

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, September 23, 2024 - 5:30 PM
Council Chambers

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

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

PRESENTATIONS

1. **Certificates of Appreciation for the 2024 Flower Basket Waterers**
2. **Municipal Court Week Proclamation**
3. **Week Without Driving Proclamation - Presented to Gig Harbor Senior Center Director Joyce Schutlz**

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

1. **City Council Minutes**
2. **Approval of Vouchers: Check numbers 106905 through 106970 and ACH payments in the amount of \$1,555,187.77.**
3. **Donation Agreement: Kiwanis Club Bench Donation – Sports Complex Phase 1B**

4. **Appointment of Bizhan Nasseh to the Planning Commission
(Term Expiring June 30, 2027)**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. **Department Updates**

BUSINESS ITEMS

1. **Public Hearing: Second Reading and Adoption of Ordinance 1530 Codifying the Transportation Benefit District and Imposing an Additional Sales and Use Tax of One-Tenth of One Percent for the Purpose of Financing the Costs Associated with the District**

Suggested Motion: Move to approve Ordinance 1530.

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

2. **Selection of Representative to Pierce Transit Board**

Suggested Motion: Move to nominate _____ as the city's selection to the Pierce Transit Board

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. **Upcoming City Meetings**

ADJOURN

PUBLIC COMMENT & DECORUM

The city council desires to allow a maximum opportunity for public comment. However, the business of the city must proceed in an orderly, timely manner. The purpose of a council meeting is to conduct the city's business.

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@gigharborwa.gov or (253) 853-7613 at least 24 hours prior to the meeting.

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

WHEREAS, the Municipal Court of Gig Harbor is a vital part of local government;
and

WHEREAS, public impression of the Washington state judicial system is largely
dependent upon the public's experience in municipal court; and

WHEREAS, Municipal Judges and court support personnel have pledged to be
ever mindful of their neutrality and impartiality, rendering equal service to all, and
conform to the standards set by the Canons of Judicial Conduct; and

WHEREAS, the Municipal Court plays a significant role in preserving the quality
of life in our community and protecting the peace and dignity of our city; and

WHEREAS, the Municipal Judges, Clerks, and court support personnel
continually strive to improve the administration of justice and the experiences of those
who come through the court;

NOW, THEREFORE, BE IT RESOLVED THAT, I, Tracie Markley, Mayor of the
City of Gig Harbor, do hereby proclaim September 23-27, 2024 as

Municipal Court Week

in the City of Gig Harbor and further extend appreciation to the Gig Harbor
Municipal Court for the vital services they perform and their exemplary dedication to our
City.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the
City of Gig Harbor to be affixed this 23rd day of September, 2024.

Mayor Tracie Markley
City of Gig Harbor

MINUTES
GIG HARBOR CITY COUNCIL MEETING
Monday, September 9, 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, Lykins, Rodenberg, Storset, and Woock were present. Councilmember Henderson was excused.

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

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

VOTE: Unanimously approved.

1. **City Council Minutes: August 12 and August 15, 2024**
2. **Approval of Vouchers: Check Numbers 106663 through 106781 and ACH payments in the amount of \$2,314,011.11 and Check Numbers 106782 through 106904 and ACH payments in the amount of \$811,389.16.**
3. **Approval of Payroll: Check Numbers 8523 through 8526 and direct deposit transactions in the total amount of \$624,610.90.**

MAYOR'S REPORT Mayor Markley reported on the Harbor Hounds event, the Transportation Element of Comprehensive Plan, an open transportation survey, Coffee with Mayor on Sept. 16, and Coffee with a Cop on September 17.

CITY ADMINISTRATOR'S REPORT City Administrator Katrina Knutson reported on AWC legislative priorities, social media misinformation, hispanic heritage month, suicide prevention month, and the shank shot mini golf tournament.

1. **Department Updates**

BUSINESS ITEMS

1. **Professional Services Contract Amendment #1 for Peacock Hill Half Street Improvements** Public Works Director Jeff Langhelm introduced the contract amendment.

MOTION: Move to authorize the mayor to execute Professional Services Contract Amendment #1 with 3J Consulting Inc in an amount not to exceed \$195,110.20 (Lykins/Rodenberg).

VOTE: Unanimously approved.

2. **Resolution 1321 Establishing City Fees** City Clerk Josh Stecker introduced the resolution. Public comment was provided by Melinda Stuart.

MOTION: Move to approve Resolution 1321 (Woock/Barber).

VOTE: Unanimously approved.

