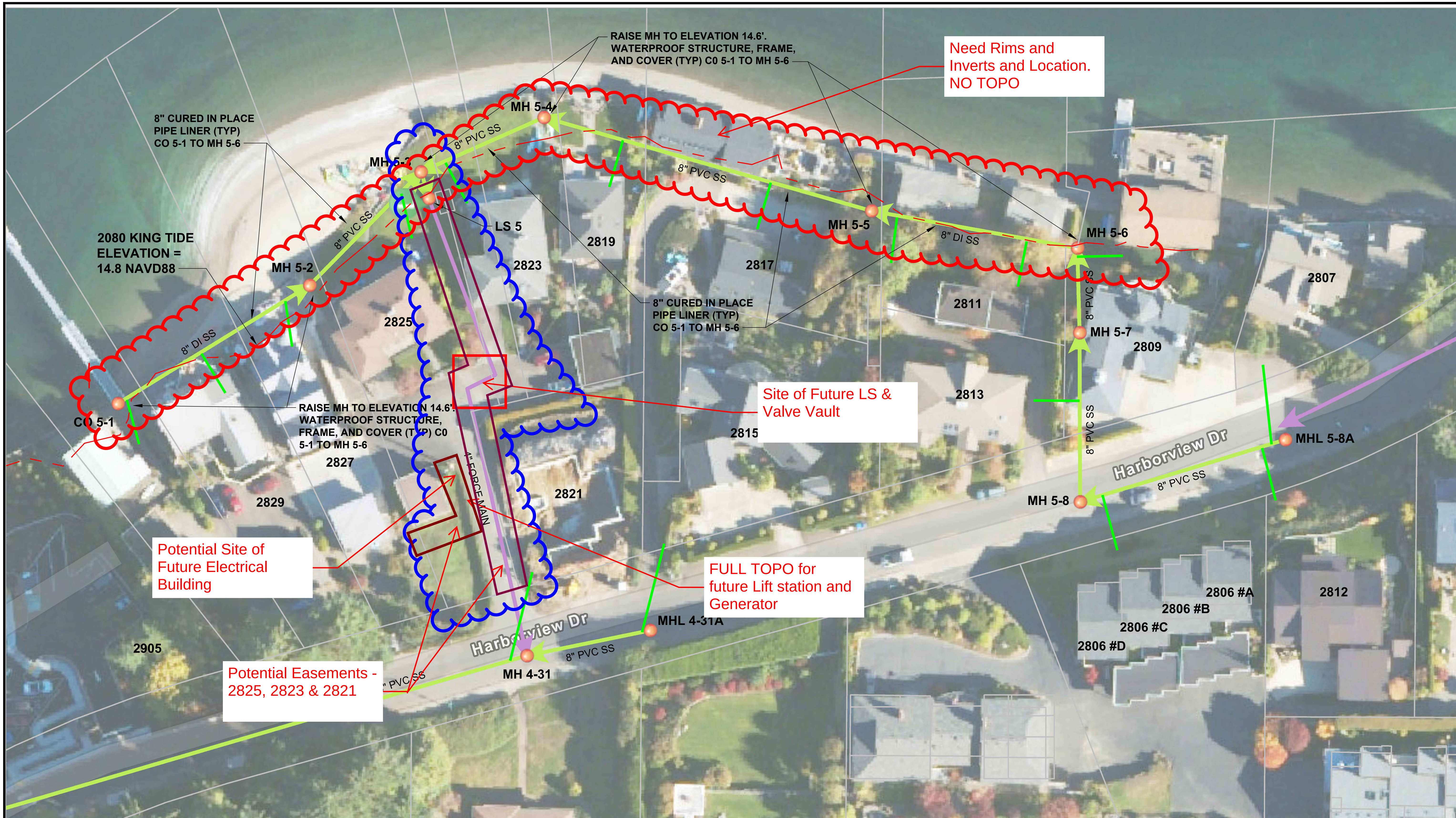
Management Reserve will consist of a specified amount withheld for management control purposes to address unknown unknowns within the scope of the project. Management Reserve will only be used upon written authorization of the Owner.

APPENDIX 1 - ESTIMATED SCHEDULE

Work Element	Completed By
Notice to Proceed	July 29, 2024
Survey	August 23, 2024
30% Design Submittal	August 30, 2024
60% Design Submittal	October 18, 2024
Permit Assistance	Oct-Nov 2024
90% Design Submittal	December 6, 2024
Bid Ready Submittal	January 24, 2025
Bid Support	Feb-March 2025
Construction	Anticipated Spring/Summer 2025

NOTE: The assumed turnaround time for City review of deliverables is 2 weeks.

APPENDIX 2 -Extent of Survey



Parametrix DATE: April 25, 2024 FILE: PS02750046-FIG 6

0 50
1 INCH = 50 FT.

LEGEND
- EXISTING GRAVITY SANITARY SEWER (SS)
- EXISTING FORCE MAIN SEWER (SSFM)
- EXISTING HOUSE LEAD

Component to Alternatives 3A, 3B, 4, and 5

Figure 6 - Lift Station 5
Beach Sewer Improvements
City of Gig Harbor, Washington

EXHIBIT B - Schedule of Rates and
Estimated Hours
Lift Station 5 Basin Improvements
Final Design Services
July 12, 2024

Phase	Task	Subtask	Description	Labor Dollars	Labor Hours	Brian Bunker Sr Consultant-Gr18	Joel Linke Sr Engineer-Gr16	Soraya Asahari Engineer IV-Gr14	Derek Spencer Resident Engineer-Gr14	Cameron Carlson Electrical Engineer IV-Gr15	Steven Wagner Sr Engineer-Gr17	Clifford West Sr Designer-Gr15	Denise Peterson Electrical Designer III-Gr13	Mohammad Mahmoodi Engineer III-Gr12	Heidi Still Sr Project Control Spec-Gr13	Tad Scheager Sr Scientist/Biologist-Gr16	Jeffrey Coop Sr Engineer-Gr17	Connor Wittman (QC) Sr Electrical Engineer-Gr17	Jacob Linke (QC) Engineer IV-Gr14	Raynold Nickel (QC) Sr Consultant-Gr18	Randy Raymond (QC) Sr Consultant-Gr18	Justin Emery Survey Supervisor-Gr16	Theodore McJunkin Surveyor III-Gr11	Darren Sandeno Sr Planner-Gr16	Dylan Bailey Planner IV-Gr14	Kyle Hale Project Accountant-Gr09	Amanda Lucas Publications Supv-Gr12
					Burdened Rates	$ 333.91	$ 249.50	$ 190.84	$ 232.60	$ 196.37	$ 265.49	$ 221.72	$ 171.31	$ 166.89	$ 171.37	$ 195.94	$ 251.10	$ 279.37	$ 194.09	$ 319.48	$ 295.98	$ 210.50	$ 134.42	$ 265.30	$ 161.72	$ 110.92	$ 147.39
01			**FINAL DESIGN**	**$338,948.30**	**1,454.00**	**124.00**	**28.00**	**128.00**	**108.00**	**78.00**	**100.00**	**210.00**	**316.00**	**82.00**	**36.00**	**12.00**	**12.00**	**7.00**	**7.00**	**7.00**	**7.00**	**51.00**	**24.00**	**20.00**	**40.00**	**9.00**	**48.00**
01	**01**		**Project Management**	**$ 43,229.45**	**153**	**108.00**	-	-	-	-	-	-	-	-	**36.00**	-	-	-	-	-	-	-	-	-	-	**9.00**	-
		01	Invoicing/Mgmt (9 Months)	$31,208.87	117	72.00									36.00											9.00	
		02	Project status meetings	$6,010.29	18	18.00																					
		03	Team Coordination	$3,005.15	9	9.00																					
		04	Monthly administrative project support	$3,005.15	9	9.00																					
01	**02**		**Site Survey**	**$ 15,629.52**	**77**	**2.00**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	**51.00**	**24.00**	-	-	-	-
		01	Topographical Mapping (Fieldwork)	$3,893.89	26	2.00																	24.00				
		02	Topographical Mapping (Office work)	$5,052.06	24																	24.00					
		03	Easements (3 Assumed)	$5,683.57	27																	27.00					
		03	Utility Locates (APS)	$1,000.00	0																						
01	**03**		**Geotechnical Analysis**	**$ 31,467.81**	**2**	**2.00**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		01	HWA Geosciencences (See Below)	$ 30,800.00	0																						
		02	Sub Consultant Coordination	$667.81	2	2.00																					
01	**04**		**30% Design**	**$ 68,453.87**	**339**	**6.00**	**6.00**	**22.00**	**18.00**	**20.00**	**17.00**	**63.00**	**95.00**	**16.00**	-	**12.00**	-	**1.00**	**1.00**	**1.00**	**1.00**	-	-	**20.00**	**40.00**	-	-
		01	Drawings	$47,077.26	238			16.00	16.00	16.00	16.00	63.00	95.00	16.00													
		02	Cost Opinion	$3,277.53	15		4.00	4.00	2.00	4.00	1.00																
		03	QA/QC	$1,088.91	4													1.00	1.00	1.00	1.00						
		04	Aesthetics & Rendering	$13,110.37	64	4.00																		20.00	40.00		
		05	Review Meeting with City	$1,548.50	6	2.00	2.00	2.00																			
		06	Environmental Permit Checklist	$2,351.31	12											12.00											
01	**05**		**60% Design**	**$ 51,917.78**	**255**	**2.00**	**10.00**	**28.00**	**26.00**	**15.00**	**23.00**	**42.00**	**63.00**	**22.00**	-	-	-	**2.00**	**2.00**	**2.00**	**2.00**	-	-	-	-	-	**16.00**
		01	Drawings	$31,678.47	160			11.00	11.00	11.00	11.00	42.00	63.00	11.00													
		02	Specifications	$12,770.26	64		4.00	11.00	11.00		11.00			11.00													16.00
		03	Cost Opinion	$3,277.53	15		4.00	4.00	2.00	4.00	1.00																
		04	QA/QC	$2,177.83	8													2.00	2.00	2.00	2.00						
		05	Review Meeting with City	$2,013.70	8	2.00	2.00	2.00	2.00																		
01	**06**		**90% Design**	**$ 70,199.06**	**347**	**3.00**	**2.00**	**38.00**	**36.00**	**20.00**	**34.00**	**63.00**	**95.00**	**32.00**	-	-	-	**2.00**	**2.00**	**2.00**	**2.00**	-	-	-	-	-	**16.00**
		01	Drawings	$47,077.26	238			16.00	16.00	16.00	16.00	63.00	95.00	16.00													
		02	Specifications	$16,051.36	80			16.00	16.00		16.00			16.00													16.00
		03	Cost Opinion	$1,897.84	9			2.00	2.00	4.00	1.00																
		04	QA/QC	$2,511.73	9	1.00												2.00	2.00	2.00	2.00						
		01	50% Review Comment Responses	$1,112.38	5			2.00	2.00		1.00																
		02	Review Meeting with City	$1,548.50	6	2.00	2.00	2.00																			
01	**07**		**Contract Bid Documents**	**$ 50,316.92**	**245**	**1.00**	-	**26.00**	**26.00**	**15.00**	**24.00**	**42.00**	**63.00**	**12.00**	-	-	**12.00**	**2.00**	**2.00**	**2.00**	**2.00**	-	-	-	-	-	**16.00**
		01	Drawings	$32,350.60	161			11.00	11.00	11.00	11.00	42.00	63.00	6.00			6.00										
		02	Specifications	$12,444.38	61			11.00	11.00		11.00			6.00			6.00										16.00
		03	Cost Opinion	$1,897.84	9			2.00	2.00	4.00	1.00																
		04	QA/QC	$2,511.73	9	1.00												2.00	2.00	2.00	2.00						
		05	90% Review Comment Responses	$1,112.38	5			2.00	2.00		1.00																
01	**08**		**Bidding Assistance**	**$ 7,733.90**	**36**	-	**10.00**	**14.00**	**2.00**	**8.00**	**2.00**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		01	Addenda	$6,354.21	30		6.00	12.00	2.00	8.00	2.00																
		02	Pre-bid Walk Through	$499.01	2		2.00																				
		03	Bid Tab Review	$880.69	4		2.00	2.00																			
			Labor Sub Totals:		**1,454.00**	**124.00**	**28.00**	**128.00**	**108.00**	**78.00**	**100.00**	**210.00**	**316.00**	**82.00**	**36.00**	**12.00**	**12.00**	**7.00**	**7.00**	**7.00**	**7.00**	**51.00**	**24.00**	**20.00**	**40.00**	**9.00**	**48.00**
				$338,948.30		**$41,404.22**	**$6,986.07**	**$24,427.52**	**$25,121.07**	**$15,316.47**	**$26,549.25**	**$46,560.15**	**$54,133.17**	**$13,684.78**	**$6,169.41**	**$2,351.31**	**$3,013.14**	**$1,955.59**	**$1,358.63**	**$2,236.33**	**$2,071.84**	**$10,735.63**	**$3,226.08**	**$5,305.95**	**$6,468.80**	**$998.30**	**$7,074.60**
		2.3%	**Escalation Amt:**	$6,910.84		$931.59	$157.19	$549.62	$565.22	$344.62	$597.36	$1,047.60	$1,218.00	$307.91	$138.81	$52.90	$67.80	$44.00	$30.57	$50.32	$46.62	$241.55	$72.59	$119.38	$145.55	$22.46	$159.18
			Totals:	**$345,859.14**		**$42,335.81**	**$7,143.26**	**$24,977.14**	**$25,686.29**	**$15,661.09**	**$27,146.61**	**$47,607.75**	**$55,351.17**	**$13,992.68**	**$6,308.22**	**$2,404.21**	**$3,080.94**	**$1,999.59**	**$1,389.20**	**$2,286.64**	**$2,118.46**	**$10,977.18**	**$3,298.67**	**$5,425.33**	**$6,614.35**	**$1,020.76**	**$7,233.78**

Subconsultants	
HWA Geosciences	
APS (Utility Locates)	
Subconsultants Total:	**$0.00**
Other Direct Expenses	
Mileage	$ 280.00
Survey Equipment ($160/Use)	$ 320.00
Other Direct Expenses Total:	**$600.00**
TASK 9: Management Reserve	**$ 28,000.00**
Project Total	**$374,459.14**

EXHIBIT B - Schedule of Rates and Estimated Hours

Project Cost Estimate
Gig Harbor Lift Station No. 5
Geotechnical Engineering Services
Gig Harbor, Washington

HWA GEOSCIENCES INC.
DBE/MWBE

HWA Ref: 2024-P219-021
Date: 11-Jul-24
Prepared By: JLG

PROPOSED WORK SCOPE:

Proposed Scope includes geotechnical support services for completing site explorations and groundwater monitoring, performing engineering analyses, providing recommendations for geotechnical design and construction considerations, and preparing a geotechnical report summarizing our findings and recommendations.

ESTIMATED HWA LABOR:

	2024 PERSONNEL & HOURLY BILLING RATES								
	Geotechnical Engineer VIII	Geotechnical Engineer V	Geotechnical Engineer III	Geologist III	Contracts Admin	CAD	Clerical	TOTAL	LABOR
DESCRIPTION	$315.00	$210.00	$155.00	$140.00	$165.00	$155.00	$120.00	HOURS	AMOUNT
Geotechnical Task Coordination									
Project Setup					2			2	$330
Invoice Generation and Processing		4			2			6	$1,170
HWA QA/QC	2	4						6	$1,470
Participate in Team Meetings (Up to 2)		4						4	$840
Project Coordination during Design		4						4	$840
Geotechnical Support Services for Design									
Collect and Review Available Geologic and Subsurface Information		2	2					4	$730
Plan Geotechnical Field Explorations - 2 machine drilled borings		1	2					3	$520
Conduct Utility Locates			6					6	$930
Conduct Geotechnical Explorations (Assume 1.5 Days)			16					16	$2,480
Prepare Logs and Review Field Data		2	2					4	$730
Site Visits to Obtain Groundwater Readings and Plot Data				10				10	$1,400
Provide Seismic Design Parameters and Assess Potential for Liquefaction		2	4					6	$1,040
Provide Design Parameters for Earth Pressures and Uplift Resistance		2	8			4		14	$2,280
Provide Recommendations for Excavation, Shoring, Dewatering, Earthwork		4	6					10	$1,770
Prepare Draft Geotechnical Engineering Report	2	4	8	2		4		20	$3,610
Respond to Geotechnical Related Review Comments		2						2	$420
Final Geotechnical Report		2	2			2	2	8	$1,280
TOTAL LABOR:	4	37	56	12	4	10	2	125	**$21,840**

GEOTECHNICAL LABORATORY TEST SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Grain Size Distribution	4	$135	$540
Natural Moisture Content	8	$25	$200
		LABORATORY TOTAL:	**$740**

ESTIMATED DIRECT COSTS:

Mileage	$400
Laboratory Testing	$740
Tolls	$30
Dataloggers for Monitoring Wells	$600
	$1,770

ESTIMATED SUBCONTRACTORS:

Drilling Subcontractor	$6,420
Private Utility Locate	$300
Markup on Subcontractors (10%)	$670
ESTIMATED TOTAL:	**$7,390**

Total Labor Cost	$21,840
Total Direct Expenses	$1,770
Total Subcontractors	$7,390
ESTIMATED TOTAL:	**$31,000**

Assumptions:

1. All hours and items are estimated, and may be increased or decreased within the limits of the budget at the discretion of HWA's project manager. The HWA project manager may also transfer funds allocated for direct costs to professional/technical hours, and vice-versa, as he/she determines appropriate.
2. Permits for site access for the proposed explorations will be acquired by others at no cost to HWA.
3. No geotechnical work plan will be required to perform the proposed drilling work.
4. Estimated subgrade inspection time is dependent on the Contractor's rate of progress.
5. The geotechnical explorations assume no contaminated soils testing is required.

DEPARTMENT UPDATES

Wednesday, July 17, 2024

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

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

ADMINISTRATION

City Administrator Katrina Knutson

City Hosts Children from Ukraine: The city was pleased to welcome sixteen children from Ukraine last Monday. The children ranged in age from twelve to fifteen years and are staying with local host families for three weeks as part of the Uniting for Ukrainian Kids program (U4U Kids). Mayor Markley was honored to show them around the Civic Center and arrange a tour of our Police Department. Thank you to Chief Busey and Officer Burns for giving them such a fun and memorable experience! Another big thanks to Gig Harbor Fire Station 51 for making their trip to Gig Harbor so exciting.

The children were incredibly grateful to be in Gig Harbor and our hearts go out to each of them as they have all lost their fathers in the past couple of years. Many local leaders and businesses, from Olympia to Seattle, have stepped up to give these kids an amazing experience and shower them with gifts. They have all been through so much and it was a tremendous honor to meet and host them.

Blood Drive: Overall, last Monday's blood drive was a success! Thank you to everyone who took the time to donate. Unfortunately, some appointments had to be cancelled due to low staffing levels ☹️. But we still collected 37 units of blood and each unit can save up to 3 lives! Well done and thank you to our city Wellness Committee and partner American Red Cross!! 👏

Our hospitals continue to have unprecedented blood shortages. In fact, it is estimated that blood donation rates are at a 20-year record low. We hope to see you at our next blood drive!

