

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, October 14, 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. Administration Appreciation Week Proclamation**
Presented to City Administrator Katrina Knutson
- 2. Community Conflict Resolution Day Proclamation**
Presented to Center for Resolution Executive Director Maralise Hood Quan
- 3. Peninsula Emergency Preparedness Coalition, Inc. (PEP-C) Update**
Presented by Chair Tuuli Messer-Bookman

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

- 1. City Council Minutes: September 19, 23, and 26, 2024**
- 2. Approval of Vouchers: Check numbers 106971 through 107113 and ACH payments in the amount of \$2,967,965.69.**

3. **Approval of Payroll: Checks numbers 8527 through 8530 and direct deposit transactions in the total amount of \$614,763.20.**
4. **Public Works Construction Contract Change Order - Burnham Drive Half-Width Improvements Phase 1A**
5. **Lease Amendment #4 - Skansie Netshed Foundation**
6. **Resolution 1322 Adopting Contracting and Purchasing Policies and Procedures**
7. **Donation Agreement for Flagpole and Welcome Sign – Morning Rotary**
8. **Resolution 1323 Adopting Employee Recognition Policy**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. **Department Updates**

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 dedicated individuals serving in administrative roles are essential to the successful and efficient functioning of our city, providing critical support to all departments and ensuring that our community runs smoothly; and

WHEREAS, these professionals – often working behind the scenes – are key contributors to the advancement of our city’s goals, fostering collaboration, streamlining operations, and delivering vital services to our residents; and

WHEREAS, the city’s administrative staff demonstrates unwavering commitment, attention to detail, professionalism, and adaptability in the face of ever-changing demands; and

WHEREAS, their work often goes unnoticed but is deeply appreciated by colleagues, leaders, and residents alike, as they provide the backbone of city management; and

WHEREAS, it is important to recognize the contributions of administrative professionals and express our gratitude for their ongoing service to Gig Harbor;

NOW, THEREFORE, BE IT RESOLVED THAT, I, Tracie Markley, Mayor of the City of Gig Harbor, do hereby proclaim October 21-25, 2024 as

Administration Staff Appreciation Week

in the City of Gig Harbor and encourage all residents, businesses, and community organizations to take this opportunity to recognize, appreciate, and celebrate the contributions of our city’s outstanding administrative staff.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Gig Harbor to be affixed this 14th day of October, 2024.

Mayor Tracie Markley
City of Gig Harbor

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

WHEREAS, nations, federal, state, regional, and local governments have an interest in promoting civility, understanding, improved communication, and conflict resolution via the use of facilitation, training, conciliation, and mediation; and

WHEREAS, the City of Gig Harbor promotes the use of creative and productive community-based dispute resolution by highly qualified mediators; and

WHEREAS, mediation is an empowering, timely, and effective way to settle disputes as attested to by an 86% settlement rate; and

WHEREAS, anyone in the City of Gig Harbor has access to a community-mediation center to resolve conflicts between family members, neighbors, tenants, landlords, merchants, consumers, employees, employers, civic organizations, and government agencies; and

WHEREAS, jurisdictions and taxpayers in the State of Washington save millions of dollars annually in court costs for cases that have been settled by community-based dispute resolution centers rather than court hearings; and

WHEREAS, the conflict resolution process and training increases the capacity of our community to turn conflict into productive resolutions. This improves the quality of life for all residents; and

WHEREAS, the third Thursday in October has been designated as International Conflict Resolution Day for the past few decades; and

WHEREAS, the City of Gig Harbor must lead by example and promote conflict resolution by engaging in civil dialog throughout any and all interactions;

NOW, THEREFORE, I, Tracie Markley, Mayor of the City of Gig Harbor, do hereby recognize and declare October 17, 2024, as

Community Conflict Resolution Day

in Gig Harbor and extend our deepest appreciation to the Center for Dialog & Resolution for the vital services they perform and their exemplary dedication to the communities they represent.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Gig Harbor to be affixed this 14th day of October, 2024.