3. **Resolution 1320 Opposing the Passage of Washington State Ballot Initiative 2117 Concerning Carbon Tax Credit Trading** City Clerk Josh Stecker introduced the resolution. Public comment was provided by Melinda Stuart and Shanlee Brown.

MOTION: Move to approve Resolution 1320 (Woock/None).

4. **First Reading of Ordinance 1530 Codifying the Transportation Benefit District and Imposing an Additional Sales and Use Tax of One-Tenth of One Percent for the Purpose of Financing the Costs Associated with the District** City Clerk Josh Stecker introduced the ordinance. Public comment was provided by Melinda Stuart.

The ordinance will return for a public hearing and second reading on September 23.

5. **Nomination of Representative to Pierce Transit Board** **MOTION:** Move to nominate Ben Coronado as the city's representative on the Pierce Transit Board (Barber/Woock).
VOTE: Unanimously approved.

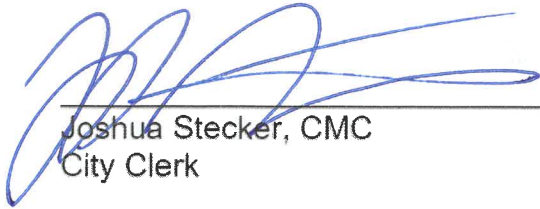
PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS Councilmember Storset reported on the Race for a Soldier Event. Councilmember Woock reported that Jeni Listens will be on September 11, the completed Prentice Avenue project, and the need for a local ordinance on child endangerment due to drug use. Council supported a proposal to hold a study session to consider an ordinance related to child endangerment due to drug use.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. **Upcoming City Meetings**

ADJOURN The meeting adjourned at 6:52 p.m.



Joshua Stecker, CMC
City Clerk



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

Meeting Date: September 23, 2024

SUBJECT: Donation Agreement: Kiwanis Club Bench Donation – Sports Complex Phase 1B

SUBMITTED BY: Parks Manager Jennifer Haro

DEPARTMENT: Public Works

PHONE: (253) 853-8253

SUGGESTED MOTION: Move to authorize the mayor to execute the donation agreement with the Kiwanis Club of Gig Harbor for the donation of eight benches for Phase 1B of the Sports Complex.

BACKGROUND INFORMATION: The Kiwanis Club of Gig Harbor approached the city in July 2020 offering to purchase eight benches for placement in Phase 1B of the Sports Complex.

The park and contract documents were developed with this donation in mind. The contractor will be responsible for pouring the pads for the benches, and the benches will be installed by city crews.

The Kiwanis provided a letter to the city in 2020, outlining the offer and the costs. Since then, the cost of the benches has risen, but the Kiwanis remain committed to providing the full amount for the benches, which is \$30,832.18. The benches are similar to other benches in the park system, are very durable, and require very little maintenance.

This agreement would allow the Kiwanis to purchase the benches directly from the supplier. The city will store and install the benches at the end of the Phase 1B project.

FISCAL CONSIDERATION: N/A

ATTACHMENTS:

1. Donation Agreement Sports Complex Phase 1B bench donation - Kiwanis
2. Kiwanis-Donation letter 7-2020
3. Kiwanis Bench

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

DONATION AGREEMENT BETWEEN THE CITY OF GIG HARBOR AND GIG HARBOR KIWANIS CLUB

THIS DONATION AGREEMENT is entered into by and between the City of Gig Harbor, a Washington municipal corporation (hereinafter referred to as the "City") and the Gig Harbor Kiwanis Club, a nonprofit organization (hereinafter referred to as "Kiwanis Club").

W I T N E S S E T H

WHEREAS, the City owns Phase 1 of the Gig Harbor Sports Complex, located at 10770 Harbor Hill Drive, Gig Harbor, WA (hereinafter referred to as the "Property"); and

WHEREAS, a portion of the Property is being developed by the city as a community park, also known as Phase 1B (Park), which will include an event lawn, performance stage, playground, two picnic shelters, bocce courts, pickleball courts and a restroom/concession building; and

WHEREAS, the Kiwanis Club approached the city in 2020 with a donation offer of eight benches to include in the Park; and

WHEREAS, city council approval is required for donations over \$20,000 in value, and this donation exceeds that value, with the eight benches totaling \$30,832.18

NOW THEREFORE, the parties hereto agree as follows:

TERMS

1. Donation. The Kiwanis Club agrees to place an order directly with the manufacturer, Tournesol, for eight benches, and to pay the manufacturer directly the \$30,832.18 cost of the benches and any cost overruns from the manufacturer.
2. Labor. The city will pick up the benches from the manufacturer and will install them.
3. Duration and Notice of Termination. This Agreement shall take effect on the date it is signed by both parties. Once effective, this Agreement shall remain in effect until installation of the donated benches.
4. Modification or Waiver. No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the parties.
5. Notices. General notices required to be in writing under this Agreement shall be sent to the representatives below:

Gig Harbor Kiwanis
Attn: Joe Loya
PO Box 1491
Gig Harbor, WA 98335

City of Gig Harbor
Parks Manager
3510 Grandview Street
Gig Harbor, WA 98335

IN WITNESS WHEREOF, the parties have executed on _____.