Date	Donors	New Donor	Units Collected		
06.15.23	47	46%	43		
8.29.23	62	18%	56	*BOTB	
12.04.23	43	8%	46	**2023 Total Units Collected**	**145**
01.29.24	44	7%	50		
03.25.24	46	6%	42		
05.20.24	56	4%	50	*BOTB	
07.15.24	37	8%	37	*Short staffed had to cancel some apts. Was full w/ 65 scheduled	
09.16.24					
11.25.24				**2024 Total Units Collected**	**179**

CDE Committee: The Mayoral Community Diversity and Engagement ad hoc Committee met last week and were able to finalize the committee's mission, vision, and values statement. Together the committee worked hard to reach a consensus on a cohesive framework that enhances strategic planning, drives motivation, and ensures consistency in actions and communications. The committee is eager to take steps towards putting their mission, vision, and values into action.

AWC Legislative Subcommittee – Mobile Home Park Preservation: The city was asked to join a subcommittee of the AWC Legislative Committee to discuss potential legislative opportunities for the preservation of mobile home parks. This is an issue that is important to our community and the city is working to help address concerns through a unified and comprehensive approach that works for our residents.

Preliminarily, the subcommittee identified three potential areas where legislative assistance is needed:

1) Support additional funding to support tenant opportunities to purchase parks that are for sale

2) Expand eligibility of the CHIP program to support septic conversions for parks

3) Extend 70-day opportunity to purchase window.

The city will continue to work with the subcommittee to seek opportunities to protect residents and their homes.

COMMUNITY DEVELOPMENT

Interim Community Development Director Jeff Wilson

PLANNING

The Planning Commission will be taking up the Housing Element at their July 25 meeting and the discussion is expected to take at least one additional meeting.

The privately initiated Comprehensive Plan Amendment for the Henderson Burnham property has been withdrawn and removed from the current 2024 docket.

Senior Planner Natalie Kamieniecki will be taking over management of the Climate Change and Resiliency Element rollout. This element will be required to be incorporated into the Comprehensive Plan prior to the next Periodic Update cycle.

COURT

Court Administrator Stacy Colberg

Remote Hearings: During the COVID-19 pandemic Gig Harbor Municipal Court implemented the use of remote hearings (telephone, video, or other electronic means) like many courts across the country. Now that the public health emergency has receded, we have returned to in-person appearances for most court hearings. Litigants appearing in traffic court and litigants incarcerated at Kitsap County Jail are generally required to appear remotely. All other criminal court hearings are in person and require permission to appear remotely for extreme hardship reasons as determined by the judge on a case-by-case basis.

A remote appearance may also be requested for a disability accommodation. To appear remotely, a motion must be filed one week prior to the hearing. The judge will rule on the motion to appear remotely without oral argument. Court staff will notify the parties if the motion has been granted or denied and provide instructions for appearing remotely.

Our virtual courtroom is available on the court website.

FINANCE

Finance Director Dave Rodenbach

Quarterly Budget Reports: At the city council meeting on Monday, July 22, Finance staff will present the 2024 Quarter 2 budget report to council. This report provides a status update on each department's projects and goals for the 2023-24 budget cycle.

HUMAN RESOURCES

Human Resources Director Shannon Costanti

ADVANCE YOUR CAREER

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

Position	Type	Status
Police Officer - Entry Level	FT	Continuous
Police Officer - Exceptional Entry	FT	Continuous
Police Officer - Lateral Entry	FT	Continuous
Public Works Assistant - Engineering	FT	Closed - selection pending

Association of Washington Cities (AWC) Honors Retiring City Officials: The AWC Civic Service Recognition honors city officials retiring in 2024 after **20 or more years of service** to cities. Congratulations and thank you to the more than 60 retiring city officials! We admire and appreciate your dedicated service to our communities and wish you all the best in retirement.

The following staff from the City of Gig Harbor were recognized:

Deb Yerry-Eason, Police Services Specialist – 21 years
January 2024

Marty West, Building Maintenance Technician – 45 years
February 2024

Terri Garrison, Public Works Assistant – 24 years
May 2024

Mo Whitaker, Executive Assistant – 30 years
Estimated December 2024

ITS

Information Technology Services Manager Keith Smith

Ongoing Efforts: We will continue to support operations across all departments, both remotely and on-site. Furthermore, we are working to complete information for the upcoming 2025-2026 budget.

POLICE

Police Chief Kelly Busey

Hiring Update: Officer Lisandro Castro joined our department last week, which brings us up to 23 commissioned officers (still two less than our budgeted staffing level of 25). Officer Castro is already up and running into his field training program. He will be sworn in at the next city council meeting.

Bank Robbery: On July 6, a bank at the intersection of Olympic Drive and Pt. Fosdick Drive was robbed by a lone male. This same suspect robbed two other banks in the following days. Our detective team is hot on the trail.

PUBLIC WORKS

Public Works Director Jeff Langhelm

LS #2A Generator Replacement: Wastewater staff began working at the Bogue Viewing Platform (Lift Station 2A) this week. Crews are installing a temporary generator and preparing the site for the permanent generator installation the week of July 22. The work will require temporary closures of portions of the viewing platform and some adjacent public parking.

Electric Vehicle Charging Stations at Civic Center: Operations staff has started the installation of the electric vehicle charging stations at the Civic Center. Staff is preparing to pour concrete for the EV charging station pedestals the week of July 15.

Water Operations Group: (1) Water staff are working with the city's public works contractor for the Soundview Drive water main project to connect the new water main to the existing water main. (2) By mid-October 2024, the city is mandated by the Environmental Protection Agency to provide a lead service line report. Staff is working with a vendor to provide support to develop the necessary information to meet the report requirements and deadline. (3) In early June 2024, water staff collected water samples from each well source and sent the samples to a lab in Idaho to test for PFAS. A total of two sets were submitted - one set for federal testing and one set for state testing. The test results for both sets for all well sources have been completed and the results show the city's drinking water does not have a detectable level of PFAS.

New Electric Transit Van: The city's latest addition to our fleet is an all-electric transit van, as provided in the 2023-24 budget. The van arrived and is being set up for the Facilities/Grounds Maintenance group.

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

Masonic Lodge: At the July 11 city council study session, Stephanie Lile from the Harbor History Museum gave a presentation about a plan to upgrade and manage the Masonic Lodge at Crescent Creek Park for a community event space. The estimated cost for construction is approximately $4.5 million. Although there currently isn’t a budget for that, council was supportive of leaving the Lodge standing and incorporating the building into the Crescent Creek Park master planning process.

Parks Staffing Change: There has been a slight shift in office staffing in the public works department. Scott Keely has been reclassified to public works assistant and will now be reporting to Parks Manager Jennifer Haro. Scott has been coordinating special event permits, banners over Harborview Drive, and facility rentals for quite some time, so we anticipate a seamless transition.

City of Gig Harbor
City Council Agenda Bill

Meeting Date: July 22, 2024

SUBJECT: Assignment of Purchase and Sale Agreement for Acquisition of Phase 4 of txʷaalqəɬ Conservation Area

SUBMITTED BY: Parks Manager Jennifer Haro
DEPARTMENT: Public Works **PHONE:** (253) 853-8253

SUGGESTED MOTION: Move to authorize the mayor to execute the assignment of the purchase and sale agreement for Phase 4 of the txʷaalqəɬ Conservation Area.

BACKGROUND INFORMATION: The Great Peninsula Conservancy (GPC) has been working diligently for over a year on the acquisition of an additional 11.41 acres to add to the txʷaalqəɬ Conservation Area, with the support of the city. The property is located immediately north of Phase 2 of the conservation area, and contains an approximately 500-foot stretch of North Creek and more than three acres of wetlands. The acquisition of this parcel will conserve the property in perpetuity.

The owners of the parcel agreed to a sale price of $675,000. GPC obtained a grant from the Pierce County Conservation Futures program for $607,134. Three small grants were obtained from the Hugh & Jane Ferguson Foundation, Gig Harbor Rotary, and the KGI Watershed Council to help with funding, and the Gig Harbor Land Conservation Fund fundraised for the rest.

A phase 1 environmental site assessment (ESA) was performed by Landau Associates. The ESA found that no further investigation is warranted.

The stewardship/restrictive covenant agreement was authorized at the May 28 city council meeting, and Pierce County is working on getting the funds into escrow. The sale is expected to close in August.

As a condition of the Conservation Futures Grant, the city will be required to provide public access and a property management plan.

FISCAL CONSIDERATION: The acquisition of the Phase 4 property will occur without expenditure of any City of Gig Harbor funds, except for the staff coordination time and the cost of the environmental site assessment.

Funding Summary:

Funding Source	
Pierce County Conservation Futures	$607,500
GPC Grant – Hugh & Jane Ferguson Foundation	$10,000

GPC Grant – Gig Harbor Rotary	$6,087
City Grant – KGI Watershed – Lu Winsor	$3,420
Gig Harbor Land Conservation Fund	$48,547
Total	**$676,136**

*Lu Winsor grant funds are in city's possession and will be transferred to escrow.

ATTACHMENTS:

1. Brooks Property - Purchase and Sale Agreement - Fully Executed-1
2. Purchase & Sale Agreement Assignment

STRATEGIC PLAN PRIORITY: Strategic Plan Priority 4 - Promote environmental sustainability and preserve Gig Harbor's natural beauty

REAL ESTATE PURCHASE AND SALE AGREEMENT

This Real Estate Purchase and Sale Agreement (the "Agreement") is made effective ("Effective Date") as of the date this instrument is fully executed by and between Walter Brooks Jr. and Carolyn J. Brooks, husband and wife, ("Seller"), and Great Peninsula Conservancy, a Washington non-profit corporation, and assigns, ("Buyer"), for purchase and sale of the property and property interests as hereinafter described and defined in this Agreement.

AGREEMENT

1. **Property**. Seller hereby agrees to sell and convey to Buyer, and Buyer hereby agrees to purchase from Seller, subject to the terms and conditions set forth herein, the following:

1.1 **Land**. That certain real property in Pierce County, Washington known as Tax Parcel Number 0221061081 consisting of 11.41acres of land, more or less, and more particularly described on Exhibit A which exhibit is attached hereto and by this reference incorporated herein (the "Land");

1.2 **Appurtenances**. Any and all rights, privileges and easements appurtenant to the Land, including without limitation all minerals, oil, gas and other hydrocarbon substances on and under the Land, all development rights, air rights, water, water rights and water stock relating to the Land, and any and all easements, rights-of-way and other appurtenances used in connection with the beneficial use and enjoyment of the Land.

1.3 **Improvements**. Any and all improvements and fixtures located on the Land (all of which are hereinafter collectively referred to as the "Improvements"); and

1.4 **Personal Property**. The personal property of Seller located on or in or used in connection with the Real Property, as hereinafter defined, and described on Exhibit B hereto and by this reference incorporated herein (the "Personal Property").

All of the items described to in Sections 1.1, 1.2, 1.3, and 1.4 above are hereunder collectively referred to as the "Property." The items described in Sections 1.1, 1.2, and 1.3 are herein referred to collectively as the "Real Property."

2. **Purchase Price**. The purchase price to be paid by Buyer to Seller for the Property (the "Purchase Price") is Six Hundred and Seventy Five Thousand and No/100 DOLLARS ($675,000.00), as determined by the appraisal completed by Barbro A. Hines, MAI, dated February 3rd, 2024 and confirmed by a review appraisal completed by Darin Shedd, MAI, dated May 3rd, 2024.

3. **Payment of Purchase Price**. On the Closing Date, Buyer shall deposit with Escrow Agent the amount of the Purchase Price less the sum of (i) any other amounts to be credited against the Purchase Price and (ii) the Earnest Money Deposit and any interest earned thereon, plus the sum of all additional amounts to be paid by Buyer hereunder at Closing.

Within ten (10) days following the execution and delivery of this Agreement, Buyer shall open escrow with Rainier Title, LLC in University Place, Washington (the "Escrow Agent"), by depositing with Escrow Agent a copy of this Agreement and the sum of Five Thousand Dollars ($5,000.00) (the "Earnest

Money Deposit"), in the form of a personal check payable to Escrow Agent. The Earnest Money Deposit shall be applicable to the Purchase Price. The Earnest Money Deposit shall be refundable to Buyer unless all of Buyer's conditions hereunder are satisfied.

4. Closing Date. The closing (the "Closing") shall be held at the offices of the Escrow Agent, on or before September 30, 2024. "Closing" shall occur when the Deed to Buyer is recorded and the Purchase Price is delivered to the Escrow Agent for delivery to Seller.

5. Title and Survey Matters.

5.1 Title Binder. Buyer has obtained a commitment, dated March 10, 2023, File No. 813929RT, (the "Title Commitment") for an ALTA owner's standard, or, at Buyer's election, extended, coverage title insurance policy (form 2006) issued by Rainier Title, LLC as agent for Stewart Title Guaranty Company(the "Title Company"), which Buyer shall have updated to list Buyer as the prospective named insured and show as the policy amount the total Purchase Price. The Title Company shall also deliver to Buyer true, correct and legible copies of all documents referred to in such title commitment as conditions or exceptions to title to the Property.

5.2 Title Exceptions.

(i) **Title Exceptions Requiring Action**. Seller shall address the following exceptions in the Title Commitment in the following manner before Closing:

Exception 3 pertaining to property taxes. Property taxes shall be prorated at Closing.

(ii) **Permitted Exceptions**. The following exceptions in the Title Commitment are accepted by Buyer as "Permitted Exceptions": Exceptions 15, 16, 17, and 18 and general taxes not yet due and owing.

5.3 Title Review. During the Feasibility Period (defined below), Buyer shall review any update to the Title Commitment and any surveys of the Real Property, and, on or before the expiration of the Contingency Period, shall notify Seller what additional exceptions, to title, if any, will be accepted by Buyer. "Permitted Exceptions" shall include only those exceptions described in Section 5.2 above together with any Intervening Exceptions accepted by Buyer noted in any update to the Title Commitment.

5.4 Intervening Exceptions. Seller shall immediately notify Buyer of any liens, leases, encumbrances, easements, restrictions, conditions, covenants, rights-of-way security interests and other matters affecting title to the Property that are created and which may appear of record or be revealed by survey or otherwise after the date of the Title Commitment but before the Closing and that are not Permitted Exceptions (collectively, "Intervening Exceptions"). Intervening Exceptions shall be subject to Buyer's approval, not to be unreasonably withheld, and Buyer shall have five (5) business days after notice in writing of any Intervening Exception, together with a description thereof and a copy of the instrument creating or evidencing the Intervening Exception, if any, to either accept it (whereupon the Intervening Exception shall be a Permitted Exception) or submit written objection to Seller ("Buyer's Objection Notice"). Buyer's failure to timely give Buyer's Objection Notice as to any Intervening Exception(s) shall be deemed to constitute Buyer's objections thereto. Seller will promptly within the earlier of five (5) business days after receiving or having deemed to have received Buyer's Objection Notice or the applicable Closing Date, remove or commit to cure by or at Closing all Intervening Exceptions that do not become

Permitted Exceptions; provided, however, if Seller did not create or permit any such Intervening Exception, Seller shall not be required to remove or commit to cure it. If each such Intervening Exception has not been removed or committed to be cured by Seller or Buyer's objection thereto waived by Buyer's written notice to Seller given within the earlier of seven (7) business days after Seller's timely receipt or deemed receipt of Buyer's Objection Notice or the applicable Closing Date, then this Agreement shall terminate. Any such Intervening Exception the Buyer waives its objection to shall be deemed a Permitted Exception.

5.5 Survey. Seller shall deliver to Buyer any and all surveys of the property in Seller's possession or control. At Buyer's request and at Buyer's expense, Seller shall cause any such survey to be updated and certified to Buyer or to the Title Company.

5.6 Title Policy. Buyer shall receive at Closing, an Owner's standard, or, at Buyer's election, extended, coverage title insurance policy (ALTA Form 2006) issued by the Title Company in favor of Buyer. The Title Policy shall be issued in the amount of the total Purchase Price and shall insure fee simple, indefeasible title to the Property in Buyer, subject only to the Permitted Exceptions. The Title Policy shall include such endorsements as Buyer may require. Buyer's obligation to close this transaction shall be contingent on Buyer's receipt of such Title Policy; provided that Buyer's obligation to close shall not be contingent on receipt of any title coverage beyond a standard owner's policy of title insurance, without additional endorsements.

6. Conditions to Buyer's Obligations.

6.1 Disclosures, Documents and Reports.

(i) Property Purchased "As Is". Buyer hereby acknowledges that Buyer is and will be purchasing the Property based solely upon Buyer's own inspections and investigations of the Property, "as is," in its present state and condition, and "with all faults," without any representations or warranties by Seller or their representatives or agents as to the state of title, or the physical, legal, or environmental condition of the Property, or otherwise, except as specifically set forth in this Agreement or as stated or implied by law in the deed (as hereinafter defined). Buyer acknowledges that Buyer has read and specifically negotiated this section of the agreement after ample opportunity to consult with legal counsel of buyer's choice.

(ii) Buyer's Waiver of Disclosure Statement. Buyer and Seller acknowledge that the Property may or may not be considered "commercial real estate" as defined in Chapter 64.06 RCW, and hereby waive all rights, obligations and remedies (including, without limitation, the right of rescission) which may be applicable or available to the parties hereto. Buyer acknowledges that Buyer has been advised of Buyer's right (to the extent applicable to the subject transaction) to receive a completed Seller Disclosure Statement pursuant to Chapter 64.06 RCW and that Buyer hereby waives that right, whether or not applicable, provided, however, that Seller shall complete and deliver to Buyer Section 6 (Environmental) of the Seller Disclosure Statement relating to the Property within five (5) days after the execution and delivery of this Agreement.

6.2 Inspection of the Property. Buyer and its consultants and agents shall have the right and permission from the date of this Agreement through the Closing Date (or earlier termination of this Agreement) to enter upon the Property or any part thereof at all reasonable times and from time to time for the purpose, at Buyer's cost and expense, of making all tests and/or studies of the Property that Buyer may wish to undertake, including, without limitation, soils tests (including borings), assessments of the environmental condition of the Property, toxic and hazardous waste studies, surveys, structural studies and review of zoning, fire, safety and other compliance matters; provided, however, Buyer shall indemnify, defend and hold harmless Seller (including without limitation attorneys' fees) from and against (i) any mechanic's or other liens or claims that may be filed or asserted against the Property or Seller by any actions undertaken by Buyer on the Land prior to the Closing Date, and (ii) all property damages, personal injuries and/or wrongful deaths arising from any activities on the Land by Buyer, or its agents or employees, occurring prior to the Closing Date.

6.3 Approval of the Property. Buyer's obligation to purchase the Property shall be subject to and contingent upon Buyer's inspection and approval, in its sole and absolute discretion, of all aspects of the Property, including, without limitation, (i) the physical condition of the Property, including but not limited to the conducting of structural and hazardous materials inspections, surveys and studies, as Buyer may deem appropriate, all at Buyer's sole cost and expense; (ii) the feasibility and suitability of the Property for Buyer's intended purposes, including but not limited to laws, ordinances, regulations, covenants or restrictions affecting the use and development of the Property, a geotechnical study of the Property, analysis of storm water and drainage issues, and a preliminary site and maintenance plan and budget; (iii) an appraisal, at Buyer's sole cost and expenses, supporting the Purchase Price for the Property; and (iv) all of the information delivered by Seller or otherwise obtained by Buyer regarding the Property.