Mayor Tracie Markley
City of Gig Harbor

MINUTES
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, September 19, 2024 – 3:00 p.m.
Civic Center Community Rooms A/B or Zoom

CALL TO ORDER / ROLL CALL Mayor Markley called the meeting to order at 3:05 p.m. Councilmembers Barber, Coronado, Lykins, and Rodenberg were present. Councilmembers Storset and Woock were excused. Councilmember Henderson arrived at 3:23 p.m.

DISCUSSION ITEMS

- 1. Introduction of Planning Commission Appointee: Bizhan Nasseh** – Mayor Markley introduced her latest planning commission appointee, who then spoke briefly about himself and his desire to serve on the commission.
- 2. Commercial Cross Connection Control Policy and Procedures** – Public Works Director Jeff Langhelm discussed the proposed policy and procedures and answered questions from council.

Council was supportive of the proposed policy and procedures.
- 3. Flock Camera Draft Policy** – Chief of Police Kelly Busey reviewed the proposed policy as amended and answered council questions. Chief Busey will attend a future study session with additional information regarding public records requests.

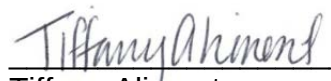
Council entered into a five-minute break at 3:59 p.m. and returned at 4:11 p.m.

- 4. Proposed Purchasing and Contracting Policies and Procedures** – Public Works Director Jeff Langhelm reviewed the proposed policies and procedures and answered questions from council.

A resolution will come before council for consideration in October.
- 5. Employee Recognition Policy** – City Administrator Katrina Knutson discussed the proposed policy and answered questions from council.

A resolution will come before council for consideration in October.
- 6. City Administrator Updates** – City Administrator Katrina Knutson provided updates on the following topics: city budget, public comment at study sessions, Civic Center hours of operation, and the utility rate study.

ADJOURN The meeting adjourned at 5:06 p.m.



Tiffany Aliment
Assistant City Clerk

MINUTES
GIG HARBOR CITY COUNCIL MEETING
Monday, September 23, 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

PRESENTATIONS

1. **Certificates of Appreciation for the 2024 Flower Basket Waterers** Mayor Markley and Waterfront Alliance Director Carrienne Ekberg presented certificates of appreciation to the many flower basket watering volunteers.
2. **Municipal Court Week Proclamation** Mayor Markley read the proclamation recognizing the city's municipal court staff.
3. **Week Without Driving Proclamation - Presented to Gig Harbor Senior Center Director Joyce Schutlz** Mayor Markley presented the proclamation to Gig Harbor Senior Center Director Joyce Schutlz.

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**
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 Mayor Markley reported on the Soundview Drive repaving project and thanked Larry Bradbury for his service on the Planning

Commission.

CITY ADMINISTRATOR'S REPORT City Administrator Katrina Knutson reported on Municipal Court Week, Employee of the Quarter Diane Bertram, and the recruitment of two police officers.

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** City Clerk Josh Stecker introduced the ordinance. Public comment was provided by Stephanie Lile.

MOTION: Move to approve Ordinance 1530 (Woock/Barber).

VOTE: Motion passed 5-1, Councilmember Storset opposed.

2. Selection of Representative to Pierce Transit Board

MOTION: Move to select Councilmember Coronado as city's vote for Pierce Transit Board representative (Woock/Lykins).

VOTE: Unanimously approved.

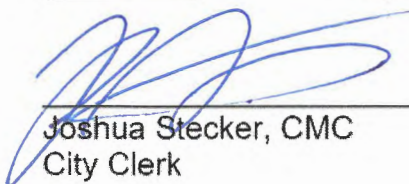
PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS Councilmember Woock reported on the recent Climate Conversation round table. Councilmember Lykins reported on attending the recent Pierce County Regional Council meeting and the upcoming September 29 Let's Beat Breast Cancer Rally at Skansie Park. Councilmember Barber raised concerns about development in unincorporated Pierce County and asked staff to report on ways that council can address the issue. Councilmember Barber also raised concerns about the impact of commercial fishing and the proposed homeport on downtown parking and asked that the issue be discussed at the next study session.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

ADJOURN The meeting adjourned at 6:33 p.m.