Gig Harbor Kiwanis Club

CITY OF GIG HARBOR

By: _____

By: _____

Its: _____

Its: Mayor

DRAFT



July 3, 2020

Kit Kuhn
Mayor, City of Gig Harbor
350 Grandview Street
Gig Harbor, WA 98335

Dear Mayor Kuhn,

We are pleased to make a financial commitment to the Sports Complex – Phase 1B. We indicated our support for the project in our letter of May 21. With this letter the Kiwanis Club of Gig Harbor commits up to \$29,173 for the exclusive sponsorship of the eight benches that will be located throughout the Sports Complex.

It is our understanding that the expected cost of the benches is the upper limit of our commitment. It is also understood that should the cost of the benches exceed the estimate of \$29,173, the excess costs will not be passed on to our organization.

Mr. Joe Loya, who chairs our Community Service Committee has visited with you regarding this commitment. He has also shared our previous experience providing outdoor benches for public use in Gig Harbor. I believe he may be able to help the City reduce the cost of the benches based on our prior experience.

Mayor Kuhn, our organization is delighted to be a part of this exciting development for the Gig Harbor community. Please contact me if further clarification of this financial commitment is needed.

Sincerely,

A handwritten signature in black ink that reads 'Tina Shoemaker'. The signature is written in a cursive, flowing style.

Tina Shoemaker
President
Kiwanis Club of Gig Harbor



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

Employee of the Quarter: Each quarter city staff can nominate a fellow employee for the honor of Employee of the Quarter. Nominations are based on excellence in achievement of the city's mission statement, *"Dedicated to our community through teamwork, public service, safety, and respect"*.

This quarter's nominees: Code Compliance Officer **Adam Blodgett**, Police Officer **Chet Dennis**, Field Supervisor **Brandon Crosswhite**, Associate Engineer **Chloe Wiser**, IT Support Specialist **Dennis Kamau**, HR Assistant **Diane Bertram**, Assistant Planner **Diane McBane**, Maintenance Technician **Jacob Huelsnitz**, PW Director **Jeff Langhelm**, City Clerk **Josh Stecker**, Finance Technician **Kelly Brooks**, Detective Sergeant **Tray Federici**, Permit Coordinator **Patty McGallian**, Wastewater Maintenance Technician **Tye Davis**.

While each of these employees is more than deserving of being named Employee of the Quarter, **Diane Bertram** rose to the top! Diane was chosen for this award due to her commitment to city staff health, wellness, and happiness, her willingness to step in wherever necessary to get any job done, and her leadership and tireless efforts on this year's (uber successful!!) Summer Sounds at Skansie Park. Please join us in congratulating Diane!



Leadership Retreat: The city's Leadership Team gathered for its 2024 Retreat on September 11. The retreat provided a valuable opportunity for city leaders to come together off-site, away from the daily demands of work. This setting allowed us to collaborate and connect more deeply as a team, fostering stronger communication, group alignment, and problem-solving skills.

The primary focus of the retreat was communication, which emphasized improving our ability to actively listen, engage in meaningful dialogue, and address challenges constructively. By stepping out of our regular environment, we were able to focus on these skills and strengthen our ability to serve Gig Harbor residents with greater efficiency and effectiveness.

Gig Harbor Arts Commission: At [last week's arts commission meeting](#), the commission received an update on the Harborview/Stinson roundabout sidewalk art project. In 2022, the commission selected an artist and approved a design for the roundabout. However, due to certain conditions and constraints, the approach and design must be slightly altered. The artist provided the commission with a revised design, including sample elements to be used in the project. The commission was extremely supportive of the revisions and is excited to see the final product next year.

September Legal Aid Pop-ups: The Housing, Health, and Human Services (H3) Program Manager, in partnership with Tacomaprobono Community Lawyers, hosted two legal aid pop-ups. Each event had a good turnout, and many residents were able to find a solution or direction in their legal matter. The next legal aid pop-ups are Tuesday, October 8 from 4:00 to 6:00 p.m. and Monday, October 14 from 10:00 a.m. to noon.