6.4 Feasibility Period Defined. As used herein, the term "Feasibility Period" means the period ending at 5:00 p.m., on the 13th day of September, 2024.

6.5 Buyer's Right to Object. If Buyer's conditions set forth in **Paragraph 6.3 (i)** as to the physical condition of the Property are not satisfied, Buyer shall have the right to give written notice of disapproval of the inspection report(s) within three days (3) days after mutual acceptance. This notice must be accompanied by a copy of the inspection report(s), and must identify the property condition(s) contained in the inspection report(s) which the Buyer objects to. Seller shall have three (3) days after Buyer's disapproval notice, to give written notice that Seller will correct the condition(s) identified in Buyer's notice. If Seller does not give written notice that Seller will correct the condition(s) identified by Buyer, Buyer may elect to give written notice of termination of this Agreement as set forth in **Paragraph 6.6** below, or to proceed to Close on this transaction without any of the above-referenced conditions being corrected. If Seller does give written notice that Seller agrees to correct the condition(s) identified by Buyer, then it shall be accomplished prior to the Closing Date, at Seller's expense, by qualified persons selected by Seller. The Seller's corrections are subject to reinspection and approval, prior to the Closing Date, by the inspector who prepared the report(s), if Buyer elects to order and pay for such reinspection.

6.6 Buyer's Right to Terminate. If Buyer's conditions set forth in **Paragraph 6.3** above are not satisfied in Buyer's sole and absolute discretion, Buyer shall have the right to terminate this Agreement by sending written notice to Seller and Escrow Agent (such notice referred to as a "Termination Notice"). If Buyer gives its Termination Notice to Seller before the expiration of the Feasibility Period, the Escrow Agent shall disburse the Earnest Money Deposit and all interest accrued thereon to Buyer, and this Agreement shall terminate. If Buyer gives its Termination Notice to Seller after the expiration of the Feasibility Period and before the Closing, or otherwise fails without legal excuse to complete the purchase of the Property, Seller, as its sole and exclusive remedy, may retain that portion of the Earnest Money which does not exceed five percent (5%) as liquidated damages and not as a forfeiture or penalty, both Buyer and Seller hereby acknowledging that Seller's actual damages resulting from the delivery of such Termination Notice at such time will be difficult to ascertain and measure, and that such liquidated damages will represent a fair and reasonable estimate of such damages that will be sustained by Seller. If a Termination

Notice is given by the Buyer as provided herein, upon disbursement by the Escrow Agent as provided herein, neither Buyer nor Seller shall have any further liability to the other under this Agreement, except for all indemnity provisions set forth herein which shall survive for such term as provided for in this Agreement.

Buyer's Initials NJ Seller's Initials LB

6.7 Additional Closing Conditions. In addition to the conditions stated in **Paragraph 6.1** above, Buyer's obligation to purchase the Property shall be subject to the following conditions which must be satisfied as of Closing at Closing:

(i) Completion of a review appraisal confirming that the fair market value of the Property is equal to or less than the Purchase Price;

(ii) Agreement to Fund executed by Pierce County to fund the purchase of the Property;

(iii) Resolution by the City of Gig Harbor agreeing to acquire the Property under and assignment of this Agreement to the City of Gig Harbor;

(iv) Release of funds by Pierce County (the "Funding Agency"), which together with any other available source of funds are sufficient to close the purchase of the Property;

(v) All representations and warranties of Seller contained herein shall be true, accurate and complete in all material respects at the time of the Closing as if made again at such time;

(vi) Seller shall have performed all obligations to be performed by it hereunder on or before Closing (or, if earlier, on or before the date set forth in this Agreement for such performance), including without limitation those provided in Section 5.2(i);

(vii) At Closing, Seller shall deliver title to the Property in the condition required by **Paragraph 5** of this Agreement and Escrow Agent shall deliver the Title Insurance Policy to Buyer; and

(viii) At Closing, the physical condition of the Property shall be the same as on the date hereof, ordinary wear and tear excepted.

If the conditions set forth in this **Paragraph 6.7** are not satisfied as of Closing and Buyer does not waive same, the Earnest Money and all interest thereon shall be returned by Escrow Agent to Buyer, and thereafter neither Buyer nor Seller shall have any further liability to the other under this Agreement, except for all indemnity provisions set forth herein which shall survive for such term as provided for in this Agreement.

7. Seller's Representations and Warranties. Seller hereby makes the following representations and warranties, which representations and warranties shall be deemed made by Seller to Buyer also as of the Closing Date, and shall survive the Closing for a period of three (3) years, and no longer (the "Limitation Period"):

7.1 Title. Seller is the sole owner of the Property as described in the Title Commitment. At Closing, Buyer will acquire the entire fee simple estate and right, title and interest in and to the Property, with all warranties provided in the Deed, subject only to the Permitted Exceptions.

7.2 Access. The Property has legal access to a public highway or street.

7.3 Compliance with Law. To the best of Seller's knowledge, during Seller's ownership of the Property Seller has not received any written notices asserting that the Property is out of compliance with any applicable statutes, ordinances, codes, rules and regulations of any governmental authority having jurisdiction over the Property.

7.4 Bankruptcy. No bankruptcy, insolvency, rearrangement or similar action involving Seller or the Property, whether voluntary or involuntary, is pending, to Seller's best knowledge threatened by a third party, or contemplated by Seller.

7.5 Taxes and Assessments. Other than amounts disclosed by the Title Commitment, to the best of Seller's knowledge, no other property taxes have been or will be assessed against the Property for the current tax year, and there are no general or special assessments or charges that have been levied, assessed or imposed on or against the Property. Seller has filed all local, state and federal tax forms that are required to be filed by Seller, has paid all taxes due and payable by Seller to date and will pay all such taxes that become due and payable by Seller prior to the Closing.

7.6 Foreign Person. Seller is not a foreign person and is a "United States Person" as such term is defined in Section 7701(a) (30) of the Internal Revenue Code of 1986, as amended (the "Code") and shall deliver to Buyer prior to the Closing an affidavit evidencing such fact and such other documents as may be required under the Code.

7.7 Mechanics' Liens. No labor, material or services have been furnished in, on or about the Property or any part thereof as a result of which any mechanics', laborer's or materialmen's liens or claims might arise.

7.8 Underground Storage Tanks. To the best of Seller's knowledge, there are no underground storage tanks on the Property and underground storage tanks have not been removed from the Property.

7.9 Hazardous Substances. Seller has not used, generated, manufactured, produced, stored, released, discharged or disposed of on, under, above or about the Property (or off-site of the Property that might affect the Property) or transported to or from the Property, any hazardous substance or caused any other person or entity to do so. Seller has no knowledge nor has Seller observed any questionable practice or conduct indicating that any hazardous substance has been released, discharged or disposed of on, under or above the Property (or off-site of the Property that might affect the Property).

The term "Hazardous Substance" includes without limitation (a) those substances included within the definitions of "hazardous substances," "hazardous materials," "toxic substances," "hazardous wastes" or "solid waste" in any Environmental Law; (b) petroleum products and petroleum byproducts; (c) polychlorinated biphenyls; and (d) chlorinated solvents; excluding however, any hazardous substances that are used in accordance with applicable Environmental Law. The term "Environmental Law" includes any federal, state, municipal or local law, statute, ordinance, regulation, order or rule pertaining to health, industrial hygiene, environmental conditions or hazardous substances.

7.10 Tenants. Seller has not entered into any tenant leases associated with the Property.

7.11 Litigation. To the best of Seller's knowledge, there is no pending or existing litigation which could now or in the future in any way constitute a lien, claim, or obligation of any kind on the Property, affect the use, ownership or operation of the Property or otherwise adversely affect the Property. For purposes of this **Paragraph 7.10**, litigation includes lawsuits, actions, administrative proceedings, governmental investigations and all other proceedings before any tribunal having jurisdiction over the Property.

8. Covenants of Seller. Seller covenants and agrees as follows:

8.1 Perform Obligations. From the date of this Agreement to the Closing Date Seller will perform all of its obligations under any contract, agreement, lease, encumbrance, or instrument pertaining to the Property, if any.

8.2 No Liens. From the date of this Agreement to the Closing Date, Seller will not cause any lien to attach to the Property, nor will Seller grant, create, or voluntarily allow the creating of, or amend, extend, modify or change, any easement, right-of-way, encumbrance, restriction, covenant, lease, license, option or other right affecting the Property or any part thereof.

9. Closing. Provided that all the contingencies set forth in this Agreement have been previously fulfilled, the Closing shall take place at the place and time determined as set forth in **Paragraph 4** of this Agreement.

9.1 Delivery by Seller. For and in consideration of, and as a condition precedent to, the payment to Seller of any of the Purchase Price, Seller shall obtain and deliver to Buyer at Closing the following documents (all of which shall be duly executed and acknowledged where required):

(i) Statutory Warranty Deed. A statutory warranty deed (the "Deed") prepared by Title Company in recordable form and otherwise in form and substance reasonably acceptable to Seller and Buyer. The Deed, as defined above, shall contain the legal description of the Land in such form as will convey to Buyer a good, marketable and indefeasible title in fee simple absolute to the Property, except for the Permitted Exceptions which shall be expressly listed in or attached to the Deed as express exceptions to all deed warranties.

(ii) Title Documents. Such other documents customarily required by title and/or escrow companies in connection with a closing of this nature, provided that such documents do not create any new material liabilities for Seller not otherwise imposed under this Agreement.

(iii) Authority. Such evidence as the Title Company shall require as to authority of Seller to convey the Property to Buyer.

(iv) Title Policy. The Owner's Policy referred to in Paragraph 5 of this Agreement, to be delivered by the title company to Buyer as soon as practically possible after Closing.

(v) Nonforeign Affidavit. The affidavit by Seller confirming that Seller is not a foreign person within the meaning of 26 U.S.C. § 1445 and the regulations issued thereunder.

9.2 Delivery by Buyer.

(i) **Purchase Price.** Buyer shall deliver the Purchase Price (after credit for the Earnest Money Deposit and all interest and any other credits pursuant hereto).

(ii) Such other documents customarily required by title and/or escrow companies in connection with a closing of this nature, provided that such documents do not create any new material liabilities for Buyer not otherwise imposed under this Agreement.

9.3 Payment of Costs. At Closing, Seller and Buyer shall each pay their own respective attorney's fees. Buyer shall pay all of its costs and expenses incurred with respect to investigation, negotiation, analysis, funding, financing, and all other matters relating to the purchase and sale of the Property. Notwithstanding any terms in this Agreement to the contrary, at Closing Buyer shall pay all Closing costs and expenses, of any nature whatsoever, including (without limitation) payment for Owner's Title Policy, recording fees, and all survey and other costs of the Property Boundary Survey.

9.4 Real Property Taxes. Seller shall pay at Closing all real property taxes and personal property tases due, prorated to Closing Date.

9.5 Excise Taxes. Seller shall pay at closing all real estate excise taxes due with respect to the Property.

9.6 Escrow Fees: Buyer shall pay the escrow fees of the Escrow Agent.

9.7 Monetary Liens. Seller shall pay or cause to be satisfied at or prior to Closing all monetary liens on or with respect to all or any portion of the Property, including, but not limited to, mortgages, deeds of trust, security agreements, assignments of leases, rents, judgment liens, tax liens (other than those for taxes not yet due and payable) and financing statements.

9.8 Possession. Possession of the Property shall be delivered to Buyer at Closing.

10. Indemnification. Seller shall pay, protect, defend, indemnify and hold Buyer and its successors and assigns harmless from and against any and all loss, liability, damage and expense suffered or incurred by reason of (a) the breach of any representation, warranty or agreement of Seller set forth in this Agreement, (b) the failure of Seller to perform any obligation required by this Agreement to be performed by Seller, (c) the ownership, maintenance, and/or operation of the Property by Seller prior to the Closing, not in conformance with this Agreement, or (d) any injuries to persons or property from any cause occasioned in whole or in part by any acts or omissions of the Seller, its representatives, employees, contractor or suppliers that occurred before Closing. Seller shall defend any claim covered by this indemnity using counsel reasonably acceptable to Buyer.

11. Casualty. If any fire, windstorm or casualty occurs and materially affects all or any portion of the Property on or after the date of this Agreement and prior to the Closing, Buyer may elect, by written notice to Seller, to terminate this Agreement and the escrow created pursuant hereto and be relieved of its obligation to purchase the Property. If Buyer makes such election, the Earnest Money Deposit (including all interest earned thereon) and other sums delivered to Escrow Agent or Seller by Buyer promptly shall be returned to Buyer and neither Buyer nor Seller have any further liability to the other and shall be relieved of all obligations hereunder. If Buyer fails to make such election prior to the Closing Date, this Agreement shall continue in effect, the Purchase Price shall be reduced by the amount of loss or damage occasioned by such casualty not covered by insurance, and Seller shall, prior to the Closing Date, assign to Buyer, by an assignment agreement in form and substance satisfactory to Buyer, its entire right, title and interest in and to all insurance claims and proceeds to which Seller may be entitled in connection with such casualty. Buyer shall have the right at all times to participate in all negotiations and other dealings with the insurance carrier providing such coverage and to approve or disapprove any proposed settlement in respect to such matter. Seller shall forthwith notify Buyer in writing of any such casualty respecting the Property.

12. Notices and Computation of Time. Unless otherwise specified, any notice required or permitted in, or related to, this Agreement must be in writing and signed by any one Buyer or Seller. The notice must be received by or at the office of the other party, in person or by email or facsimile. Copies of any such notices shall also be sent at the same time by email to the other party's attorney as set forth below the respective signature blocks. Any such notice shall be effective upon personal delivery or within 3 hours after being sent by confirmed facsimile or email. Any time limit in or applicable to a notice shall commence on the day following receipt of the notice by the other party, and shall expire at 9:00 PM of the last calendar day of the specified period time, unless the last day is Saturday, Sunday or legal holiday as defined in RCW 1.16.050, in which event the time limit shall expire at 9:00 PM of the next business day. Any specified period of five (5) days or less shall include business days only.

13. Electronic Transmission. Electronic transmission of any signed original document or notice, and retransmission of any signed electronic transmission (by facsimile or PDF), shall be the same as delivery of an original. At the request of either party, or the Escrow Agent, the parties hereto will confirm electronic transmitted signatures by signing an original document.

14. Event of Default. In the event of a default under this Agreement by Seller (except for a breach of any representation, warranty, or indemnity obligations set forth herein), Buyer shall be entitled to seek specific performance of Seller's obligations hereunder as Buyer's sole and exclusive remedy. In the event of any breach of any misrepresentation or warranty hereunder, Buyer shall be entitled to seek monetary damages provided all claims for such damages must have been filed in a court of competent jurisdiction before expiration of the Limitation Period (as defined in Section 7 above) or such claims shall be deemed automatically and irrevocably waived. In the event of a breach or default by Buyer hereunder, Seller's sole and exclusive remedy shall be the retention of the Earnest Money Deposit held by Escrow Agent, together with all interest earned thereon, and all amounts previously paid to it hereunder, as liquidated damages and not as a forfeiture or penalty; provided that, notwithstanding any terms in this Agreement to the contrary, Buyer and Seller shall each be entitled to seek monetary damages in the event of any breach by the other party of any indemnity obligations set forth in this Agreement. The parties hereto acknowledge that in the event of such default by Buyer, Seller will have incurred substantial but unascertainable damages and that therefore the provision herein for liquidated damages is a valid one.

Notwithstanding the foregoing limitation on remedies, if Buyer or Seller institutes suit concerning this Agreement, including, but not limited to claims brought pursuant to the Washington Consumer Protection Act, the prevailing party is entitled to court costs and a reasonable attorney's fee. In the event of trial, the amount of the attorney's fee shall be fixed by the court. The venue of any suit shall be the county in which the Property is located.

15. Miscellaneous.

15.1 Applicable Law. This Agreement shall in all respects, be governed by the laws of the State of Washington.

15.2 Further Assurances. Each of the parties hereto shall execute and deliver any and all additional papers, documents and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of its obligations hereunder, to carry out the intent of the parties hereto.

15.3 Modification or Amendment, Waivers. No amendment, change or modification of this Agreement shall be valid, unless in writing and signed by all of the parties hereto. No waiver of any breach of any covenant or provision in this Agreement shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision in this Agreement. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act.

15.4 Successors and Assigns. All of the terms and provisions contained herein shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, legal representatives, successors and assigns. Buyer has the full right, upon prior notice to Seller, to assign its rights and interest in this Agreement to acquire the Property to the City of Gig Harbor or other assigns.

15.5 Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties hereto with respect to its subject matter and any and all prior agreements, understandings or representations with respect to its subject matter are hereby canceled in their entirety and are of no further force or effect.

15.6 Attorneys' Fees. Should either party bring suit to enforce this Agreement, the prevailing party in such lawsuit shall be entitled to an award of its reasonable attorneys' fees and costs incurred in connection with such lawsuit.

15.7 Survival. The representations, warranties, covenants, indemnities, and other terms and conditions, made in this Agreement shall survive the Closing unimpaired and shall not merge into the Deed and the recordation thereof.

15.8 Finders' or Brokers' Fees. Each of the parties hereto represents and warrants that it has not dealt with any broker or finder to which a commission or other fee is due in connection with the transaction contemplated by this Agreement, and insofar as it knows, no broker or other person is entitled to any commission, charge or finder's fee in connection with the transaction contemplated by this Agreement. The parties hereto each agree to indemnify, defend and hold harmless the other party against any loss, liability, damage, cost, claim or expense, including interest, penalties and reasonable attorneys' fees, that the other party shall incur or suffer by reason of a breach by the first party of the representation and warranty set forth above.

15.9 Time. Time is of the essence of every provision of this Agreement.

16. Counteroffers. If either party makes a future counteroffer, the other party shall have until 9:00 PM on the second day following its receipt to accept the counteroffer, unless sooner withdrawn. Acceptance is not effective until a signed copy thereof is received by the other party.

17. Agreement to Purchase. Buyer offers to purchase the Property on the above terms and conditions.

BUYER: Great Peninsula Conservancy

By: ______________________, Its _____Executive Director________ DATE: 6/3, 2024

BUYER'S PHONE: (360)373-3500

BUYER'S ADDRESS 423 Pacific Avenue, Suite 300, Bremerton, WA ZIP 98373

BUYER'S FACSIMILE NUMBER ______________________________

Buyers Attorney: Konrad J. Liegel, Attorney-At-Law, PLLC; 1211 E. Denny Way, #190, Seattle, WA 98122-2516; telephone number: 206-491-2200; fax: 206-913-2794; e-mail: konrad@konradjliegel.com

18. Seller's Acceptance. Seller agrees to sell the Property on the terms and conditions herein. Seller acknowledges receipt of a copy of this Agreement, signed by both parties hereto.

SELLER: Walter Brooks, Jr.

Walter Brooks Jr., DATE: 6/7, 2024
SELLER'S PHONE: 253-941-3854
SELLER'S ADDRESS 29814 11th Ave SW ZIP 98023
SELLER'S FACSIMILE NUMBER ______________________________

SELLER: Carolyn J. Brooks

Carolyn J Brooks, DATE: 6/7, 2024
SELLER'S PHONE: 206-919-0422
SELLER'S ADDRESS 29814 11th Ave SW ZIP 98023
SELLER'S FACSIMILE NUMBER ______________________________

19. MUTUAL ACCEPTANCE. This Agreement is accepted without further change or counteroffer this 7th day of June, 2024, which shall be deemed the date of mutual acceptance of this Agreement and all addenda.