Joshua Stecker, CMC
City Clerk

MINUTES
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, September 26, 2024 – 3:00 p.m.
Civic Center Community Rooms A/B or Zoom

CALL TO ORDER / ROLL CALL Mayor Markley called the meeting to order at 3:04 p.m. Councilmembers Coronado, Rodenberg, Storset, and Woock were present. Councilmembers Barber, Henderson, and Lykins were excused.

DISCUSSION ITEMS

1. **Skansie Netshed Foundation Lease Revision Request** – Parks Manager Jennifer Haro reviewed the Foundation's request for a lease revision and answered questions from council.

Council was supportive of the requested lease revisions.

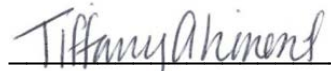
2. **Municipal Code Changes Related to Downtown Parking Standards** – Senior Planner Jeremy Hammar summarized previous conversations surrounding parking in the downtown area and discussed postponing any further conversations until the city can conduct a parking study.

Council was supportive of holding off until after conducting a parking study.

3. **Automated License Plate Readers (ALPR) Policy Update** – Chief of Police Kelly Busey reviewed the associated retention schedule requirements and answered questions from council.

Council was supportive of moving forward with the policy and contract. This will come before council for consideration on November 12.

ADJOURN The meeting adjourned at 3:58 p.m.



Tiffany Alimont
Assistant City Clerk



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

Meeting Date: October 14, 2024

SUBJECT: Public Works Construction Contract Change Order - Burnham Drive Half-Width Improvements Phase 1A

SUBMITTED BY: Project Engineer Marcos McGraw

DEPARTMENT: Public Works

PHONE: (253) 853-2647

SUGGESTED MOTION: Move to authorize the mayor to sign construction change order #1, which adds art to the concrete barrier on the new bridge.

BACKGROUND INFORMATION: At the regularly scheduled council meeting on March 13, council approved a public works construction contract for Burnham Drive Half-Width Improvements Phase 1A. Related to this project, council has asked city staff to work with the designer and the contractor to add salmon images on the concrete barrier on the new bridge. The proposed art was presented to council at the regular meeting held on August 12, and it depicts the types of fish that are native to the creeks in Gig Harbor.

FISCAL CONSIDERATION: The 2023-24 budget provides funding for construction costs to build the Burnham Drive Half Width Improvements Phase 1A project. This change order will require additional funds from REET Capital as detailed in the table below.

2023-24 Budget Project Funding:

Storm Capital (Objective #4 – culvert replacement)	\$ 2,500,00.00
Transportation Benefit District (City)	\$ 706,970.00
Hospital Benefit Zone (HBZ)	\$ 400,000.00
Puget Sound Energy (pavement restoration)	\$ 137,500.00
Burnham Drive Apartments (frontage Improvements – HEX Decision)	\$ 110,194.00
Transportation Improvement Board (TIB) grant	\$ 1,524,574.00
REET Capital	\$ 20,151.69
Total 2023-24 Budget:	\$5,399,392.69

Project Expenses:

Professional Services Contract – David Evans & Associates / design contract [previously awarded]	(\$45,739.00)
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Professional Services Contract –	(\$281,812.00)
David Evans & Associates /	
construction support contract	
Public Works Construction Contract	(\$4,603,603.00)
– Active Construction, Inc.	
Materials Testing Services –	(\$48,087.00)
Construction Testing Laboratories	
City Engineer Change Order	(\$400,000.00)
Authority Amount *	
Construction Change Order #1 –	(\$ 20,151.69)
fish art on concrete barrier	
Total Project Expenses:	(\$5,399,392.69)

ATTACHMENTS:

1. Contractor's cost proposal_Art on Barrier
2. CSP2003_SALMON FORM LINER

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



**ACTIVE
CONSTRUCTION
INC.**

**FORCE ACCOUNT / ADDITIONAL WORK
SUMMARY**

FA SHEET NO: 01

A.C.I. PROJECT	Burnham Drive Half Width Improvements Phase 1A				BID ITEM # / FIELD DIRECTIVE	A.C.I. PHASE CODE
24-024	DATE WORK PERFORMED : N/A				N/A	N/A
DESCRIPTION OF WORK						
Cost Proposal Request #01-Artwork on Barrier						
LABOR CLASS / RATES						
NAME	UNION / GROUP CLASSIFICATION	HOURS	@	RATE	TOTAL	
			@		\$0.00	
			@		\$0.00	
			@		\$0.00	
			@		\$0.00	
			@		\$0.00	
SUBTOTAL LABOR					\$0.00	
EQUIPMENT DESCRIPTION / RATES						
EQUIP. NO.	EQUIPMENT DESCRIPTION	HOURS / DAYS	@	RATE	TOTAL	
			@		\$0.00	
			@		\$0.00	
SUBTOTAL EQUIPMENT					\$0.00	
Materials						
METHOD OF DELIVERY	DESCRIPTION	QTY	UNI	@	RATE	TOTAL
SUBTOTAL MATERIALS					\$0.00	
Bid Item Costs- Per LS Breakdown						
DESCRIPTION	QTY	UNIT	@	RATE	TOTAL	
Traffic Control Devices	2.00	DAY	@	\$ 133.33	\$266.66	
Flagging and Traffic Control Labor	2.00	DAY	@	\$ 1,533.33	\$3,066.66	
SUBCONTRACTOR COSTS						
DESCRIPTION	QTY	UNIT	@	RATE	TOTAL	
Spec Form Liners	1.00	LS	@	\$11,116.40	\$11,116.40	
Zemek	1.00	LS	@	\$3,900.00	\$3,900.00	
SUBTOTAL SUBCONTRACTOR					\$15,016.40	
MARK-UP ON LABOR				31%	\$0.00	
SUBTOTAL LABOR					\$0.00	
MARK-UP ON EQUIPMENT				21%	\$0.00	
SUBTOTAL EQUIPMENT					\$0.00	
MARK-UP ON MATERIALS				21%	\$0.00	
SUBTOTAL MATERIALS					\$0.00	
MARK-UP ON BID ITEM COSTS				0%	\$3,333.32	
SUBTOTAL SERVICES					\$3,333.32	
MARK-UP ON SUBCONTRACTORS				12%	\$1,801.97	
SUBTOTAL SUB-CONTRACTOR COST					\$16,818.37	
GRAND TOTAL					\$20,151.69	
The undersigned, certifies that the above labor, equipment, and material quantities for the additional work described are true and accurate.				NOTES / COMMENTS:		
Kris Hinds				ACI anticipates needing to close the west bound lane of traffic during this work and will need flaggers for a single lane closure.		
ACI'S Representative				Signature		
10/3/2024				Date		



Spec Formliners, Inc.

Impressive on Concrete

Spec Formliners, Inc.
1038 E. 4th Street
Santa Ana, CA, 92701

QUOTE

Opportunity Nbr: OP1710863
Quote Nbr.: CQ0000748
Order Date: 9/30/2024
Sales Person: Mike Castillo
Email: MikeCastillo@specformliners.com
Customer ID: 10004735
Reference:
For: Kris Hinds

FOR:	SHIP TO:	BILL TO:
Active Construction Inc. P.O. Box 430 Payallup, WA 98371	Active Construction Inc. P.O. Box 430 Payallup WA 98371	Active Construction Inc. P.O. Box 430 Payallup WA 98371

NO.	ITEM	DESCRIPTION	QTY.	UOM	UNIT PRICE	EXT. PRICE
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NOTE: Project: City Of Gig Harbor Barriers - Custom Salmon