DEIB: The H3 program, in partnership with the HR Department, hosted the monthly Diversity Equity Inclusion Belonging (DEIB) Lunch and Learn focusing on Hispanic Heritage Month. Each year, from September 15 to October 15, we celebrate National Hispanic Heritage Month. There was interest and engagement from city staff in learning about Hispanic heritage and ways to celebrate all year long.

COMMUNITY DEVELOPMENT

[Interim Community Development Director Jeff Wilson](#)

Following the adoption of the updated fee schedule by the city council, the Community Development Department is working to ensure that the community is made aware of the new fees in advance of the November 1 effective date. In addition to posting notices at the front counter, we are working with the City Clerk's Office to utilize the city's webpage and social media outlets to alert folks of the upcoming change.

We continue to work to ensure compliance with the requirements of HB 5180, relating to permit streamlining. We are reviewing past performance with respect to permit review timelines and identifying areas for improvement, including enhanced tracking capability through our permitting software.

PLANNING

The Planning Division continues work on the comprehensive plan update, with the review of a privately initiated comp plan amendment (PL-COMP-23-0002), to be discussed at the September 19 planning commission meeting. This amendment is part of the 2024 docket and would authorize the property at 5923 38th Avenue to discharge into Sewer Basin #8 rather than Basin #10, in which the property is located. If approved, the property would then be eligible to apply for a 17-lot subdivision.

Pre-application meetings are scheduled for September 25 and October 2. The first meeting will be a discussion on a proposed skybridge connecting two office buildings at 2727 Hollycroft St. The second meeting concerns a proposal to subdivide ten parcels into 48 single family lots at the corner of Burnham Drive and 115th St. (Henderson Burnham properties).

BUILDING & FIRE PREVENTION

The Building Division was pleased to issue permits for several new projects this reporting period, including a remodel of the Albertsons on Borgen. The project will be adding additional amenities, such as more restrooms and refrigeration, as well as relocating and updating the Starbucks. A demolition permit was also issued to Cannon Construction to remove several structures associated with the redevelopment of the Sehmel Business Park.

The Department conducted a Business Assistance Meeting (BAM) for a property located at 7817 Skansie. This location has been home to Baby Beau & Belle for the past seven years and is now up for sale (with significant interest).

Additionally, a Certificate of Occupancy was issued to A Nice Salon, located at 6617 38th.

CODE ENFORCEMENT

No updates this week but stay tuned!

COURT

Court Administrator Stacy Colberg

No updates this week but stay tuned!

FINANCE

Finance Director Dave Rodenbach

Retirement of Michael Williams: With great sadness (not really – I'm very happy for him!), I must report that Michael Williams has settled on his retirement date. His last day with us will be January 25. Michael does so much for the city in his role and will be missed more than words can express. We will begin searching for his replacement before he leaves, and hopefully have some overlap so that he will be able to share some of the knowledge he's accumulated over the last 10 years. Please stop and see Michael while you have the chance. Congratulations and good luck in your future endeavors, Michael!

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 - Exceptional Entry	FT	Continuous
Police Officer - Lateral Entry	FT	Continuous
Utility Billing Technician	FT	Open until 9/18
Public Works Assistant	FT	Closed - Dustin Landry starting 9/30

UPCOMING EVENTS

The city will host a blood drive on November 25 from 10:00 a.m. to 3:00 p.m. Please consider donating! To date we have conducted 8 drives, collected 384 units of blood, and impacted 1,152 lives.



ITS

Information Technology Services Manager Keith Smith

No updates this week but stay tuned!

POLICE

Police Chief Kelly Busey

Solo Patrol: Officer Blackwell has completed his field training and is now a fully qualified patrol officer. This will help augment our staffing on the street.

Pink Patches: Some of our officers will be wearing pink shoulder patches during the month of October in support of breast cancer awareness month. This is a fundraising effort underwritten by the Jaycox-Gig Harbor Police Benevolent Fund. The aim is to provide funding to pay for breast cancer exams for women who cannot afford them. Patches will be made available to the public for a donation to this cause.