WB	CJB	NP
Initials of Seller	Initials of Seller	Initials of Buyer

Exhibit A

Legal Description

A portion of the Northwest quarter of the Northeast quarter and of the Northeast quarter of the Northwest quarter of Section 6, Township 21 North, Range 2 East, W.M. in Pierce County, Washington, described as follows:

Beginning at a point on the North-South centerline of said Section 6, which bears South 00°13'47" West a distance of 794.91 feet from the North one-quarter corner of said Section 6;
Thence South 88°16'10" East 628.69 feet to a point on the Westerly right of way line of the Gig Harbor-Longbranch County Road;
Thence South 26°13'30" East 222.64 feet to the P.C. of a curve having a radius of 543.686 feet;
Thence Southeasterly on said curve 182.96 feet;
Thence, leaving road, running thence North 87°54'39" West 652.58 feet;
Thence North 88°34'15" West 629.95 feet to the Easterly boundary of Tacoma Transmission Line right of way;
Thence Northerly along said Tacoma Transmission Line right of way, to intersect the boundary line, as established by agreement recorded July 17, 1967 under Auditor's File No. 2197734, record of Pierce County, Washington;
Thence South 88°16'10" East 651.39 feet to the point of beginning;

Except any portion thereof lying within the South 330.1 feet of the Northwest quarter of the Northeast quarter and the South 330.1 feet of the Northeast quarter of the Northwest quarter of Section 6, Township 21 North, Range 2 East, W.M.;

Also except Gig Harbor-Longbranch County Road;

Situate in the County of Pierce, State of Washington.

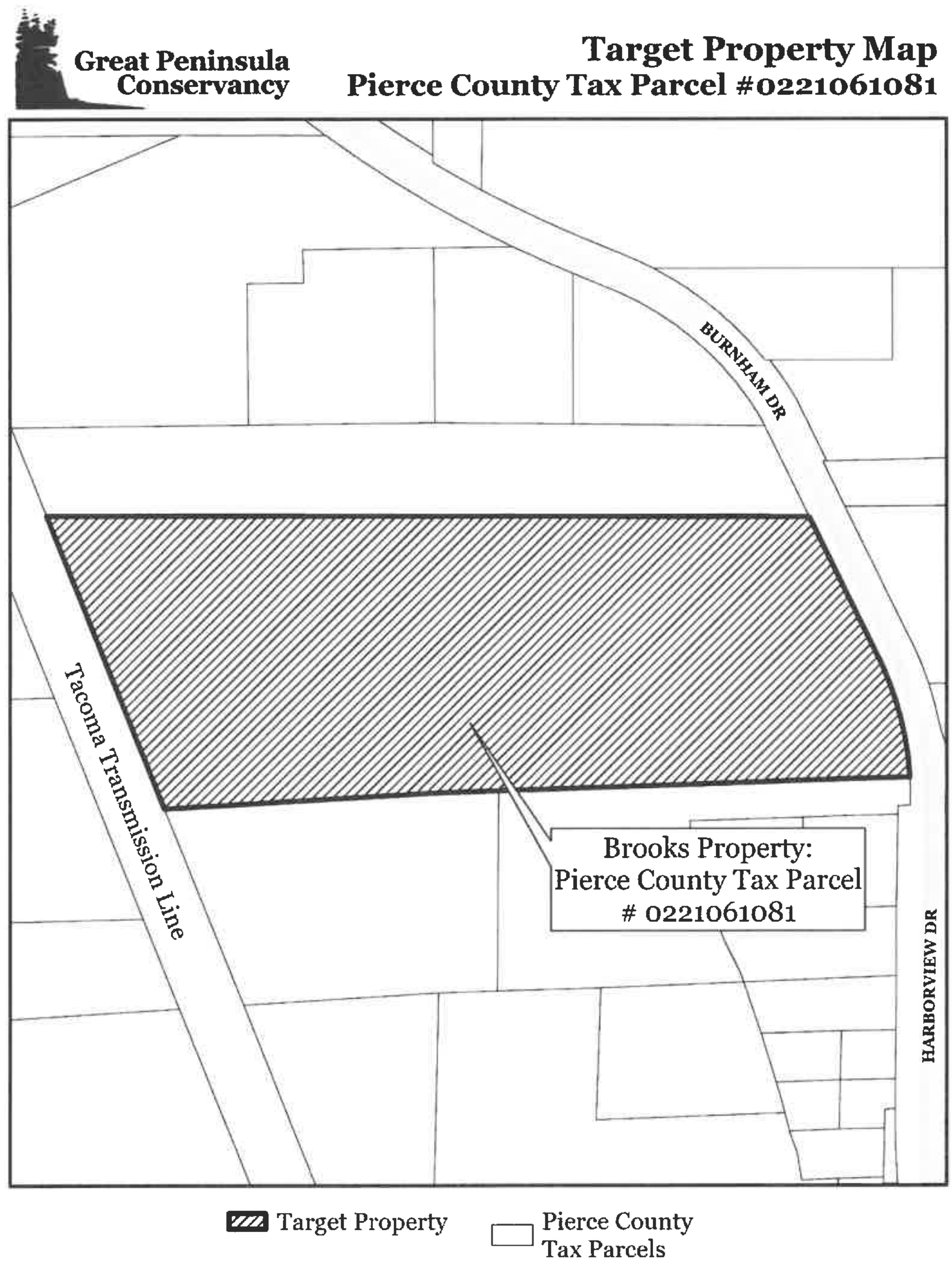
Exhibit B

Personal Property

None

Exhibit C

Property Map



ASSIGNMENT OF REAL ESTATE PURCHASE AND SALE AGREEMENT

THIS ASSIGNMENT OF REAL ESTATE PURCHASE AND SALE AGREEMENT ("Assignment") is made and entered into as of the date set forth below ("Effective Date") by and between Great Peninsula Conservancy, a Washington non-profit corporation ("Assignor"), and the City of Gig Harbor, a municipal corporation and political subdivision of the State of Washington ("Assignee") (collectively, "Parties").

WHEREAS, Assignor has entered into that certain REAL ESTATE PURCHASE AND SALE AGREEMENT, by and between GREAT PENINSULA CONSERVANCY , a Washington non-profit corporation, and assigns, and WALTER BROOKS JR. and CAROLYN J. BROOKS, husband and wife ("Brooks"), dated June 7, 2024 (the "Agreement"), in which Assignor is the Buyer and Brooks is the Seller, pursuant to which Assignor has acquired the right to purchase that certain real property located in Pierce County as described in the Agreement ("Property");

WHEREAS, a copy of the Agreement is attached to this Assignment as Attachment 1 and is incorporated herein by this reference; and

WHEREAS, Assignee wants to purchase the Property, with funding for acquisition of the Property being provided through Assignor and Pierce County Conservation Futures; and

WHEREAS, Assignor wants to assign its rights and obligations under the Agreement to Assignee and Assignee wants to assume said rights and obligations.

NOW, THEREFORE in consideration of the recitals set forth above and the covenants, conditions, and promises contained in this Assignment, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. ***Assignment and Assumption.*** Assignor hereby assigns its rights under the Agreement to Assignee, and Assignee hereby assumes said rights and obligations under the Agreement.

2. ***Definitions.*** Capitalized words and terms in this Assignment, unless a definition is expressly provided for herein, have the same meaning as set forth under the Agreement.

3. ***Status of Agreement.*** Assignor represents and warrants that, as of the Effective Date of this Assignment, the Agreement is in full force and effect and that Assignor has not received any notice or other information indicating that there has been a breach of any of the terms or conditions of the Agreement.

4. ***Investigation/Documents/Waiver.***

   4.1. Assignor represents that, as of the Effective Date hereof, Assignor has provided Assignee true and complete copies of the Title Commitment described in Section

5.1 of the Agreement (and supplements thereto) and all other notices, certificates, and/or other documents that Brooks is required to provide the Buyer and that were provided to Assignor prior to the Effective Date hereof.

4.2. Assignee acknowledges that, prior to the Effective Date hereof, Assignee has: (a) reviewed the Agreement (including without limitation the Exhibits thereto) and understands the terms and conditions therein; (b) had the opportunity to inspect and approve Seller's documents described in Section 6.1 of the Agreement already provided to Assignee; (c) conducted such inspections and environmental assessments of the Property as it desired; and (d) conducted such review of the condition of title to the Property as it desired.

5. ***Reservation of Interests and Assignor's Representations and Warranties.***

5.1. Assignor hereby reserves to itself an undivided interest in all representations and warranties provided by Brooks under the Agreement and in any obligation by Brooks to indemnify, defend, or hold harmless the Buyer and/or its assigns under the Agreement. The provisions of this Section 5.1 shall survive termination of this Assignment.

5.2. None of the reservations under this Section 5 shall relieve Assignee of any liability or obligation under the Agreement or this Assignment.

5.3. Assignor represents and warrants that all of Buyer's Representations and Warranties set forth in the Agreement are true and accurate as of the Effective Date of this Assignment. Any representations or warranties made by Assignor up to the Effective Date of this Assignment shall survive termination of the Agreement and this Assignment.

6. ***Indemnification.*** Assignee hereby releases Assignor and Assignor's directors, officers, employees, contractors, agents, and attorneys (collectively "Assignor Indemnified Parties"), and agrees to indemnify and defend the Assignor Indemnified Parties (with counsel satisfactory to Assignor), to the extent permitted by law, and to hold the Assignor Indemnified Parties harmless from all claims and/or liability whatsoever, including, but not limited to, attorneys' fees, arising from or related to the Agreement on or after the Effective Date of this Assignment. Assignor hereby releases Assignee and Assignee's directors, administrators, supervisors, employees, contractors, agents, and attorneys (collectively "Assignee Indemnified Parties"), and agrees to indemnify and defend the Assignee Indemnified Parties (with counsel satisfactory to Assignee), to the extent permitted by law, and to hold the Assignee Indemnified Parties harmless from all claims and/or liability whatsoever, including, but not limited to, attorneys' fees, arising from or related to the Agreement prior to the Effective Date of this Assignment. The provisions of this Section 6 shall survive termination of this Assignment.

7. ***Authority.*** Assignor and Assignee represent and warrant to each other that each of them has the full power and authority to enter into this Assignment, and that the person signing

this Assignment on behalf of each party has the power and authority to do so and to bind such party to this Assignment.

8. ***General.***

8.1. The covenants, agreements, representations, and warranties made in this Assignment shall survive the Closing unimpaired and shall not merge into the Deed and the recordation thereof.

8.2. This Assignment contains the entire integrated agreement of the Parties, including all of the covenants and conditions between the Parties with respect to the subject matter of this Assignment, and supersedes all prior correspondence, agreements, and understandings, both oral and written. No addition or modification of any term or provision of this Assignment shall be effective unless set forth in writing and signed by the Parties.

8.3. The Parties do not intend to confer any benefit under this Assignment to any person, firm, entity, government, public agency, or corporation other than the Parties. Notwithstanding the foregoing, this Section 8.3 shall not be interpreted to limit, negate, or modify any provision hereunder providing an agreement to release, indemnify, defend, or hold harmless any person, firm, entity, or corporation that is not a party to this Assignment.

8.4. No waiver of any breach of any covenant or provision in this Assignment shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision in this Assignment. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act.

8.5. The captions hereof are solely for the convenience of the Parties and are not a part of this Assignment. This Assignment shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared it. The Recitals and Exhibits are incorporated into this Assignment by this reference.

8.6. The terms, conditions, and covenants contained in this Assignment shall be binding upon and shall inure to the benefit of the successors and assigns of the Parties.

8.7. This Assignment and the rights of the Parties shall be governed by the laws of the State of Washington.

8.8. This Assignment may be executed in counterparts, each of which shall be deemed to be an original instrument. All such counterparts together shall constitute a fully executed original Assignment. Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, or the Escrow Holder, the Parties will confirm facsimile and electronically transmitted signatures by signing an original document.

DATED this __ day of ________, 2024.

GREAT PENINSULA CONSERVANCY, Assignor

By ___________________________
Nathan Daniel
Executive Director

CITY OF GIG HARBOR, Assignee

____
Tracie Markley
Mayor

Acknowledged By Sellers

WALTER BROOKS JR., Seller

____
Walter Brooks, Jr.

CAROLYN BROOKS, Seller

____
Carolyn Brooks

Attachment 1

Copy of the Real Estate Purchase and Sale Agreement is attached following this cover page.

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

The quarterly financial reports for the second quarter of 2024 are attached. Beginning cash and investment figures have been updated to reflect actual 2023 beginning cash and investment balances.

Total resources, which include all revenues, non-revenues, and beginning fund balances, are at seventy-four (74%) percent of the 2023-24 budget. City-wide revenues, across all funds, excluding internal transfers, loan receipts and beginning and ending fund balances, are seventy-three (73%) percent. Expenditures are at forty-seven (47%) percent of the biennial budget.

General Fund Revenues

General Fund revenues (excluding beginning balances) are at seventy-seven (77%) percent of the biennial budget.

General Fund Revenues 2023-24 Budget vs. Actuals				
General Fund Revenue Source	Budgeted Revenue	Actual Revenue	% Collected	Balance
Taxes				
Property	$ 6,764,207	5,195,735	77%	$ (1,568,472)
Sales	17,728,920	12,992,564	73%	(4,736,356)
B&O Private Utility	2,940,789	2,123,142	72%	(817,647)
City Utility	1,117,407	824,805	74%	(292,602)
Other	612,703	455,705	74%	(156,998)
Sub-Total Taxes	**$ 29,164,026**	**$ 21,591,952**	**74%**	**$ (7,572,074)**
Licenses & Permits	1,716,003	1,473,257	86%	(242,746)
Intergovernmental	1,778,616	1,790,940	101%	12,324
Charges for Services	271,072	269,122	99%	(1,950)
Fines & Forfeitures	104,857	109,748	105%	4,891
Miscellaneous	1,099,463	1,048,372	95%	(51,091)
Transfers and other Sources of Funds	77,634	117,895		40,261
Sub-Total	**$ 5,047,645**	**$ 4,809,334**	**95%**	**$ (238,311)**
Total General Fund	**$ 34,211,671**	**$ 26,401,286**	**77%**	**$ (7,810,385)**

Sales Tax Revenue

Second quarter year-to-date sales tax revenue is illustrated below for years 2019 through 2024. Sales tax is at 73% of the biennial budget for 2023-24.

Property Tax Revenue

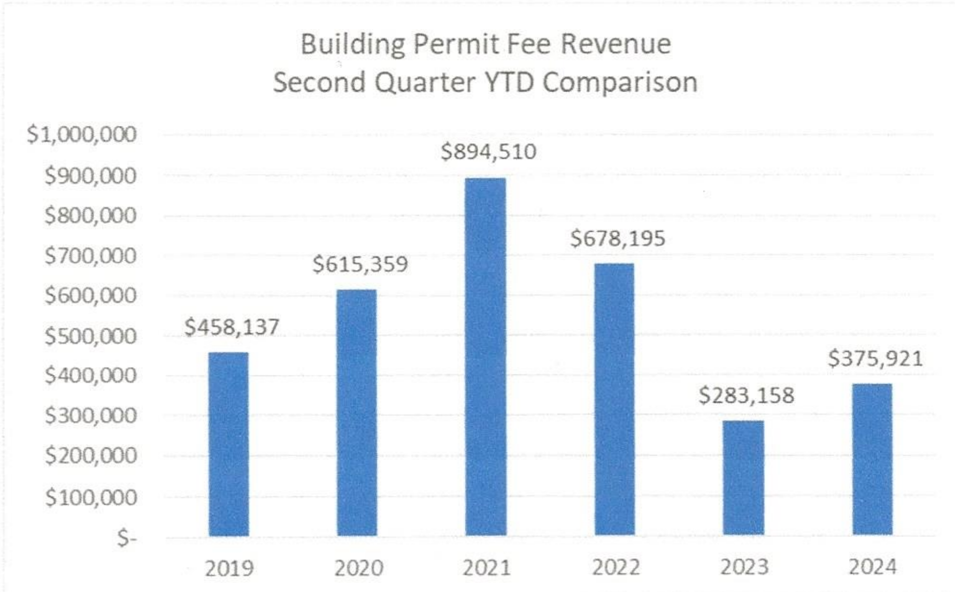
Second quarter year-to-date revenue from property taxes, 2019 through 2024, is shown below. Property taxes are at 77% of the biennial budget for 2023-24.

Transportation Benefit District

The City began receiving revenue in the second quarter of 2020 from the Transportation Benefit District (TBD). Total TBD resources are $8,295,111.

Building Permit Fee Revenue

Second quarter year-to-date revenue from building permit fees, 2019 through 2024, is shown below:



General Fund Expenditures

General fund expenditures are at sixty-two (62%) percent of the biennial budget.