Lead time: 4-5 Weeks ARO

Estimated freight: Approx \$1450

2	C1710863 #1	Art/Setup 42" x 87" Salmon #1 Artwork/Set up for custom 3'-6" x 7'-3" Salmon Type #1 tool - Per approved shop drawings.	1.00	EA	2,632.20	2,632.20
3	L1710863 #1	42" x 87" ES Salmon #1 Custom Salmon Type #1- Max Relief 2 1/2" (2) 3'-6" x 7'-3" urethane form liners bonded to plywood. - Per approved shop drawings.	2.00	EA	1,463.00	2,926.00
4	C1710863 #2	Art/Setup 42" x 87" Salmon #2 Artwork/Set up for custom 3'-6" x 7'-3" Salmon Type #2 tool - Per approved shop drawings.	1.00	EA	2,632.20	2,632.20
5	L1710863 #2	42" x 87" ES Salmon #2 Custom Salmon Type #2- Max Relief 2 1/2" (2) 3'-6" x 7'-3" urethane form liners bonded to plywood. - Per approved shop drawings.	2.00	EA	1,463.00	2,926.00

- Price Escalation: Price valid for 30 days at the quantity quoted and for shipments within 6 months of PO.
- Cost of unforeseeable raw material shortages and/or surcharges may be passed on to customer.
- Estimated Freight Cost is NOT guaranteed, and subject to change up to date of delivery.
- Please request current pricing before issuing your purchase order.
- T&C: www.specformliners.com/terms-and-conditions

Quote Total: 11,447.92

Total (USD): 11,116.40

So let's add about \$3,500 for all of this...assuming you or the city provides the formliner and the formliner will last for two uses.

Bottom line...add \$3,900 for the ZCC scope

On Wed, Oct 2, 2024 at 1:59 PM Kris Hinds <krish@activeconstruction.com> wrote:
They are recessed but the minimum amount of concrete over the bar makes the barrier wider.

I'll call you after the meeting we're in now



KRIS HINDS | Senior Project Manager
O: 253 248-1091 | M: 253-377-9358 | F: 253 248-1093 |
"GET ACTIVE"

P.O. Box 430, Puyallup, WA 98371 | www.activeconstruction.com | krish@activeconstruction.com
ACI is an Equal Opportunity Employer | FOLLOW US:

From: Dave Zemek <dave@zemekconstruction.com>
Sent: Wednesday, October 2, 2024 10:38:00 AM
To: Kris Hinds <krish@activeconstruction.com>
Subject: Re: Fw: CSP2003-Burnham Dr. Ph. 1a; art on barrier design

Kris,

Are we to carry the cost of the formliner in our cost proposal?

Also, what do you think they mean by note 3 on the attached drawing? "The back of the barrier salmon finish shall be cast into the front of the barrier....."

Are these fish recessed into the barrier or are they to be cast proud of the barrier face?

Is note 3 saying they want fish recessed into the face of the barrier? In that case then the barrier will need to be 2-1/2" thicker in order to maintain rebar cover.

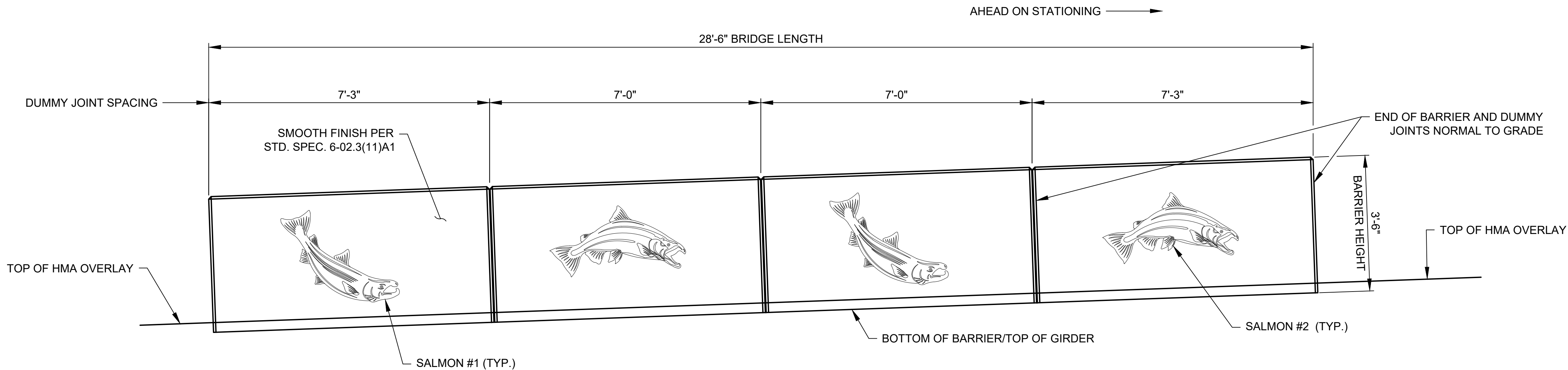
Or, are these fish supposed to be cast proud of the structural face of the barrier?