PUBLIC WORKS

Public Works Director Jeff Langhelm

Wastewater Operations: (1) Wastewater crews are performing much needed lift station building maintenance and painting. This work is occurring at LS #3A (Harborview Dr. at Austin Park), LS #10 (Forest Grove Apts.), LS #13 (Purdy Dr.), LS #14 (Wagner Way), LS #20 (Ray Nash Dr.), and LS #21 (Hunt and Skansie). Associated work includes winterizing lift station equipment. (2) Delivery of the new digester odor control unit at the treatment plant has occurred. Staff will replace the existing odor control unit. (3) Crews have located the LS #5 (Harborview Dr.) force main in preparation of planned geotechnical drilling work. This work is in connection with the design of the new lift station.

Grounds Maintenance: (1) Crews have begun fall pruning. (2) Crews have been cleaning up around the Masonic Lodge. (3) The splash pad at Skansie Park has now been turned off for the winter. Staff made it through another year of splash pad operation despite the significant efforts necessary to keep this unit running. (4) Crews have started shutting down city-owned irrigation systems for the winter. This includes turning off control systems and draining pipes.

Facilities Maintenance: (1) The demolition of the Civic Center Building B main floor HVAC system is complete and new equipment is being installed. Intermittent office interruptions will continue as crews run new refrigerant lines and electrical wires. We will give as much advanced notice as possible to make sure you are able to secure your office while this work is completed. Civic Center staff may consider parking away from the main entrance during this time, as the contract's vehicles and equipment are using the back parking lot at the Civic Center. (2) Window washing at the Civic Center will be completed by September 20.

Water Operations: (1) The city's water system operates one booster pump. The roofing on the pump house was significantly deteriorated and has now been replaced by staff. (2) Over the years, vehicles visiting Crescent Creek Park have damaged the well house for Well #2. Staff has now repaired this damage. (3) Water crews have started the EPA mandated lead service line inventory and report to meet the October 16 deadline. A special shout-out to Mike Simmons for his efforts in providing the necessary data!

Street Operations: (1) Crews are actively working to repair failed streetlights before we have the long, dark winter nights. This includes both warranty repairs from the city's LED lamp replacement project and the purchase of new LED lamps from the city's standard LED lamp manufacturer. (2) The city's annual city-wide street striping work (this year performed by Pierce County crews) continues to be delayed due to wet weather conditions. City crews have been performing extra street sweeping efforts in preparation for this city-wide street striping. (3) Staff has begun pulling wire for EV charge stations. The stations for city vehicles located at the Civic Center will be available by the end of 2024, just in time for the anticipated new all-electric vehicles as part of the 2025-26 budget. (4) City crews are working on the placement of the street striping tasks not completed by Pierce County as time and weather allows.

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



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

Meeting Date: September 23, 2024

SUBJECT: Public Hearing: Second Reading and Adoption of Ordinance 1530
Codifying the Transportation Benefit District and Imposing an Additional Sales and Use
Tax of One-Tenth of One Percent for the Purpose of Financing the Costs Associated
with the District

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to approve Ordinance 1530.

BACKGROUND INFORMATION: In 2018, the Gig Harbor City Council established a Transportation Benefit District (TBD) for the city in order to generate additional revenue for city transportation projects. In 2019, city voters approved a 0.2% sales tax to fund new capital transportation projects in the district, and in 2021, the city council assumed control of the district.

TBD funds can be used for "transportation improvement", which is defined as a project contained in the transportation plan of the city, including the operation, preservation, and maintenance of completed projects (RCW 36.73.015). The city's TBD is currently authorized "for construction projects described in the City of Gig Harbor's Transportation Improvement Program, and at no time shall funds generated by the Gig Harbor Transportation District be used to contract for maintenance of transportation infrastructure."

This ordinance codifies the existing structure of the TBD into the city's municipal code and expands on the definition of allowed uses to include funding of all transportation-related activities under the scope defined in RCW 36.72.015. In addition, it augments the 0.2% sales tax approved by the voters with an additional 0.1% sales tax that can be used for pavement maintenance and other street operational needs. This additional sales tax would be imposed beginning on January 1, 2025.

FISCAL CONSIDERATION: If enacted, a sales tax of .1% is estimated to annually generate approximately \$1 million in revenue eligible to be used for transportation improvements as defined above.