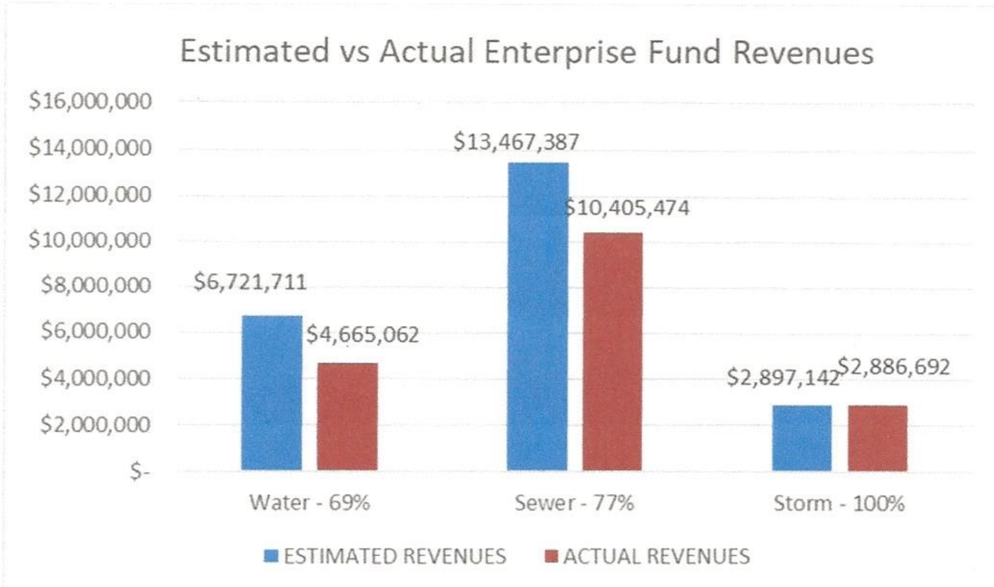
General Fund Expenditures 2023-24
By Department

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENT %
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	$ 9,063,288	$ 5,629,506	$ 3,433,782	62%
02	LEGISLATIVE	163,200	110,863	52,337	68%
03	MUNICIPAL COURT	1,300,654	877,383	423,271	67%
04	ADMINISTRATIVE/FINANCIAL	5,414,633	3,337,464	2,077,169	62%
06	POLICE	11,327,417	7,904,405	3,423,012	70%
14	COMMUNITY DEVELOPMENT	5,084,264	3,163,425	1,920,839	62%
15	PARKS AND RECREATION	3,912,335	2,241,339	1,670,996	57%
16	BUILDING	3,389,806	1,206,968	2,182,838	36%
001	**TOTAL GENERAL FUND**	**$ 39,655,597**	**$ 24,471,353**	**$ 15,184,244**	**62%**

Water, Sewer and Storm

Revenues:

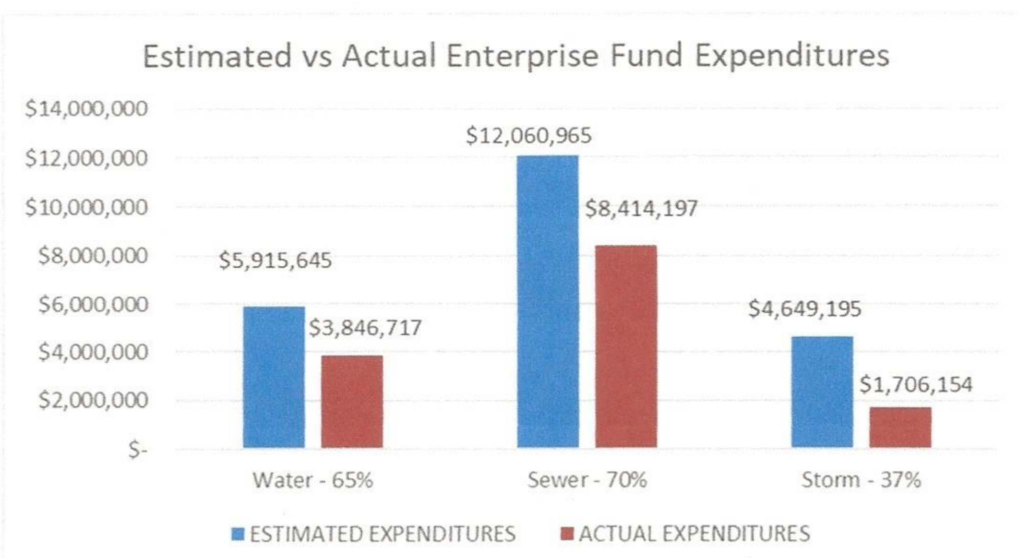
Water, Sewer and Storm Sewer revenues are sixty-nine (69%) percent, seventy-seven (77%) percent and one hundred (100%) percent of the biennial budget.



Water, Sewer and Storm

Expenditures:

Expenditures for the three funds are at sixty-five (65%) percent, seventy (70%) percent and thirty-seven (37%) percent of the 2023-24 budget.



Cash & Investments

Cash balances are adequate in all funds. The balance of cash and investments across all funds as of June 30, 2024 exceeds $68.0 million.

Composition of Cash and Investments		
CASH ON HAND	$	300
CASH IN BANK		1,116,851
LOCAL GOV'T INVESTMENT POOL		46,844,822
OTHER INVESTMENTS		20,041,418
	$	68,003,391

US Bank Safekeeping Investments:

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

Security Type	Par Value	Coupon	Yield	Maturity Date
FHLB	2,000,000	1.000	3.008	12/20/2024
FFCB	2,000,000	3.375	3.120	6/20/2025
FHLB	2,000,000	3.375	3.330	12/23/2025
FHLB	2,000,000	1.010	3.320	7/28/2026
FNMA	2,000,000	0.875	3.325	12/18/2026
FHLB	2,000,000	1.020	3.360	2/24/2027
FAMCA	1,000,000	4.300	4.450	3/3/2025
FHLMC	900,000	0.510	4.320	3/30/2026
FHLMC	2,150,000	0.375	4.700	9/23/2025
FNMA	1,000,000	1.875	4.350	9/24/2026
FAMCA	2,000,000	4.875	4.550	5/3/2027
FNMA	2,240,000	0.750	4.335	10/8/2027

CASH AND INVESTMENTS
BIENNIAL-TO-DATE ACTIVITY
AS OF JUNE 30, 2024

FUND NO.	DESCRIPTION	BEGINNING CASH AND INVESTMENTS	REVENUES	EXPENDITURES	OTHER CHANGES	ENDING CASH AND INVESTMENTS
001	GENERAL GOVERNMENT	$ 7,966,215	$ 26,401,286	$ 24,471,353	$ (890,032)	$ 9,006,115
101	STREET FUND	851,711	3,226,887	3,919,138	(128,540)	30,920
102	STREET CAPITAL FUND	409,820	2,743,792	2,996,376	(149,729)	7,507
103	SENIOR CAPITAL FUND	202,708	15,759	-	-	218,467
104	PEDESTRIAN SAFETY FUND	218,803	16,870	16,000	-	219,673
105	DRUG INVESTIGATION FUND	16,307	1,268	-	-	17,575
106	DRUG INVESTIGATION FUND	9,878	583	5,007	-	5,454
107	HOTEL-MOTEL FUND	1,328,943	795,725	1,062,681	(112,007)	949,980
108	PUBLIC ART CAPITAL PROJECTS	25,382	1,972	28	-	27,325
109	PARK DEVELOPMENT FUND	266,257	2,199,909	2,401,611	(58,169)	6,386
111	STRATEGIC RESERVE FUND	2,646,118	205,721	-	-	2,851,839
112	EQUIPMENT RESERVE FUND	497,553	38,682	-	-	536,235
113	CONTRIBUTIONS/DONATIONS	-	6,383	6,383	-	-
208	LTGO BOND REDEMPTION	181,307	1,174,707	3,213,643	1,942,995	85,367
211	UTGO BOND REDEMPTION	262,304	340,407	270,915	-	331,796
301	PROPERTY ACQUISITION FUND	1,873,584	921,291	34	-	2,794,841
305	GENERAL GOVT CAPITAL IMPR	1,278,651	861,909	34	-	2,140,526
309	IMPACT FEE TRUST	3,381,044	740,994	984,300	4,653	3,142,391
310	HOSPITAL BENEFIT ZONE	2,566,229	6,819,832	1,542,140	-	7,843,921
401	WATER OPERATING	3,298,707	4,665,062	3,846,717	(58,266)	4,058,785
402	SEWER OPERATING	5,506,557	10,405,474	8,414,197	(180,708)	7,317,127
403	SHORECREST RESERVE FUND	243,883	57,370	2,435	(403)	298,415
407	UTILITY RESERVE	1,454,464	68,450	28	(40)	1,522,846
408	UTILITY BOND REDEMPTION	264,681	3,321,536	3,301,453	-	284,764
410	SEWER CAPITAL CONSTRUCTION	6,962,158	986,448	1,326,375	(2,015,083)	4,607,148
411	STORM SEWER OPERATING FUND	1,844,575	2,886,692	1,706,154	(184,327)	2,840,786
412	STORM SEWER CAPITAL	2,940,795	260,300	990,121	(3,933)	2,207,041
420	WATER CAPITAL ASSETS	8,234,599	714,817	2,577,822	(16,274)	6,355,319
631	MUNICIPAL COURT	-	86,672	83,517	(3,155)	
650	TRANSPORTATION BENEFIT DISTRICT	4,994,288	3,300,823	271	-	8,294,841
		$ 59,727,521	$ 73,267,620	$ 63,138,733	$ (1,853,018)	$ 68,003,391

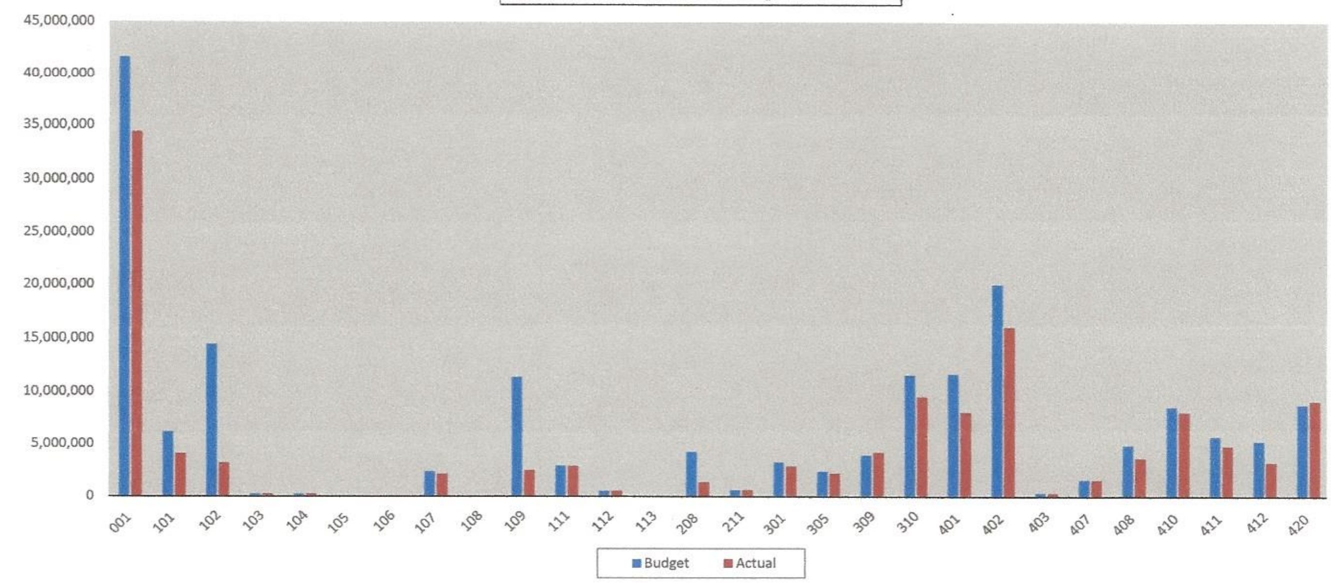
COMPOSITION OF CASH AND INVESTMENTS
AS OF JUNE 30, 2024

		MATURITY	RATE	BALANCE
CASH ON HAND				$ 300
CASH IN BANK				1,116,851
LOCAL GOV'T INVESTMENT POOL	(Net Earnings Rate)		5.4042%	46,844,822
OTHER INVESTMENTS			3.85% avg	20,041,418
				$ 68,003,391

BIENNIAL-TO-DATE RESOURCE SUMMARY
AND COMPARISON TO BUDGET
AS OF JUNE 30, 2024

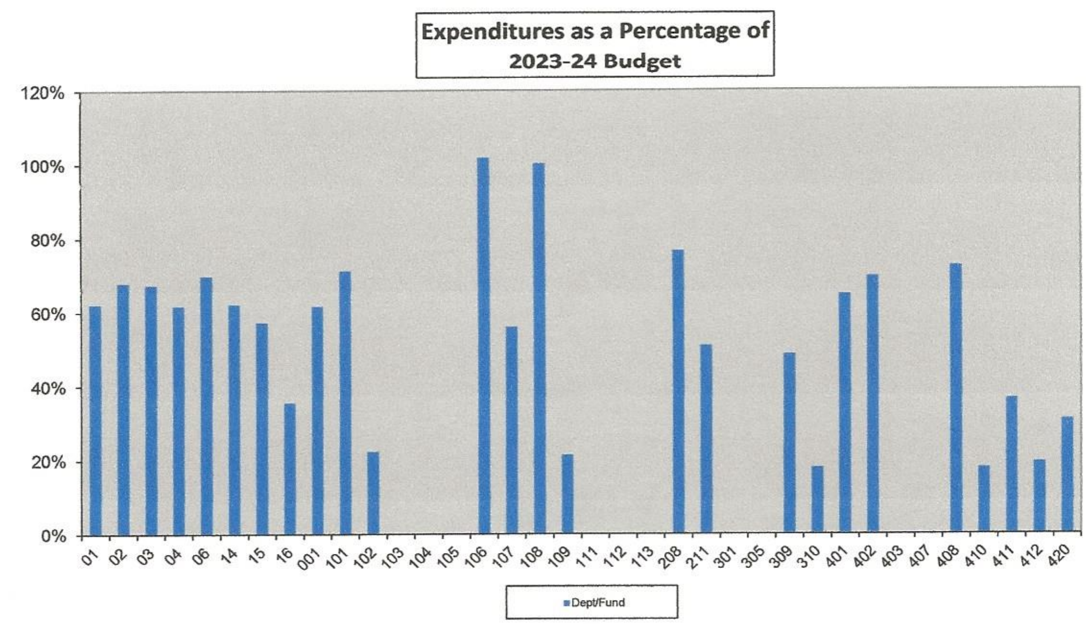
FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	41,636,268	$ 34,367,501	$ 7,268,767	83%
101	STREET FUND	6,163,876	4,078,598	2,085,278	66%
102	STREET CAPITAL FUND	14,399,289	3,153,612	11,245,677	22%
103	SENIOR CAPITAL FUND	220,810	218,467	2,343	99%
104	PEDESTRIAN SAFETY FUND	238,991	235,673	3,318	99%
105	DRUG INVESTIGATION FUND	18,671	17,575	1,096	94%
106	DRUG INVESTIGATION FUND	12,351	10,461	1,890	85%
107	HOTEL-MOTEL FUND	2,360,825	2,124,668	236,157	90%
108	PUBLIC ART CAPITAL PROJECTS	27,722	27,353	369	99%
109	PARK DEVELOPMENT FUND	11,316,488	2,466,166	8,850,322	22%
111	STRATEGIC RESERVE FUND	2,886,489	2,851,839	34,650	99%
112	EQUIPMENT RESERVE FUND	544,818	536,235	8,583	98%
113	DONATIONS/CONTRIBUTIONS		6,383	(6,383)	#N/A
208	LTGO BOND REDEMPTION	4,216,537	1,356,014	2,860,523	32%
211	UTGO BOND REDEMPTION	602,683	602,711	(28)	100%
301	PROPERTY ACQUISITION FUND	3,175,717	2,794,874	380,843	88%
305	GENERAL GOVT CAPITAL IMPR	2,325,245	2,140,560	184,685	92%
309	IMPACT FEE TRUST	3,842,270	4,122,038	(279,768)	107%
310	HOSPITAL BENEFIT ZONE	11,430,787	9,386,061	2,044,726	82%
401	WATER OPERATING	11,503,187	7,963,769	3,539,418	69%
402	SEWER OPERATING	19,895,378	15,912,031	3,983,347	80%
403	SHORECREST RESERVE FUND	316,753	301,254	15,499	95%
407	UTILITY RESERVE	1,539,019	1,522,914	16,105	99%
408	UTILITY BOND REDEMPTION	4,793,599	3,586,217	1,207,382	75%
410	SEWER CAPITAL CONSTRUCTION	8,429,831	7,948,606	481,225	94%
411	STORM SEWER OPERATING FUND	5,659,162	4,731,268	927,894	84%
412	STORM SEWER CAPITAL	5,185,765	3,201,095	1,984,670	62%
420	WATER CAPITAL ASSETS	8,647,509	8,949,416	(301,907)	103%
631	MUNICIPAL COURT		86,672	(86,672)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	9,383,875	8,295,111	1,088,764	88%
		$ 180,773,915	$ 132,995,141	$ 47,778,774	74%

Estimated vs Actual Resources
2023-24 Budget



BIENNIAL-TO-DATE EXPENDITURE SUMMARY AND COMPARISON TO BUDGET AS OF JUNE 30, 2024

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	$ 9,063,288	$ 5,629,506	$ 3,433,782	62%
02	LEGISLATIVE	163,200	110,863	52,337	68%
03	MUNICIPAL COURT	1,300,654	877,383	423,271	67%
04	ADMINISTRATIVE/FINANCIAL	5,414,633	3,337,464	2,077,169	62%
06	POLICE	11,327,417	7,904,405	3,423,012	70%
14	COMMUNITY DEVELOPMENT	5,084,264	3,163,425	1,920,839	62%
15	PARKS AND RECREATION	3,912,335	2,241,339	1,670,996	57%
16	BUILDING	3,389,806	1,206,968	2,182,838	36%
001	TOTAL GENERAL FUND	39,655,597	24,471,353	15,184,244	62%
101	STREET FUND	5,506,253	3,919,138	1,587,115	71%
102	STREET CAPITAL FUND	13,400,998	2,996,376	10,404,622	22%
103	SENIOR CAPITAL FUND	-	-	-	#N/A
104	PEDESTRIAN SAFETY FUND	-	16,000	(16,000)	#N/A
105	DRUG INVESTIGATION FUND	-	-	-	#N/A
106	DRUG INVESTIGATION FUND	4,919	5,007	(88)	102%
107	HOTEL-MOTEL FUND	1,894,054	1,062,681	831,373	56%
108	PUBLIC ART CAPITAL PROJECTS	28	28	(0)	100%
109	PARK DEVELOPMENT FUND	11,195,032	2,401,611	8,793,421	21%
111	STRATEGIC RESERVE FUND	-	-	-	#N/A
112	EQUIPMENT RESERVE FUND	-	-	-	#N/A
113	DONATIONS/CONTRIBUTIONS	-	6,383	(6,383)	#N/A
208	LTGO BOND REDEMPTION	4,192,995	3,213,643	979,352	77%
211	UTGO BOND REDEMPTION	531,766	270,915	260,851	51%
301	PROPERTY ACQUISITION FUND	1,300,040	34	1,300,006	0%
305	GENERAL GOVT CAPITAL IMPR	1,200,040	34	1,200,006	0%
309	IMPACT FEE TRUST	2,025,000	984,300	1,040,700	49%
310	HOSPITAL BENEFIT ZONE	8,588,140	1,542,140	7,046,000	18%
401	WATER OPERATING	5,915,645	3,846,717	2,068,928	65%
402	SEWER OPERATING	12,060,965	8,414,197	3,646,768	70%
403	SHORECREST RESERVE FUND	-	2,435	(2,435)	#N/A
407	UTILITY RESERVE	-	28	(28)	#N/A
408	UTILITY BOND REDEMPTION	4,548,066	3,301,453	1,246,613	73%
410	SEWER CAPITAL CONSTRUCTION	7,392,162	1,326,375	6,065,787	18%
411	STORM SEWER OPERATING FUND	4,649,195	1,706,154	2,943,041	37%
412	STORM SEWER CAPITAL	5,059,800	990,121	4,069,679	20%
420	WATER CAPITAL ASSETS	8,282,490	2,577,822	5,704,668	31%
631	MUNICIPAL COURT	-	83,517	(83,517)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	4,875,000	271	4,874,729	0%
		$ 142,278,185	$ 63,138,733	$ 79,139,453	44%



GIG HARBOR
"THE MARITIME CITY"

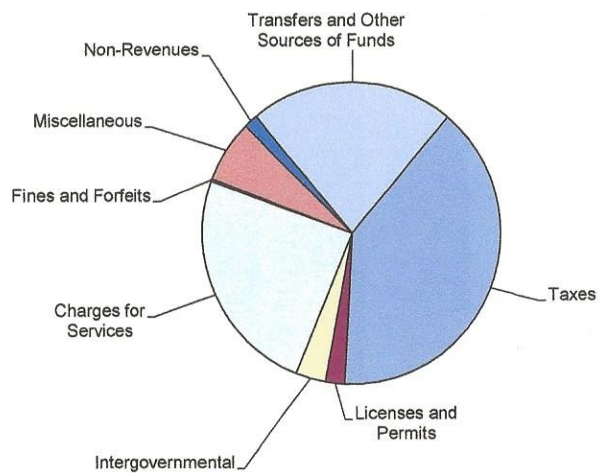
BIENNIAL-TO-DATE REVENUE SUMMARY
BY TYPE
AS OF JUNE 30, 2024