We need to understand this in order to price this.

Thanks,

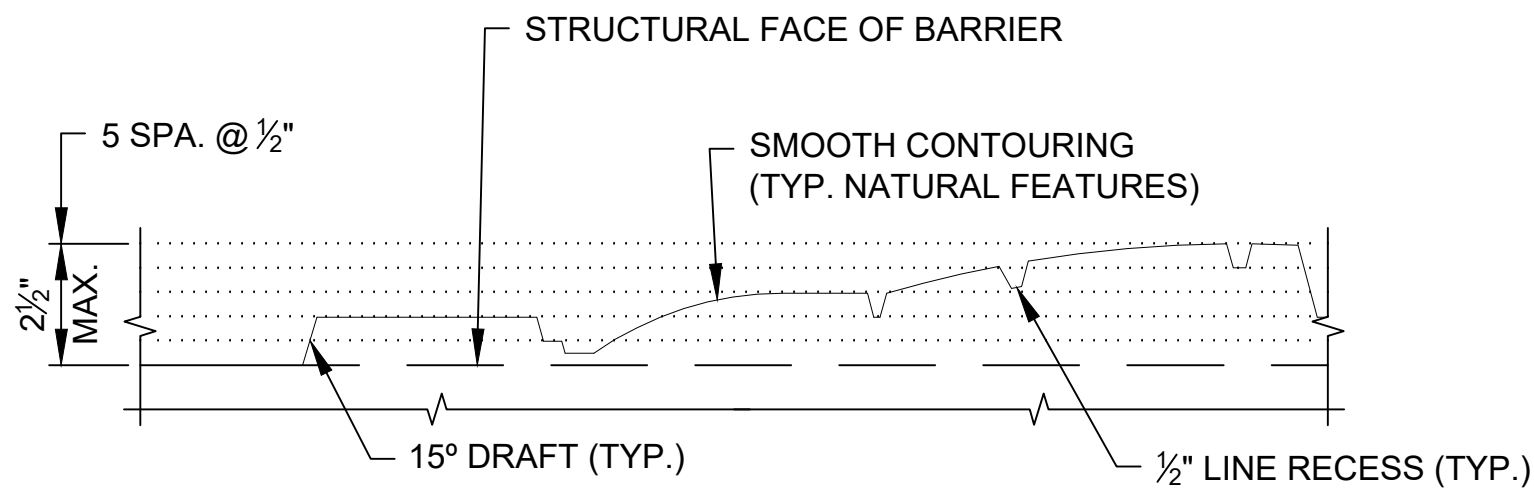
On Tue, Oct 1, 2024 at 1:18 PM Kris Hinds <krish@activeconstruction.com> wrote:

Hello Dave I got the quote from the formliner it's pushing 12K. Could you provide your quote today or tomorrow? I'll forward their quote for you in the next email.