ATTACHMENTS:

1. Ordinance 1530

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

ORDINANCE 1530

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADDING A NEW CHAPTER 3.53 TO THE GIG HARBOR MUNICIPAL CODE CODIFYING THE CITY'S PRIOR ASSUMPTION OF THE CITY'S TRANSPORTATION BENEFIT DISTRICT AND NEW IMPOSITION OF AN ADDITIONAL SALES AND USE TAX OF ONE-TENTH OF ONE PERCENT WITHIN THE BOUNDARIES OF THE GIG HARBOR TRANSPORTATION BENEFIT DISTRICT FOR THE PURPOSE OF FINANCING THE COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE DISTRICT AS AUTHORIZED BY RCW 36.73.065 AND RCW 82.14.0455; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Gig Harbor Transportation Benefit District was established by Ordinance 1392 on July 9, 2018; and

WHEREAS, under Ordinance 1457, passed by the Gig Harbor City Council on April 12, 2021, the City of Gig Harbor assumed the rights, powers, immunities, functions, and obligations of the District pursuant to RCW 36.74.010; and

WHEREAS, the City Council desires to now codify its prior decision to assume the rights, power, immunities, functions, and obligations of the district; and

WHEREAS, RCW 36.73.040(3)(a) authorizes transportation benefit districts to impose a sales and use tax, subject to the provisions of RCW 36.73.065 and RCW 82.14.0455; and

WHEREAS, RCW 36.73.065(4)(a)(v) authorizes transportation benefit districts to impose a sales and use tax in accordance with RCW 82.14.0455 in an amount not exceeding one-tenth of one percent (0.1%) for a period of ten (10) years upon a majority vote of the governing body of the district for the purpose of financing the transportation improvements of a district; and

WHEREAS, post-assumption of the district as provided in Ordinance 1457, the Gig Harbor City Council has all powers given to the governing body of the District; and

WHEREAS, the Gig Harbor City Council has carefully considered the financial needs of the city's transportation system and the imposition of the tax and has determined that the best interests of the city and the district will be served by passing this ordinance;

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

Section 1. The Gig Harbor Municipal Code is hereby amended to add Chapter 3.53, as follows:

Chapter 3.53
TRANSPORTATION BENEFIT DISTRICT

Sections:

- 3.53.010 Purpose.
- 3.53.020 Findings.
- 3.53.030 Establishment – Assumption.
- 3.53.040 Transportation benefit district assumed—Governing board abolished.
- 3.53.050 Authority of the district.
- 3.53.055 Additional sales and use tax.
- 3.53.060 Use of funds.
- 3.53.070 Dissolution of district.

3.53.010 Purpose.

The purpose of this chapter is to establish a transportation benefit district pursuant to Chapter 36.73 RCW.

3.53.020 Findings.

- A. It is in the public interest to construct a transportation system with safe and efficient transportation infrastructure.
- B. It is in the public interest to form a transportation benefit district to provide adequate levels of funding for transportation improvements that are consistent with existing state, regional, and local transportation plans and are necessitated by existing or reasonably foreseeable congestion levels, as provided in Chapter 36.73 RCW.
- C. It is in the public interest to provide for transportation improvements that, without limitation, improve modal connectivity and reduce congestion throughout the city and that protect the city's long-term investments in its infrastructure, reduce the risk of transportation facility failure, improve safety, continue optimal performance of the infrastructure over time, and avoid more expensive infrastructure replacements in the future.
- D. The city's six-year transportation improvement plan shall be annually updated to identify projects that constitute transportation improvements that may be funded by the transportation benefit district as funding becomes available.

3.53.030 Establishment – Assumption.

- A. The Gig Harbor transportation benefit district or “district” was created in 2018 with Gig Harbor Transportation Benefit District with geographical boundaries comprised of the corporate limits of the city, as those boundaries now exist and as they may be adjusted in the future.
- B. The rights, powers, immunities, functions, and obligations of the City of Gig Harbor Transportation Benefit District are hereby assumed by the City of Gig Harbor which is hereby vested with every right, power, immunity, functions, and obligation currently granted to or possessed by the TBD.
- C. All existing contracts and obligations of the Gig Harbor Transportation Benefit District shall remain in full force and effect and shall be performed by the City of Gig Harbor.
- D. All rules and regulations and all pending business before the Gig Harbor Transportation Benefit District shall be continued and acted upon by the City of Gig Harbor.
- E. All reports, documents, surveys, books, records, files, papers, or other writings relating to the administration of powers, duties and functions transferred pursuant to this chapter and available to the Gig Harbor Transportation Benefit District shall be made available to the City of Gig Harbor.
- F. All funds, credits, or other assets held in connection with powers, duties, and functions transferred pursuant to this ordinance shall be assigned to the City of Gig Harbor.
- G. Any appropriations or federal grants made out to the Gig Harbor Transportation Benefit District for the purpose of carrying out the rights, powers, functions and obligations authorized to be assumed by the City of Gig Harbor pursuant to this ordinance, on the effective date of this ordinance, shall be credited to the City of Gig Harbor for the purpose of carrying out such transferred rights, powers, functions and obligations.
- H. The city hereby assumes and agrees to provide for the payment of all of the indebtedness of the transportation benefit district, including the payment and retirement of outstanding general obligation and revenue bonds issued by the transportation benefit district should any exist.