TYPE OF REVENUE	AMOUNT
Taxes	29,096,350
Licenses and Permits	1,504,907
Intergovernmental	2,332,065
Charges for Services	17,984,017
Fines and Forfeits	196,420
Miscellaneous	4,907,956
Non-Revenues	1,105,770
Transfers and Other Sources of Funds	16,140,135
Total Revenues	73,267,620
Beginning Cash Balance	59,727,521
Total Resources	132,995,141

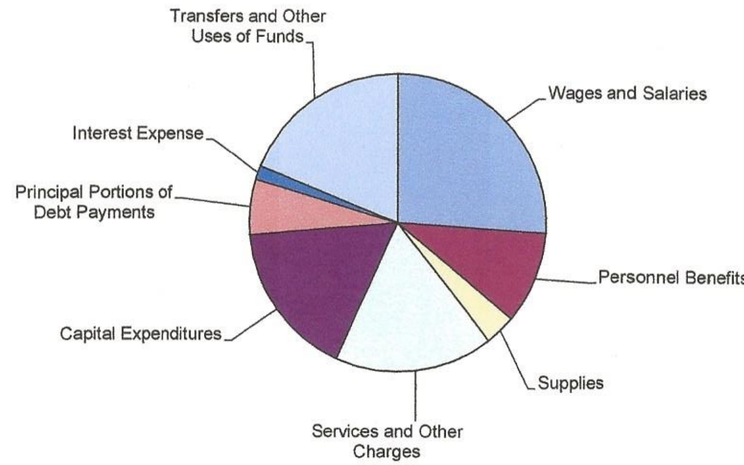
BIENNIAL-TO-DATE EXPENDITURE SUMMARY
BY TYPE
AS OF JUNE 30, 2024

TYPE OF EXPENDITURE	AMOUNT
Wages and Salaries	16,449,793
Personnel Benefits	6,317,575
Supplies	2,143,193
Services and Other Charges	10,854,915
Capital Expenditures	10,751,911
Principal Portions of Debt Payments	3,795,642
Interest Expense	937,509
Transfers and Other Uses of Funds	11,888,196
Total Expenditures	63,138,733
Ending Cash Balance	68,003,391
Total Uses	131,142,124

Revenues by Type - All Funds



Expenditures by Type - All Funds



CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF JUNE 30, 2024

		SPECIAL REVENUE FUNDS								
	001 GENERAL GOVERNMENT	101 STREET	102 STREET CAPITAL	103 SENIOR CAPITAL	104 PEDESTRIAN SAFETY	105 DRUG INVESTIGTN	106 DRUG INVESTIGTN	107 HOTEL - MOTEL	108 PUBLIC ART PROJECTS	109 PARK DVLP FUND
ASSETS										
CASH	$ 163,667	$ 213	$ 52	$ 1,502	$ 1,510	$ 121	$ 38	$ 6,532	$ 188	$ 44
INVESTMENTS	8,842,449	30,708	7,456	216,965	218,162	17,454	5,417	943,448	27,137	6,342
RECEIVABLES	2,177,255	38,497	-	-	-	-	-	60,742	-	-
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	11,183,371	69,417	7,507	218,467	219,673	17,575	5,454	1,010,721	27,325	6,386
LIABILITIES										
CURRENT	25,990	3,000	0	-	-	-	-	-	-	-
LONG TERM	81,423	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	107,413	3,000	0	-	-	-	-	-	-	-
FUND BALANCE:										
BEGINNING OF YEAR	9,146,025	758,668	260,091	202,708	218,803	16,307	9,878	1,277,678	25,382	208,088
Y-T-D REVENUES	26,401,286	3,226,887	2,743,792	15,759	16,870	1,268	583	795,725	1,972	2,199,909
Y-T-D EXPENDITURES	(24,471,353)	(3,919,138)	(2,996,376)	-	(16,000)	-	(5,007)	(1,062,681)	(28)	(2,401,611)
ENDING FUND BALANCE	11,075,957	66,417	7,507	218,467	219,673	17,575	5,454	1,010,721	27,325	6,386
TOTAL LIAB. & FUND BAL.	$ 11,183,371	$ 69,417	$ 7,507	$ 218,467	$ 219,673	$ 17,575	5,454	$ 1,010,721	$ 27,325	$ 6,386

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF JUNE 30, 2024

	111 STRATEGIC RESERVE	112 EQUIPMENT RESERVE	113)NTRIBUTIOI DONATIONS	301 PROPERTY ACQUISITION	305 GEN GOVT CAPITAL IMP	309 IMPACT FEE TRUST FUND	310 HOSPITAL BENEFIT	631 MUNICIPAL COURT	650 TRANSPORT BENEFIT DIST	TOTAL SPECIAL REVENUE	208 LTGO BOND REDEMPTION	211 UTGO BOND REDEMPTION	TOTAL DEBT SERVICE
ASSETS													
CASH	$ 19,608	$ 3,687	$ -	$ 39,577	$ 35,078	$ 21,606	$ 53,931	-	164,216	$ 347,901	$ 587	$ 2,281	$ 2,868
INVESTMENTS	2,832,231	532,548	-	2,755,263	2,105,448	3,120,786	7,789,990	-	8,130,625	28,739,979	84,780	329,515	414,295
RECEIVABLES	-	-	-	25,982	25,982	-	-	-	351,860	503,062	-	6,374	6,374
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	2,851,839	536,235	-	2,820,823	2,166,508	3,142,391	7,843,921	-	8,646,700	29,590,943	85,367	338,170	423,537
LIABILITIES													-
CURRENT	-	-	-	-	-	4,653	-	19	-	7,672	-	-	-
LONG TERM	-		-	-	-	-	-	-	-	-	1,942,995	4,113	1,947,109
TOTAL LIABILITIES	-	-	-	-	-	4,653	-	19	-	7,672	1,942,995	4,113	1,947,109
FUND BALANCE:													-
BEGINNING OF YEAR	2,646,118	497,553	-	1,899,566	1,304,633	3,381,044	2,566,229	(3,173)	5,346,148	20,615,720	181,307	264,565	445,871
										-			-
Y-T-D REVENUES	205,721	38,682	6,383	921,291	861,909	740,994	6,819,832	86,672	3,300,823	21,985,070	1,174,707	340,407	1,515,114
Y-T-D EXPENDITURES	-	-	(6,383)	(34)	(34)	(984,300)	(1,542,140)	(83,517)	(271)	(13,017,520)	(3,213,643)	(270,915)	(3,484,558)
													-
ENDING FUND BALANCE	2,851,839	536,235	-	2,820,823	2,166,508	3,137,738	7,843,921	(19)	8,646,700	29,583,271	(1,857,629)	334,057	(1,523,572)
													-
TOTAL LIAB. & FUND BAL.	$ 2,851,839	$ 536,235	$ -	$ 2,820,823	$ 2,166,508	$ 3,142,391	$ 7,843,921	$ 0	$ 8,646,700	$ 29,590,943	$ 85,367	$ 338,170	$ 423,537

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF JUNE 30, 2024

	PROPRIETARY										
	401 WATER OPERATING	402 SEWER OPERATING	403 SHORECREST RESERVE	407 UTILITY RESERVE	408 UTILITY BOND REDEMPTION	410 SEWER CAP. CONST.	411 STORM SEWEF OPERATING	412 STORM SEWER CAPITAL	420 WATER CAP. ASSETS	TOTAL PROPRIETARY	TOTAL
ASSETS											
CASH	$ 95,769	$ 185,936	$ 2,052	$ 44,352	$ 1,958	$ 31,677	$ 19,532	$ 15,175	$ 206,265	$ 602,715	$ 1,117,151
INVESTMENTS	3,963,016	7,131,191	$ 296,364	1,478,494	282,806	4,575,472	2,821,255	2,191,866	6,149,054	28,889,517	66,886,240
RECEIVABLES	372,498	1,001,170	3,729	-	-	2,583,661	614,775	-	-	4,575,834	7,262,525
FIXED ASSETS	15,638,915	50,135,151	-		-	418,524	2,365,589	2,170,962	3,794,161	74,523,302	74,523,302
OTHER	-	-	-	-	317,631	-	-	-	-	317,631	317,631
TOTAL ASSETS	20,070,198	58,453,448	302,144	1,522,846	602,395	7,609,334	5,821,151	4,378,003	10,149,481	108,909,000	150,106,850
LIABILITIES											
CURRENT	7,138	10,645	-	-	1,962,069	-	298	-	38,581	2,018,731	2,052,393
LONG TERM	93,102	128,002	-	-	14,806,762	-	40,856	-	-	15,068,721	17,097,253
TOTAL LIABILITIES	100,240	138,647	-	-	16,768,831	-	41,154	-	38,581	17,087,452	19,149,646
FUND BALANCE:											
BEGINNING OF YEAR	19,151,613	56,323,523	247,210	1,454,424	(16,186,519)	7,949,260	4,599,459	5,107,824	11,973,906	90,620,700	120,828,317
											-
Y-T-D REVENUES	4,665,062	10,405,474	57,370	68,450	3,321,536	986,448	2,886,692	260,300	714,817	23,366,149	73,267,620
Y-T-D EXPENDITURES	(3,846,717)	(8,414,197)	(2,435)	(28)	(3,301,453)	(1,326,375)	(1,706,154)	(990,121)	(2,577,822)	(22,165,302)	(63,138,733)
ENDING FUND BALANCE	19,969,958	58,314,801	302,144	1,522,846	(16,166,435)	7,609,334	5,779,996.54	4,378,003	10,110,900	91,821,547	130,957,204
TOTAL LIAB. & FUND BAL.	$ 20,070,198	$ 58,453,448	$ 302,144	$ 1,522,846	$ 602,395	$ 7,609,334	$ 5,821,151	$ 4,378,003	$ 10,149,481	$ 108,909,000	$ 150,106,850

GENERAL FUND – NON-DEPARTMENTAL
Admin – City Clerk

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue to facilitate the appropriate and timely response to the increasing volume of public records requests in order to be more open, accountable, and responsive to citizens. Implement the public records policy	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes:**
Continue to implement open data access on the City's website. Open data can facilitate government transparency, accountability, and public participation	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes:**
Work for continued compliance with document and electronic records retention and ways to facilitate record retrieval through the Records Management Committee	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes:**

GENERAL FUND – NON-DEPARTMENTAL

Objective	Status of Objective (as described in the 2023-24 Budget)
Financial. The annual audit performed by the state auditor's office: **$50,000.** Insurance for General Governmental activities**: $389,280.**	Objective on track to be met in 2024: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 6/30/24: 75% **Notes: Insurance paid $397,497**
Operating transfers out. General fund transfers to other funds for 2023 are as follows: **Fund Amount** Street Operating $2,200,000 Street Capital 1,350,000 Park Development 1,225,000 LTGO Debt 700,000	Objective on track to be met in 2024: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes:**

GENERAL FUND – NON-DEPARTMENTAL
Admin – HR

Goal	Status of Goal (as described in the 2023-24 Budget)
Conduct an employee satisfaction survey - **$5,000 annually**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes: Employee engagement (satisfaction) survey was completed with improved participation over the prior year by 4%.**
Staff experience – special events, engagement opportunities	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes: The city was recognized with the Best Commuter Business (silver level) and WellCity awards, respectively, for demonstrating effective planning, promotion, execution, and engagement in the areas of alternative commute options and staff health and wellness. In the six months remaining of 2024, there are several special events and engagement opportunities planned in support of the staff experience.**
Salary and benefit study to assesses and determine any needed adjustments - **$100,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes: Consultant is nearing the completion of collecting and analyzing market data in support of this project. In the coming quarter, a recommendation will be provided by the consultant for the city to consider on wages and wage structure based upon market data.**
Safety and risk – develop City-wide safety and risk plan	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: Hiring the Risk & Safety Program Manager is on pause for the**

	time being as we continue to assess the revenue shortfall projected with the budget.
Rewards and recognition – staff anniversaries, birthdays, project accomplishments, certifications/licenses, etc.	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes: Continuing to build out and implement meaningful reward and recognition activities for staff.**
Staff training and development – performance evaluations, supervisory training, leadership academy	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes: Ensuring regular consistency with completion of performance evaluations. Some members of the executive team are beginning to participate in a leadership academy facilitated by the International City/County Management Association (ICMA). All supervisors recently completed a supervisory workshop which refreshed and sharpened their leadership skills. Additional training courses will be offered and completed in the remaining six months of the 2024 budget year.**
Productivity and efficiency – staff onboarding, automated timekeeping and leave management **$30,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes: Continuing to make improvements to onboarding experience and leave management. Employee Self Service went live in 1Q 2024 (providing access to electronic paystubs, automating direct deposit changes, emergency contact updates, etc.). A system-driven onboarding solution has been fully implemented, supporting an improved experience for all new hires, supervisors, and HR staff. Reduced payroll processing time by approximately two hours each pay period through automating and**

	digitizing associated records and reports. Completed training on full payroll backup processing in support of organizational contingency planning. Automated timekeeping and leave management systems will be proposed in/shifted to the next budget cycle.

GENERAL FUND – NON-DEPARTMENTAL
Admin – ITS

Goal	Status of Goal (as described in the 2023-24 Budget)
FUND MANAGEMENT - Establish ITS internal service fund	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 7/15/24: 0% **Notes:** This is projected may not be completed this budget cycle due to staffing limitations in finance.
DATA MANAGEMENT - Migration of data from box.com to Microsoft 365 to align the city's data with the productivity products used by city staff	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 7/15/24: 26% **Notes:**
CYBER SECURITY - Cyber Security Penetration Testing and Remediation - Implement Multi-factor Authentication (MFA) in Microsoft 365	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 7/15/24: 50% **Notes:** Multi-factor Authentication (MFA) in Microsoft 365 has been completed. The Cyber Security Penetration Testing and Remediation will be scheduled soon.
BUILDING FACILITIES - Provision network and communications for the new public works operations center - Upgrade fiber optic cables that feed the police and public works engineering / community development buildings at the civic center campus - Collaborate with Public works to implement new door control security access system citywide	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 7/15/24: 100% **Notes:** We have completed implementing the new door control security access system at the Civic Center and the Public Works operations center. We also completed provisioning network and communications for the new public works operations center. The upgrade of the fiber optic cables that feed the police and public works engineering / community development buildings at the civic center campus has been cancelled at this time.

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

Goal	Status of Goal (as described in the 2023-24 Budget)
Maintain state lobbying contract - **$40,000 annually**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes:**
Maintain federal lobbying contract - **$60,000 annually**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes:** Contract not renewed for 2023
Provide funding for the Gig Harbor Downtown Waterfront Alliance and its continued activities to promote downtown businesses – funded through Lodging Tax	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes:**
Promote and attract new businesses to downtown Gig Harbor through a variety of methods	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes:**
Establish a new Sister City in Croatia	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Contract with on-call grant writer in support of city priorities - **$20,000 annually**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes:**

GENERAL FUND – NON-DEPARTMENTAL
Admin – Tourism & Communications

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue measurement of success through increased growth of lodging tax year over year	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes:**
Self-publish the 2023 and 2024 Visitors Guide, with a goal of increasing advertising year over year to cover costs, return to distribution on WS Ferries and at Seatac International Airport, create a database of reciprocal agreements with other cities with the same visitor profile (Port Townsend; Bend, OR; Mercer Island, etc.), mail to a growing list of Gig Harbor addresses (city limits, adding in additional lists from 332 and 335) and, in the years to come, create a profit that underwrites further expenses from Summer Sounds and/or holiday events and offerings	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:** This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
Build holiday draw within city limits for the region, define Gig Harbor as a perfect seaside village for the holiday with events and programming throughout the month of December	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes:** This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
Create interactive art campaign in partnership with local muralists in order to increase photo opportunities for visitors and residents to post, creating a soft influencer approach on reasons to visit Gig Harbor	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 12.5% **Notes:** This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
With the assistance of a City committee, engage a branding firm to renew the image of City signage and external materials, creating a brand guideline, updated logo, colors and fonts to maintain consistency throughout all City of Gig Harbor / Visit Gig Harbor publications and signage	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes:** Objective de-prioritized by Council at 3/30/23 study session
Fund a variety of events in interest areas and portions of the year as defined by the 2023 (and 2024) LTAC recommendations after review of event and operations applications	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100%

	Notes:
Create a City-wide Communications Strategy and Plan - **$50,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes:** Removed from work plan
Fourth of July event - **$100,000 annually**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes:** Removed from work plan

CAPITAL PROJECTS - CITY BUILDINGS

Goal	Status of Goal (as described in the 2023-24 Budget)
Civic Center HVAC Upgrade. The City is in the process of completing a feasibility study to identify HVAC replacement alternatives that reduce the City's carbon emissions, reduce energy costs, and reduce future maintenance costs. Based on the outcome of the feasibility study the City will engage in a construction contract to implement the recommended improvements. **$2,200,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 6/30/24: 30% **Notes: Council approved additional funding with award of the final design and construction contract.**
Civic Center Security Upgrades at Reception Desks. The City has three reception desks that have no separation from the public. This proposed work would provide improved security features including placing a security between staff and the public. **$60,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is being deferred due to limited staff capacity.**
Bogue Visitor's Center Building Rehabilitation. The original scope of work for this project required a small Public Works contract to re-roof the City's Bogue Visitor's Center building. However, per Building Code requirements, the insulation in the building must also be replaced. Additionally, the HVAC system was identified as being beyond its useful life. This project proposes to replace both the indoor and outdoor HVAC units. This objective was initiated in 2022 with the completion of contract documents and award of a Public Works construction contract. This objective will complete the construction of the project awarded in 2022. **$100,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 6/30/24: 100% **Notes: Project complete but council approved additional construction funding beyond the original budgeted amount.**
Replacement Purchase – Building Access and Control System. The current building access control equipment at the Civic Center was installed over 19 years ago when the building was constructed. The current equipment and software are no longer supported as the vendor is no longer in business. New equipment will include two new control panels, multiple card readers and two keypad readers. A cloud-based software system upgrade may be included which	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes: Project Complete**

allows for remote management of equipment. **$120,000**	

CAPITAL PROJECTS - PARKS DEVELOPMENT

Gig Harbor Sports Complex Phase 1B Design, Permitting, and Construction. The City has been proceeding with developing a Sports Complex in Gig Harbor North since the City acquired park land in this area in 2011 in accordance with the 6-year CIP. The City then developed a series of master plans for the Sports Complex and the scope of the complex increased until 2018 when the project developed into the phased development of what we have today. The current project phase consists of two sub-phases that are interrelated but not equivalent. The YMCA will proceed with the Phase 1A project, which consists of two artificial turf fields with associated lighting and parking and is funded in part with the City's previously awarded legislative grant and a Recreation and Conservation Office (RCO) grant. Phase 1B is the City's portion of the complex and includes pickleball, bocce ball, multiple playgrounds, multiple pavilions, and a natural turf open space. Phase 1B requested funding from two RCO grants in 2020 and will proceed to YMCAs Phase 1A. The design and permitting effort for the project was initiated in 2022 with construction beginning either at the end of 2022 or early in 2023. **$5,250,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 6/30/24: 60% **Notes: Construction contract awarded April 8th. Project is slightly over the mid-biennial budget amount, but staff redistributed funds to balance the budget, this was presented at the 4/8/24 council meeting.**
Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various location alternatives and building alternatives. The City completed the site development in 2019, completed the building design in 2021, and awarded a public works construction contract in 2022. Construction of the building will begin in 2023 and the City will furnish the new building in 2023. **$4,200,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 6/30/24: 99% **Notes: Council approved funding with construction contract award. C of O received. Project is still going through project closeout.**

Gig Harbor North Trails. The City's 2022 PROS Plan identifies the siting and construction of various trails in Gig Harbor North. The City currently has three areas of vacant undeveloped lots that mostly consist of native vegetation. These areas include the Harbor Hill Open Space and the "Old Burnham Properties" (north of the intersection of Burnham Drive and Wood Hill Drive). This objective would provide for the design and permitting associated with the development and enhancement of native trails on these existing City Park properties and in coordination with private owners. **$150,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is unlikely to move forward in 2024 as it was not identified as a high priority by city council and due to limited staff capacity.**
Cushman Trail Connection to Harborview Drive. In 2009 the City, in conjunction with Pierce County Parks, constructed Phase 2 of the Cushman Trail from Grandview Street to 96th Street. Since construction of Cushman Trail Phase 2 the City, along with the morning Rotary, the Downtown Waterfront Alliance, and multiple individuals, have considered and requested a connection trail between the Donkey Creek Park area and Cushman Trail. Due to topographic and critical area constraints, the City and its partners have considered multiple locations and trail cross sections. Now that the City has acquired conservation properties between Harborview Drive and Cushman Trail just north of the City's Wastewater Treatment Plant, there is opportunity for a new and improved location for this proposed connection trail. This objective will design and permit the Cushman Trail connection. **$200,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is being deferred due to limited staff capacity.**
Crescent Creek Park – Master Plan and Phase 1A Conceptual Design and Construction. The City's Crescent Creek Park (previously known as "City Park") has developed, redeveloped, and expanded in a sporadic fashion. Staff, with the support of a consultant, will conclude the public visioning that began in 2022 then establish, with Council support, a master plan for Crescent Creek Park. The momentum of the planning effort will go into the immediate	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 10% **Notes: This project will continue as directed by council at the July 11 study session.**

implementation of Phase 1A improvements. **$225,000**	
Shaw Park Analysis and Remediation. Shaw Park is located on Borgen Boulevard between the Heron's Key development and the planned commercial village on Harbor Hill Drive and was partially constructed by a private developer under a development agreement that lacked park specifications. The resulting first phase of the Park is flat terrain that was stripped of topsoil as part of the adjacent site development projects. The combination of poor soils and the lack of a working drainage system has made it impossible to maintain vegetation or natural turf at the Park. At this time, the only existing amenity is a cement plaza close to Borgen Boulevard with benches and donated outdoor musical equipment from the Gig Harbor Rotary Club. This proposed objective would perform a site analysis, provide specifications to improve soils and drainage, and complete the construction of the proposed improvements. **$95,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is being deferred due to limited staff capacity.**
Skansie Netshed Improvements. The City of Gig Harbor purchased the Skansie Property in 2002 with the intent of expanding public access to the City's waterfront. The City eventually separately leased both the existing Skansie Residence and the wooden Skansie Netshed to two separate non-profit organizations to provide opportunities to the public for educational programming. The City has leased the Skansie Netshed to multiple non-profit organizations with the current lease expiring in December 2035. The City repainted and reroofed the Netshed in 2004 and then later rehabilitated the foundation and flooring on which the Netshed sits. The Netshed is again in need of repainting and reroofing. Additionally, based on two separate reports, the Netshed requires structural improvements. The City will complete the design and permitting of these improvements in 2023, then award a construction contract in 2023. This objective proposes to complete the structural repairs, siding repairs, repaint the exterior of the	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 6/30/24: 45% **Notes: Construction is underway and should be completed by fall 2024. The city council contract award has exceeded the available budgeted amount.**

building, and re-roof the building. The City will also review the option to have the exterior painting completed by volunteers from the Skansie Netshed Foundation or other means to reduce the total project costs while meeting all necessary requirements. **$330,000**	
Cushman Trail Phase 5A Scoping and Value Engineering Study. The City completed the Cushman Trail Phase 5 Planning Study in May 2020. This Study concluded the project should be divided into reasonably sized sub-sections due to the otherwise significant cost to design and construct the entire Phase 5 route identified in the Planning Study. This proposed objective would prepare for project implementation by completing the scoping for the Phase 5A limits then performing a value engineering study for the Cushman Trail crossing at Borgen Boulevard, including a cost estimate. **$85,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is unlikely to move forward in 2024 as it was not identified as a high priority by city council and due to limited staff capacity.**
Gig Harbor Sports Complex Phase 2 and 3 - Feasibility Study. In 2018 the City completed the master planning process for the Gig Harbor Sports Complex. The master plan identified three separate phases for implementing the development of the Sport Complex. Phase 1 consists of two lit, synthetic turf fields, an adjacent recreational area, and associated parking. Phase 1 is under design based on a collaborative effort between the City and the YMCA. Per the master plan, Phase 2 primarily consists of rehabilitating the City's existing Peninsula Light Fields by converting them from natural turf to synthetic turf and identifying any additional site improvements. The master plan also established two new synthetic turf fields with lights for the Phase 3 site. This proposed objective would develop a detailed scope of work then complete a feasibility study for the Phase 2 and 3 work, including a cost estimate. **$120,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 6/30/24: 100% **Notes: Feasibility Study is complete. Council approved additional funding beyond the original budgeted amount.**
Commercial Fishing Homeport Design, Permitting, and Construction. In 2012 the City purchased three waterfront parcels along Harborview Drive that eventually became	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No

Ancich Waterfront Park. Due to its waterfront location, the City's vision for the site quickly focused on waterfront uses, including access for commercial fishing vessels, human powered craft, and general public access. The park vision was adopted through Resolution 949 in 2013, and soon after the City applied for grants and looked for other funding sources. Due to funding constraints, the City decided to develop the site in at least three phases, including upland development, commercial fishing operation development, and human powered craft development, all in accordance with the 6-year CIP. The upland development was completed in 2018. This proposed objective will complete the design and permit effort then initiate a construction contract for the new float system for the commercial fishing homeport at Ancich Park. **$3,200,000**	Percent complete as of 6/30/24: 35% **Notes: Federal permitting delays have moved the project construction schedule into 2025.**

CAPITAL PROJECTS - STREET DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various location alternatives and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building. **$4,200,000**	See Parks Development
Burnham Drive Half-Width Roadway Improvements Phase 1A – Design, Permitting and Construction. Complete the design and permitting then construct approximately 1,400 LF of roadway corridor improvements along the east side of Burnham Drive (between 96th Street and the northerly Eagles driveway) where gaps exist. Improvements will be consistent with Alternative 3 as described to City Council in November 2020. This work will also incorporate a storm culvert replacement	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 6/30/24: 40% **Notes: Construction is underway and is anticipated to be completed in mid-2025. Project is expected to be over the mid-biennial budgeted amount, however, staff has redistributed funds between projects to balance**

(identified separately in Storm Capital, No. 412). Due to the proximity of these two utility projects, the City will see cost savings by bidding and constructing these projects together. **$4,950,000**	**funds. General funds are not proposed to be used for this project.**
Harbor History Museum Driveway Entrance Revision. In 2012 the City installed a new sidewalk at the entrance to the Harbor History Museum driveway as part of the City's Donkey Creek Daylighting project. The back of the new driveway, despite meeting standards at the time, has a vertical curve that causes some vehicles to scrape along the asphalt driveway. This proposed objective will revise the sidewalk and driveway grade at the entrance to the Harbor History Museum to reduce the large change in grade that exists. This objective has been in the City's budget since 2017 but due to other priorities it has not been completed. This objective is proposed to be designed by Engineering Division staff and put out to bid for construction. **$75,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 25% **Notes: This project is being deferred due to limited staff capacity.**
Harbor Hill Drive Landscape Mitigation. As part of the Harbor Hill Drive extension project constructed in 2017 the City removed some native vegetation within the portions of Northarbor Business Park. This objective will complete the installation of landscape mitigation associated with the removal of the native vegetation. **$100,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is being deferred due to limited staff capacity.**
Mid-Block Rapid-Flash Beacon Crosswalk System. The City routinely identifies locations to improve pedestrian safety through the installation of mid-block rapid-flash beacon systems. This objective will provide for the in-house design, purchase, and construction of mid-block pedestrian crosswalks and the associated rapid-flash beacon system at 50th St Ct. adjacent to Veterans Memorial Park and along Soundview Drive in the vicinity of Hunt Street. **$50,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 50% **Notes: Only the crosswalk and RRFB at 50th Street Court is complete. The Soundview Dr location has been deferred until after the completion of the Soundview Dr watermain project.**
Wollochet Dr./SR-16 Westbound On-ramp Right Turn Lane – Conceptual Design. Complete a conceptual design and estimates to install a right turn lane along eastbound Wollochet Drive to the SR-16 westbound on-	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 15%

ramp. Submit to WSDOT for an intersection justification report (IJR). This project is part of the larger Wollochet Dr. improvement project. **$150,000**	**Notes:**.
Wollochet Dr/SR-16 Eastbound Off-ramp Right Turn Lane. Design, submit to WSDOT for an intersection justification report (IJR), and construct a right turn lane on the SR-16 eastbound off-ramp approaching the signal. Coordination with WSDOT will be required. **$500,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 20% **Notes:**.
Prentice Ave/Fennimore St Half-Width Roadway Improvements – Design and Construction. Complete the design and construction of half-width frontage improvements between Harbor Ridge Middle School and Peacock Hill Avenue. Improvements will include new sidewalks, pedestrian ramps, roadway realignment, lighting, storm drainage, retaining walls, and RRFB crossings. PW/Engineering staff applied for a grant as described in the expense summary, however, if the grant is unsuccessful, local funds are proposed to be used. **$2,605,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 6/30/24: 70% **Notes: The city council contract award has exceeded the available budgeted amount**
Olympic Drive Streetlights. Purchase and install with Operations staff five new 30-foot tall streetlights along the north side of Olympic Drive between Point Fosdick Drive and 50th St. This will fill in the gap of streetlights along this section of roadway. **$60,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes:**
Peacock Hill Ave Streetlights. Purchase and install with Operations staff nine new 20-foot tall streetlights along the east side of Peacock Hill Ave from Vernhardson St. to Ringold St. This will fill in the gap of streetlights along this section of roadway. **$118,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes:**
Electric Vehicle Charging Station. Purchase and install one new electric vehicle charging station. Location is to be determined. **$20,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 50% **Notes:**
38th Avenue Phase 2 Half-Width Roadway Improvements. Design and construct half-width roadway improvements in accordance	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget:

with the Public Works Standards with the intent of using low-impact design for stormwater management. PW/Engineering staff applied for a grant described in the expense summary. However, if the grant is unsuccessful, local funds are proposed to be used. **$3,900,000**	☒ Yes ☐ No Percent complete as of 6/30/24: 32% **Notes: The design of a RAB at the intersection of 38th/56th was added to the project. Project will be under budget because construction will not commence in 2024. Project is anticipated to begin construction in 2025.**
Wollochet Dr/Wagner Wy Intersection Improvements. Update a previously designed project to perform improvements at the intersection of Wagner Way and Wollochet Drive then construct the designed improvements. This project is necessary due to traffic impacts from surrounding private developments that have recently been constructed and those that are pending. **$1,300,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 6/30/24: 40% **Notes: The construction contract was awarded by city council above the budgeted construction amount. However, due to previously unanticipated TIB funding, the city is not anticipating expending more local funds than identified in the 2023-24 budget.**
Olympic Dr./Pt. Fosdick Dr. Right Turn Lane Extension. Design and construct extension to the right turn lane approaching Pt. Fosdick Dr traveling eastbound on Olympic Dr. This project will increase the vehicle storage length along Olympic Dr. **$150,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 20% **Notes: This project is being delayed due to limited staff capacity.**
Burnham Dr/SR-16 RAB Metering Traffic Analysis and Conceptual Design. Review latest traffic data then create a conceptual design with cost estimate. **$75,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 5% **Notes: Traffic data collection and analysis showed there is not a current need for the design/ construction phase of this project.**

CAPITAL PROJECTS - WASTEWATER DIVISION

Inflow and Infiltration Repairs of Manholes and Pipelines. As our underground collection system ages, the potential for leaks and failures increase. These failures use up	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No

capacity at the WWTP and add unnecessary costs to treat clean water. These funds will be used to repair/replace known deficiencies in the collection system. **$175,000**	Percent complete as of 6/30/24: 0% **Notes: This project is being deferred due to limited staff capacity.**
Lift Station 2A (Bogue Viewing Platform) Generator Replacement. Replace the existing generator with a new generator and associated transfer switch. **$90,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 25% **Notes:**
Lift Station 14 (Wagner Way) Improvements. Lift Station 14 was scheduled to be recoated in 2019. Recent failures of the piping in the Station will result in complete piping replacement. If the pipe replacement occurs prior to the recoating, then the coatings would be damaged. The decision was made to postpone the coating until the pipe rehab had taken place. This would make the pipe rehab and the recoating a single project. Both projects would require bypasses and would be significantly more expensive if completed as separate projects. The repairs would also include a new level control to replace the current probe that is continually fouled by grease and flushables, which requires regular hands-on maintenance. **$300,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is being deferred due to limited staff capacity**
Lift Station 1 (Crescent Creek Park) Rehabilitation. This lift station mostly consists of original equipment since its construction in 1974. This objective will replace existing pumps, electrical and mechanical equipment. **$265,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 6/30/24: 22% **Notes: The design concept was approved by city council at an estimated amount above the budgeted project amount**
Stinson Slip Lining Sewer Main. This work will coincide with a proposed 2023-24 Public Works contract for storm pipe slip lining repair that staff intends to design in-house and bid using the small Public Works roster. The sewer main slip lining work will reduce Inflow & Infiltration (I&I) by repairing a section of sewer main along Stinson Avenue between Grandview Street and Rosedale Street. A longitudinal crack in the sewer main	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is being deferred due to limited staff capacity**

was discovered during pipeline investigation and needs to be repaired. **$40,000**	
Wastewater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control. The current centrifuge operation at the City's Wastewater Treatment Plant (WWTP) contributes a high proportion of ammonia concentration to the WWTP by way of its discharge. This high concentration severely limits the throughput of the centrifuge without causing detrimental impacts to the treatment plant. The proposed improvements will increase centrifuge capacity and plant efficiency. A side benefit will likely be a reduction in power costs for reduced blower and centrifuge runtime. **$200,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 10% **Notes: This project will likely not complete the design portion in 2024.**
Influent Screen Replacements in the Headworks Building. The replacement of two influent screens at the Wastewater Treatment Plant is necessary at this time. The current screens are failing and are not reliable. **$315,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 80% **Notes:**
Lift Station 5 (Harborview Dr. Ferry Landing Area) Basin Improvements. The City's existing Lift Station 5 is located along the shoreline of Gig Harbor bay adjacent to residential houses in the 2800 block of Harborview Drive. During extreme high tides a portion of Lift Station 5 is submerged. This improvement project will decommission the existing lift station then renovate the sewer basin by installing grinder pumps to serve some of the residences that currently flow by gravity to Lift Station 5. The project would also include constructing approximately 500 feet of a new gravity sewer main that will collect and convey sewage from outlying parcels served by Lift Station 5 to the City's Wastewater Treatment Plant. **$3,400,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 10% **Notes: This project will not be under construction in 2024 due to delays in design because of limited staff capacity and consultant delays.**
Reuse and Reclamation Study – Phase 2. Continue the development of a feasibility report to refine previous reuse and reclaimed water studies to explore specific recharge sites and reuse locations, sources of recharge water, as well as other potential benefits that may result from generating reclaimed water. **$116,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project will likely not be initiated in 2024 due to limited staff capacity.**

Wastewater Treatment Plant VFD Replacement. The Wastewater Treatment Plant currently has 5 Variable Frequency Drives (VFD) units that require replacement as recommended by the manufacturer. One of the VFDs is limited because of an internal failure. The other 4 VFDs will offer more flexibility and safer operation with the new air header that will be installed for the Puget Sound Nutrient General Permit. Installation to be completed by Wastewater staff. **$54,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
38th Ave Dry Sewer Design and Construction. As part of the City's 38th Ave Phase 2 project the City is proceeding with designing and permitting a dry gravity sewer main along 38th Avenue from 56th Street to 60th Street. **$527,500**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 12% **Notes: Project will be under budget because construction will not commence in 2024. Project is anticipated to begin construction in 2025**

CAPITAL PROJECTS - WATER DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building. **$4,200,000**	See Parks Development
Shurgard Water Tank Recoating. This project will repaint the exterior and interior of the City's Shurgard water tank. Engineering staff will assemble the contract documents and manage the construction. **$550,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 5% **Notes: This project is unlikely to be completed in 2024 due to limited staff capacity**
Emergency Water Intertie – Canterwood Blvd. Complete the design then construct the	Goal on track to be met by end of 2024: ☐ Yes ☒ No

water main (approximately 1,600 LF) along Canterwood Blvd between St. Anthony's hospital and Baker Way and associated emergency water intertie with an adjacent water purveyor to provide a redundant water source in the event of an emergency. **$482,000**	Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 25% **Notes: Due to the city and Washington Water not agreeing to the terms of the intertie the city is abandoning this project and proceeding in a different direction.**
Gig Harbor North Sports Complex Water Main. This project will provide a redundant water main and will be designed by Engineering Division Staff and installed by Operations Division Staff. **$84,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 25% **Notes:**
Well #9 (11944 Olympus Way) Development and Water Rights Processing. In accordance with the City's 2018 Water System Plan, the City is proposing to develop Well #9 in the Gig Harbor North area adjacent to the City's Gig Harbor North water tank as a redundant groundwater supply system. Once Well #9 is on-line it will mitigate the need for additional standby (emergency) storage in storage tanks. This improvement is consistent with the City's operational goals of investing in its supply sources to make for a more redundant and reliable system. The City will also begin working with the Washington State Department of Ecology to obtain water rights for Well #9. **$2,100,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 8% **Notes:**
Soundview Drive Asbestos-Cement Watermain Replacement. This project would resolve a series of operational issues for the water system in Soundview Drive while also removing all the aging and soft asbestos cement watermains within Soundview Drive. This project would also suspend any work on the pedestrian crossing at Hunt Street until such time the watermain replacement work is completed. **$2,950,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 65% **Notes:**
Public Works Operations Decant Facility. Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard's decant facility for Gig Harbor's vactor waste. While this agreement provides a less expensive alternative than other regional disposal facilities, trucking waste to	See Stormwater Capital

Port Orchard is expensive and time-consuming. The City of Gig Harbor has space and infrastructure on its new Public Works Operation Center site to install a decant facility. This objective will complete the design and permitting of a new decant facility for construction in 2023 at the existing Public Works Operations Center site. The City will review funding sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. **$370,000**	

CAPITAL PROJECTS - STORM WATER DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives, and building alternatives. The City completed the site development in 2019, completed the building design in 2021, and awarded a construction contract in 2022. Construction of the building will continue into 2023 then the City will furnish the new building in 2023. **$4,200,000**	See Parks Development
Storm Pipe Slip Lining. Perform the slip lining of two storm pipes in the City right of way due to failed pipe connections. These two storm pipes are located at the east end of Mountain View Place and in Vernhardson Street in the vicinity of Crescent Creek. In-house design and small Public Works contract for construction. **$170,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is being delayed due to limited staff capacity.**
North Creek Culvert Replacement – Design and Permitting. Based on the outcome of the 2022 North Creek Culvert Feasibility Study, this objective will complete the design and permitting of the North Creek Culvert replacement project. **$1,300,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 35% **Notes:**
Burnham Dr. Culvert Replacement at 96th Street. This project was bid and awarded in 2022 with construction anticipated to begin in 2023. This work will complete the construction of a replacement storm cross culvert in Burnham Drive south of 96th Street.	See Burnham Drive Phase 1A project in Street Capital.