3.53.040 Transportation benefit district assumed—Governing board abolished.

- A. The Gig Harbor Transportation Benefit District Board of Directors is abolished as required by RCW 36.74.030(2).
- B. The Gig Harbor City Council is hereby vested with the authority to exercise the statutory powers set forth in Chapter 36.73 RCW and this chapter. The Gig Harbor City Council is vested with all of the rights, powers, immunities, functions, and obligations formerly held by the governing board of the Issaquah transportation benefit district.
- C. The Gig Harbor Finance Director shall be responsible for all financial, accounting, and reporting functions previously performed by the Treasurer of the transportation benefit district.
- D. The Gig Harbor City Council shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan, pursuant to the requirements set forth in RCW 36.73.160(1). At a minimum, if a transportation

improvement exceeds its original cost by more than 20 percent, as identified in the district's original plan, a public hearing shall be held to solicit public comment regarding how the cost change should be resolved.

- E. The Gig Harbor City Council shall issue an annual report, pursuant to the requirements of RCW 36.73.160(2).

3.53.050 Authority of the district.

- A. The district shall have and may exercise any and all powers and functions provided by Chapter 36.73 RCW to fulfill the purposes for which the district is established as described in Section 3.53.010. This chapter shall be liberally construed to permit the accomplishment of the district's purposes.
- B. The district may, upon approval by a majority vote of the board, impose a vehicle license fee of up to twenty dollars as provided in RCW 82.80.140. The board may also impose a fee or charge on building construction or land development as authorized by RCW 36.73.120.
- C. When approved by voters pursuant to Chapter 36.73 RCW, the district may assess other taxes, fees, charges and tolls and impose increases in the same for the uses and purposes identified in Section 3.53.060.
- D. The district may issue general obligation bonds or revenue bonds in accordance with the provisions of RCW 36.73.070.

3.53.055 Additional sales and use tax.

- A. Pursuant to RCW 36.73.065 and 82.14.0455, there is hereby imposed an additional sales and use tax to be collected from persons who are taxable by the state under Chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the district. The amount of the additional tax shall be one-tenth of one percent of the selling price, in the case of the sales tax, or the value of the article used, in the case of the use tax.
- B. The tax imposed by this section shall apply for a period of ten years from the date the tax is first collected within the district and shall thereafter cease to be imposed unless renewed with the affirmative vote of the voters voting at an election or a majority vote of the Gig Harbor city council exercising its authority as the governing body of the district.
- C. The tax imposed by this section shall be in addition to any other taxes authorized by law, including, but not limited to, the sales and use taxes imposed under this code.
- D. The revenues received from the tax imposed by this section shall be general revenues of the district and shall be used for those purposes set forth in Section 3.53.060 or as otherwise authorized by law.

3.53.060 Use of funds.

The funds generated by the district may be used for any purpose allowed by law, including to operate the district and to make transportation improvements that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels pursuant to Chapter 36.73 RCW. The transportation improvements funded by the district shall be made in an effort to protect the city's long-term investments in its infrastructure, to reduce the risk of

transportation facility failure, to improve safety, to continue optimal performance of the infrastructure over time, to avoid more expensive infrastructure replacements in the future and to improve modal connectivity within the city of Gig Harbor.

3.53.070 Dissolution of district.

The district shall be automatically dissolved, pursuant to the procedures set forth in Chapter 36.73 RCW, when all the indebtedness of the district has been retired and when all the district's anticipated responsibilities have been satisfied.

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

Section 3. Effective Date. This ordinance shall take effect and be in full force on January 1, 2025, after passage and publication of an approved summary consisting of the title.

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

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof, held this 23rd day of September, 2024.

Tracie Markley
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk



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

Meeting Date: September 23, 2024

SUBJECT: Selection of Representative to Pierce Transit Board

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to nominate _____ as the city's selection to the Pierce Transit Board

BACKGROUND INFORMATION: Pierce Transit has received three nominations to the Pierce Transit Board for the seat that collectively represents the cities of Gig Harbor, University Place, and Fircrest:

- Shannon Reynolds, Mayor of Fircrest
- Denise McCluskey, University Place Councilmember
- Ben Coronado, Gig Harbor Councilmember

Council is asked to vote on their preferred nominee.

In accordance with Pierce Transit Bylaws Section 2.02.020 E and F, the plurality of ballots cast shall determine the winner. In the event of a tie, the city and town councils shall have an additional thirty days to reconsider. The ballot procedure will be repeated until a winner is selected by a plurality of vote.

FISCAL CONSIDERATION: None.

ATTACHMENTS: None

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

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

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

Day	Date	Time	Group	Agenda Items
M	Sept. 23	5:30pm	City Council Meeting	<i>See Agenda</i>
TH	Sept. 26	3:00pm	City Council Study Session	• Introduction of LTAC Appointees • Skansie Netshed lease revision request • Update to parking requirements
TH	Sept. 26	5:30pm	Planning Commission	• Catch up and review of the Elements
W	Oct. 2	5:30pm	Parks Commission	• Comprehensive Plan – Parks Element • Sports Complex Phase 1B – facility rentals/rules • Athletic field rentals
TH	Oct. 3	5:30pm	Planning Commission	• 2024 Comprehensive Plan Update Discussion: Intro Draft Comp Plan and Implementation Element
W	Oct. 9	10:00am	Arts Commission	• 2025-26 Budget • Work Groups
TH	Oct. 10	5:30pm	Planning Commission	• 2024 Comprehensive Plan Update Discussion: Draft Comp Plan and Implementation Element
M	Oct. 14	5:30pm	City Council Meeting	Presentations: • Community Conflict Resolution Day Proclamation presented to Center for Resolution Executive Director Maralise Hood Quan • Peninsula Emergency Preparedness Coalition, Inc. (PEP-C) Update – Chair Tuuli Messer-Bookman Business Items: • Vote for Pierce Transit Board Member • Burnham Drive Half-Width Improvements Phase 1a – Change Order #1 • Amendment #1 to Professional Services Contract for Crescent Creek Park Master Plan
TH	Oct. 17	3:00pm	City Council Study Session	• Senior Utility Discount Program Eligibility Update • Gig Harbor BoatShop lease revision request • Sports Complex Phase 1A Lease Amendment • Water System Plan Approval Request
TH	Oct. 17	5:30pm	Planning Commission	• 2024 Comprehensive Plan Draft Public Hearing
M	Oct. 28	5:30pm	City Council Meeting	Business Items: • Professional Services Contract Amendment #1 for Sanitary Sewer Lift Station 1a Staff Report: Third Quarter Budget Update
TU	Oct. 29	2:00pm	City Council Study Session	• 2025-26 Budget Discussion
W	Oct. 30	2:00pm	City Council Study Session	• 2025-26 Budget Discussion

UPCOMING GIG HARBOR CITY MEETINGS
ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

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

Day	Date	Time	Group	Agenda Items
TH	Oct. 31	3:00pm	City Council Study Session	• Pierce Transit <i>Destination 2045 Long Range Plan</i> Presentation • Introduce Draft Comp Plan - High Level Walk Thru • Lodging Tax Grant Recommendations
M	Nov.12	5:30pm	City Council Meeting	Business Items: • Public Hearing on General Fund 2025 Budget Revenue Sources • Resolution XXXX Certifying the 2025 Regular Ad Valorem Tax Levy Upon Real Property • Public Hearing and First Reading of Ordinance XXXX Adopting the 2025-2026 Biennial Budget
TH	Nov. 14	3:00pm	City Council Study Session	• Introduction to Development of a New Transportation Impact Fee • Code Updates to Jerisich Dock and Maritime Pier – Prohibition of Fishing and Shellfishing and Diving
M	Nov. 25	5:30pm	City Council Meeting	Business Items: • Public Hearing and Second Reading of Ordinance XXXX Adopting the 2025-2026 Biennial Budget • First Reading of Ordinance XXXX Adopting Comprehensive Plan Update
M	Dec. 9	5:30pm	City Council Meeting	Business Items: • Resolution XXXX Authoring Lodging Tax Grants • Second Reading and Adoption of Ordinance XXXX Adopting Comprehensive Plan Update
TH	Dec. 12	3:00pm	City Council Study Session	
M	Dec. 23	5:30pm	City Council Meeting	NO MEETING

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

Adopted by Resolution 1317 on 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 small town character and historic preservation while growing responsibly	- Promote responsible growth in keeping with small town character - Address infrastructure to relieve traffic issues - Ensure adequate affordable housing - Focus on character retention and historic preservation - Decrease distance to get to a park or open space	- 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