This work requires a new fish-passable culvert and is planned to be performed as part of the Burnham Dr. Half-Width Roadway Improvements Phase 1A project included in the Streets Capital fund (No. 102). **$2,500,000**	
Outfalls to Marine Waters – Upgrades. Per the City's NPDES Stormwater Permit, the City has completed an inventory of all City stormwater outfalls. In 2023, City staff, with the possible support of a consultant, will verify operational responsibilities and generate a prioritized list of capital improvement programs to correct or replace the deficient outfalls and a maintenance plan for all stormwater outfalls. This objective may also include funding for maintenance of at least one outfall, depending on staff capacity. Consultant support with survey and environmental reports with in-house staff or small Public Work contract. The City will review funding sources, including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. **$150,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is being delayed due to limited staff capacity.**
Public Works Operations Decant Facility. Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard's decant facility for Gig Harbor's vactor waste. While this agreement provides a less expensive alternative than other regional disposal facilities, trucking waste to Port Orchard is expensive and time-consuming. The City of Gig Harbor has space and infrastructure on its new Public Works Operation Center site to install a decant facility. This objective will complete the design and permitting of a new decant facility for construction in 2023 at the existing Public Works Operations Center site. The City will review funding sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. **$370,000**	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is unlikely to move forward in 2024 due to limited staff capacity**

GENERAL FUND – COMMUNITY DEVELOPMENT

Goal	Status of Goal (as described in the 2023-24 Budget)
Establish process and procedure for code compliance program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Update GHMC to support new code compliance program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Fully develop the SmartGov Portal and Dashboard for permit management and data reporting	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes:** On-going process
Increase staff access to training and education	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes: O**n-going process
Begin electrifying the Department's fleet	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Establish a Planning Intern Program	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes:** This effort will be forward to the 25-26 budget process
Continue 2024 Comprehensive Plan Periodic Update – includes Design Manual review and update, critical areas review and update	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 50% **Notes:** Work on Design Manual review and critical areas review and update will occur during the 25-26 budget cycle, after the 2024 Comp Plan is adopted.

Adopt a Climate Action Plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Conduct a Housing Needs Assessment & Middle Housing Analysis	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Form a Historic Preservation Commission/Board	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Complete Urban Forestry Management Plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Records management planning	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 50% **Notes:** On-going document conversion to digital format.
Update the GHMC Zoning and Environment titles as necessary	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 20% **Notes:** This will be continued into the 25-25 biennial budget, after the Com Plan update is adopted.

GENERAL FUND – JUDICIAL-MUNICIPAL COURT

Goal	Status of Goal (as described in the 2023-24 Budget)
Implement hybrid court system that allows for both virtual and in-person court proceedings.	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Fully implement Enterprise Justice case management and electronic filing system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 25% **Notes: postponed until 2025**
Update and improve website for better organization and user-friendly content consistent with Enterprise Justice electronic filing system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: postponed until 2025**
Purchase office equipment needed for implementation of electronic case management system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: postponed until 2025**

GENERAL FUND – PARKS OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Install native trees and shrubs at various parks, streetscapes, and other City grounds	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 30% **Notes:**
Per PROS Plan, identify priorities and processes to guide the City's land conservation interests	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 65% **Notes:**
Establish park standards that address park safety, desired outcomes, and instruct maintenance expectations	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 12% **Notes: This project is being delayed due to limited staff capacity.**
Develop open space management plan(s): identify public lands and conserve critical lands for coordinated management approaches	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 90% **Notes: Management Plan for Phases 1 & 2 of Conservation Area complete.**
Design, locate, and install sign and trail signage for all parks and trails, including specifically speed signs along the Cushman Trail and coordinate with Peninsula Metropolitan Park District	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is unlikely to move forward in 2024 due to limited staff capacity**
Evaluate and improve ADA access in a transition plan for parks with goals and evaluation criteria	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is being delayed due to limited staff capacity.**

Develop a formal recycling program in City parks through participation, education, and support from local businesses and interest groups	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is unlikely to move forward in 2024 due to limited staff capacity.**
Obtain park reservation software to allow for online reservations and payments	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is unlikely to move forward in 2024 due to limited staff capacity.**
Update the Eddon Boat Park aquatic lease	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Furnish the Eddon Boat Park Brickyard House	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Develop and award a small public works contract to resurface and re-stripe the tennis/pickleball court (including replacing the court net) at Crescent Creek Park and the basketball court at Veterans' Park	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 28% **Notes: Out to Bid currently.**
Install new security and camera system at existing Operations Shop facility	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Replace spinner toy at Civic Center Park	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 80%

	Notes:

SPECIAL REVENUE FUND – PEDESTRIAN SAFETY FUND

Goal	Status of Goal (as described in the 2023-24 Budget)
Design and permit half-street improvements along the west side of Peacock Hill Ave from just north of Ringold St to just north of 107th St Ct	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 10% **Notes:**
Install various crosswalks with Rectangular Rapid Flash Beacons(RRFBs) as necessary and/or install sidewalks at the direction of the Mayor or Council that are identified in the City's current Transportation Improvement Program, Transportation Element, or Active Transportation Plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 50% **Notes:** 50th St crosswalk installed. Soundview Dr crosswalk at Hunt is pending.

GENERAL FUND – POLICE

Goal	Status of Goal (as described in the 2023-24 Budget)
Increase staffing levels to meet increasing demand	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 25% **Notes: Hiring process in progress. Additional officer started 7/9/24**
Increase training for officers	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: N/A **Notes: Ongoing. Training plan developed and implemented.**
Attain Washington State Accreditation	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 6/30/24: 30% **Notes: Updated completion – May 2025**
Replace two additional patrol vehicles – consider eco-friendly options	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: **Notes: Four new vehicles received/awaiting radio programming – should be in service by end of July. Some are holdovers from 2021/22. May exceed budget after outfitting.**

SPECIAL REVENUE FUND – PUBLIC ART CAPITAL PROJECTS

Goal	Status of Goal (as described in the 2023-24 Budget)
Harborview/Stinson Roundabout Sidewalk art. **$25,000**	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 20% **Notes:**

GENERAL FUND – PUBLIC WORKS

Goal	Status of Goal (as described in the 2023-24 Budget)
Complete the construction of the City's new Public Works Operations Center	See Capital Projects – Parks Development
Develop and implement a web-based GIS viewer that will be available to the public	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Develop and implement mobile GIS applications to be available to City staff and to the public	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Complete high-accuracy City asset updating	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 70% **Notes:**
Update the city's 2018 Public Works Standards	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 22% **Notes:**
Install new dust collection system at Public Works wood shop to improve safety and working conditions	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes:**
Replace Light Duty Truck (hybrid or all electric)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
New Maintenance Van (all electric)	Goal on track to be met by end of 2024:

	☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Replace Aerial Lift Truck (standard fuel)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Replace Side Mower with Tractor	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Replace 5-Yard Dump Truck	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 99% **Notes:**
Replace Lawn Mower	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
New Multi-terrain Mower	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**

ENTERPRISE FUND – SHORECREST SEWER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue to complete the maintenance tasks on time to comply with the Department of Health and receive the annual LOSS operating permit	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes:**

ENTERPRISE FUND – STORMWATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Complete the updating of a new Stormwater Management and Site Development Manual and begin implementation	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Update the storm section of the Public Works Standards as necessary to reflect the design manual and current policies and procedures as needed	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 22% **Notes:**
Provide inspection and reporting support for the City's newly implemented Stormwater Source Control Program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes:**
Complete the stormwater utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 65% **Notes:**

SPECIAL REVENUE FUND – STREET OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Utilize the services of an on-call professional traffic engineer to address various issues that are in need of a solution when City staff are not available or do not have the resources where the City is reimbursed for any such expenditures	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 40% **Notes:**
Staff will be supported by a consultant to complete a comprehensive update to the City's 2018 Public Works Standards (including adding traffic calming measures, sidewalk design, utility updates, etc.) and provide a process to receive input from the public (including an Ad-Hoc Pedestrian/Cyclist Advisory Committee to consult on pedestrian/cyclist-related standards).	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 12% **Notes:**
Review existing on-street parking standards, develop new parking standards, and codes, consider new locations for ADA parallel parking stalls in the right-of-way, create an implementation plan, and receive input from other City Departments and external stakeholders	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is unlikely to move forward in 2024 due to limited staff capacity**
Replace sections of sidewalk around the City to maintain safety and accessibility in accordance with the annual sidewalk replacement program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 35% **Notes:**
Staff to install upgrades to pedestrian crossings of the Cushman Trail at City streets	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 35% **Notes:**
Develop and institute roadway shoulder maintenance program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget:

	☒ Yes ☐ No Percent complete as of 6/30/24: 15% **Notes:**
Replant appropriate street trees along the frontage of Swift Water Elementary School	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Staff to institute a comprehensive program to replace older traffic signal lights at intersections around the City with LED devices	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 30% **Notes:**
Install new security and camera system at existing Operations Shop facility	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Staff and WSDOT to institute a comprehensive program to purchase and install a battery backup system for Point Fosdick Drive/Olympic Drive traffic signal	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 28% **Notes:**
Complete North Harborview Drive sidewalk ADA improvements (Finholm District)	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is unlikely to move forward in 2024 due to limited staff capacity**

ENTERPRISE FUND – WASTEWATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
The City will need to be prepared to implement any potential process improvements and/or capital projects identified by the 2022 Nutrient Removal General Permit study. The specific process improvements and/or capital projects were not identified at the time this budget was developed	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 80% **Notes:**
Inspect at least 80,000 feet of sewer lines per year and clean where needed	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 50% **Notes: Approximately 120,000 feet of gravity main line was inspected in 2024**
Install flow meters at priority lift stations as referenced in the current Wastewater Comprehensive Plan	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: The wastewater division will be installing flowmeters as lift stations are upgraded. Lift stations #1 and #5 are currently in the design phase and will have flow meters installed during construction likely in 2025 or 2026.**
Capture locations and other information on sanitary sewer manholes and other facilities through the use of the City's GPS and keep the sewer GIS Mapping System up to date	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 90% **Notes:**
Optimize electrical and chemical consumption to help cut costs through Staff analysis and input	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 50% **Notes:**
Perform ongoing manhole ring and cover replacements in conjunction with pavement maintenance, water, sewer, and storm line	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget:

installation, repair and replacement projects to save the City money and staff time	☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes:**
Staff to re-engage with local restaurants to ensure that they are handling fats, oils and grease (FOG) appropriately	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 75% **Notes: Wastewater staff has contacted 95% of restaurants and has issued operational permits to approximately 85%.**
Continue providing support to the non-profit organization offering free pump-out services to vessels located in and around Gig Harbor	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 50% **Notes:**
Provide an ARC flash analysis that identifies each electrical hazard in and around high voltage power and giving a rating as to the severity of the risk	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Complete the wastewater utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 65% **Notes:**

ENTERPRISE FUND – WATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Systematic servicing of generators for production wells to ensure standby power supply is operational	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Well #5 and Well #6 (North Creek Lane) chlorine room construction	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 0% **Notes: This project is being delayed due to limited staff capacity.**
Install new vents at each Grandview water tank to increase safety measures when performing inspections	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 80% **Notes:**
Purchase and install a 300-kWh back-up generator at Well #3 (Soundview Drive) with automatic transfer switch to increase water system reliability	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 70% **Notes:**
Remove, inspect, clean, and reinstall the existing pump and motor assembly at Well #6 (North Creek Lane) including performing an interior video inspection to ensure physical integrity, security, and water quality	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Remove, inspect, clean, rehabilitate, and reinstall the existing pump and motor assembly at Well #5 (North Creek Lane) in addition to completing a video inspection of the well casing to ensure physical integrity of the well screens and casing	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Replacement of the aging Harbormaster Lane water main that is designed by the Engineering Division and constructed by the Operations Division	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100%

	Notes:
Verify accuracy of source meters located at production wells	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Replace Backflow (Cross Connection) Prevention Management software	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Staff will continue to replace all water sampling stations	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**
Complete the water utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 65% **Notes:**
Install the new variable frequency drive (VFD) at Well #3 (Soundview Drive)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 6/30/24: 100% **Notes:**

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

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

Day	Date	Time	Group	Agenda Items
M	**July 22**	**5:30pm**	**City Council**	*See Agenda*
TH	July 25	3:00 pm	City Council Study Session	• Introduction of Design Review Board and Arts Commission Appointees • Aquifer Level Review at City Wells and PFAS Testing • Updated Financial Policies • Welcome to Gig Harbor Partnership/Donation from Rotary • Consideration of Proposal to Add Old Ferry Landing to the Historic Register
TH	July 25	5:30 pm	Planning Commission	• 2024 Comprehensive Plan Update Discussion: Intro Housing Element
TH	Aug. 1	3:00pm	Civil Service Commission	
TH	Aug. 1	5:30pm	Planning Commission	• 2024 Comprehensive Plan Update Discussion: Continued Discussion the Housing Element & Intro to PROS/Arts & Culture
W	Aug. 7	5:30pm	Parks Commission	• Lock Art • Masonic Lodge Update • Parks Standards
M	**Aug. 12**	**5:30pm**	**City Council Meeting**	**Consent:** • Appointments to Arts Commission and Design Review Board • Facility Use Agreement – Gig Harbor Canoe & Kayak Racing Team at Skansie Park **Business Items:** • Resolution 1319 Adopting Financial Policies
W	Aug. 14	10:00am	Arts Commission	• Love Locks • Public Art Ideas • 2025-26 Work Plan and Budget
TH	Aug. 15	3:00pm	City Council Study Session	• Flock Camera Draft Policy • Fee Schedule Updates • Sheetz v. El Dorado County - Implications on Impact Fees • B&O Discussion • Transportation Benefit District Sales Tax
TH	Aug. 15	5:30pm	Planning Commission	• 2024 Comprehensive Plan Update Discussion: Capital/Public Facilities & Utilities Element
M	**Aug. 26**	**5:30pm**	**City Council Meeting**	**NO MEETING**
M	**Sept. 9**	**5:30pm**	**City Council Meeting**	• Resolution in Opposition to Initiative 2117
TH	Sept. 12	3:00pm	City Council Study Session	

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

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

Day	Date	Time	Group	Agenda Items
M	**Sept. 23**	**5:30pm**	**City Council Meeting**	
TH	Sept. 26	3:00pm	City Council Study Session	• Senior Utility Discount Program Eligibility Update

City of Gig Harbor Three-Year Strategic Plan 2024-2026

Adopted by Resolution 1317on July 8, 2024

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
1. Foster a healthy city organization	▪ Be an exceptional employer ▪ Retain existing workforce ▪ Attract qualified applicants ▪ Ensure safe work environment ▪ Prioritize staff training ▪ Encourage and obtain employee feedback ▪ Fill all vacancies in a timely manner	• Re-qualify for AWC Well City designation • Conduct biennial employee satisfaction survey • Promote and enhance the city's DEI program	☐ Update personnel regulations ☐ Update safety manual and accident prevention program ☐ Consider salary & benefits study recommendations ☐ Research and Implement HR Information Systems Improvements
2. Ensure sustainable future for public services and facilities	▪ Provide effective and efficient municipal services ▪ Increase city communication effectiveness ▪ Listen to community needs and expectations ▪ Source funding for parks, streets, and utilities ▪ Ensure infrastructure to support community needs ▪ Fund only capital projects the city can afford to maintain into the future	• Update utility rates as needed • Continually improve permit and land use processes • Increase resources for capital projects to move through design and construction • Review/amend TIP to improve motorized and non-motorized transportation • Maintain excellent bond rating • Annually evaluate and amend city fee schedules	☐ Create a city-wide communications plan ☐ Update public works standards ☐ Parks division organizational assessment ☐ Explore options for B&O tax and other revenue sources ☐ Explore options for Transportation Benefit District Fund uses ☐ Source funding for Sports Complex Phases 2 & 3 ☐ Develop permit processing timeline goals and metrics
3. Maintain smalltown 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	• Annually docket comprehensive plan amendments • Support Harbor History Museum • Monitor state legislative activity • Support the arts commission • Support sister city program • Fund creative endeavor grants • Monitor short-term rentals • Conduct HOA fair annually • Support community events and programs	☐ Complete 2024 Comprehensive Plan periodic update ☐ Establish park standards ☐ Conduct Crescent Creek Park Master Plan ☐ Complete Sports Complex Phase 1 ☐ Design and construct fishermen's homeport ☐ Solicit nominations for local historic register
4. 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 action plan • Consider possible conservation properties and/or mitigation areas and activities • Assess gaps of electric vehicle charging stations • Promote commute trip reduction goals • Electrify city fleet	☐ Form climate action committee ☐ Adopt tree retention policies ☐ Annex parcels in city's parks system ☐ Transition city diesel fleet to R99 renewable diesel fuel ☐ Partner with Harbor WildWatch on environmental education
5. Promote and enhance a dynamic and robust economy	▪ Increase promotion of local business community ▪ Increase vitality of the city's small businesses ▪ Attract larger business to industrial zone ▪ Maintain and enhance commercial fishing ▪ Develop sewer conveyance in unserved/ underserved sewer basins	• Support Downtown Waterfront Alliance • Support Chamber of Commerce • Fund tourism with lodging tax grants • Promote downtown businesses/events • Collaborate with Pierce Transit for trolley • Evaluate and amend development regulations	☐ Create a business retention and attraction plan ☐ Develop and implement a small business fair resources ☐ Develop Cultural Access Program ☐ Consider establishment of a Creative District ☐ Develop feasibility study for Community/Cultural Center ☐ Review off-street parking requirements for businesses
6. 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 ▪ Enhance walkability and pedestrian/cyclist safety	• Provide funding for senior programming • Develop housing, health, & human services program • Support Community Diversity Engagement Committee • Ensure high standard of ADA compliance • Monitor city water system for possible treatment needs • Evaluate needs for rapid flashing beacon crossings • Continue partnerships for youth opportunities	☐ Provide funding for senior center permanent home ☐ Establish youth council ☐ Obtain police department accreditation ☐ Update emergency management plan ☐ Install Cushman Trail/Harborview Drive Connector Trail ☐ Consider installing speed cameras near parks and schools ☐ Establish an ADA parking program for public right of way ☐ Develop manganese treatment options for city water