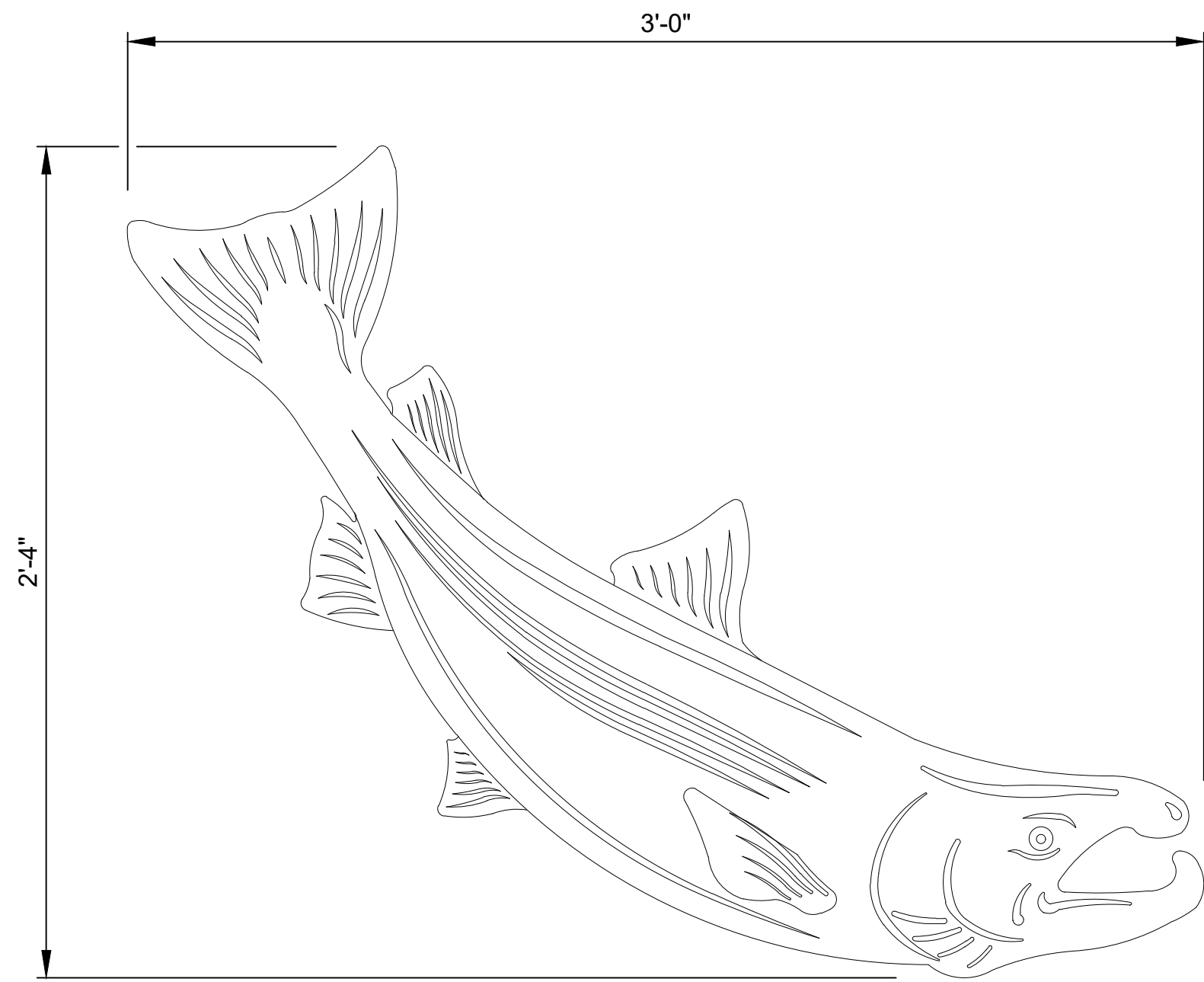
ELEVATION - SALMON LAYOUT

TYPICAL - INSIDE FACE BOTH BARRIERS

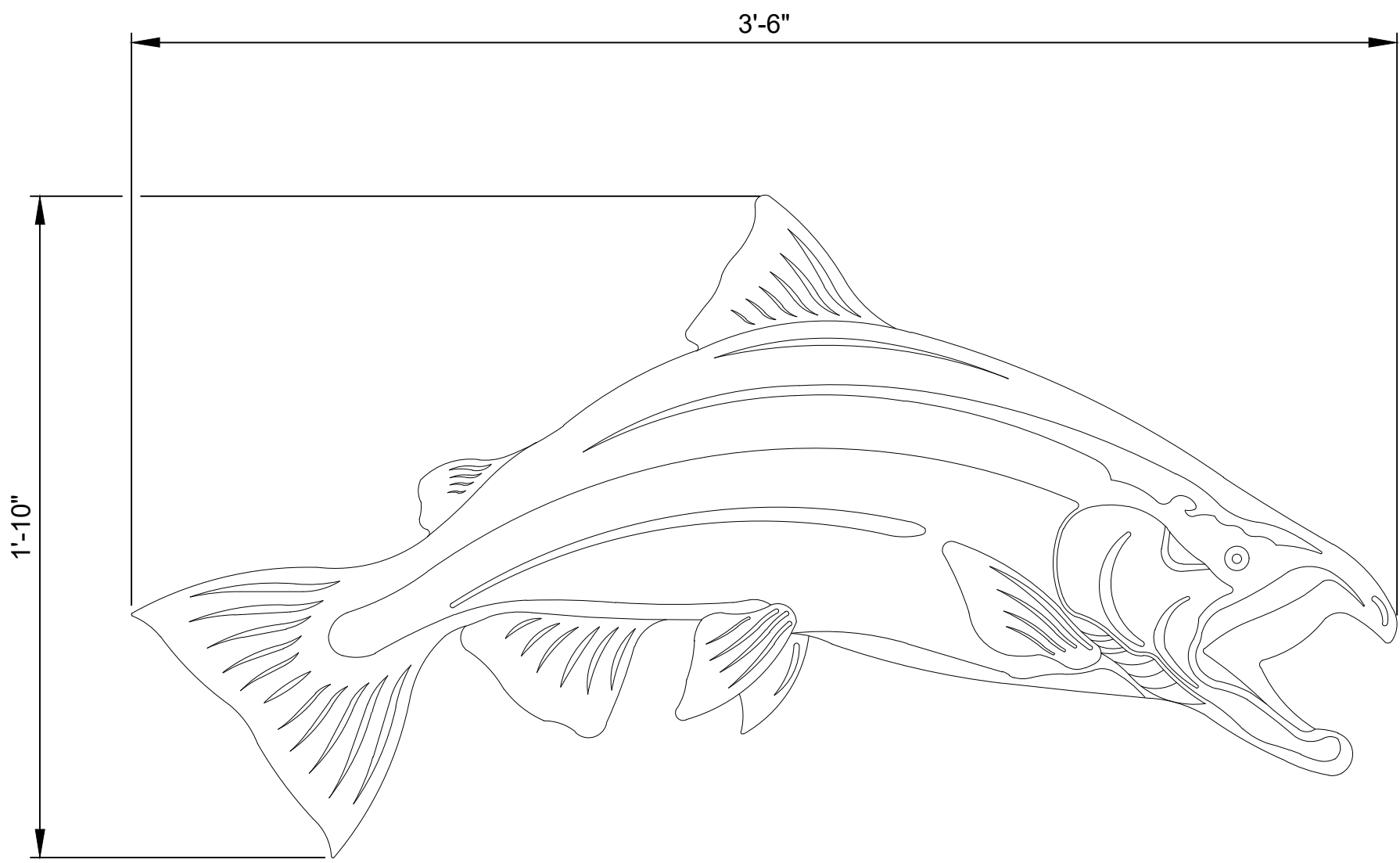


CONTOURING DETAIL

CONTOURS SHOWN FOR CONTEXT ONLY
ACTUAL CONTOURS WILL VARY



PATTERN ELEVATION - SALMON #1



PATTERN ELEVATION - SALMON #2

SALMON FINISH NOTES

- SEE STANDARD SPECIFICATION 6-02.3(14)D FOR REQUIREMENTS FOR CONCRETE SURFACES PRODUCED BY FORM LINERS.
- THE SALMON SHALL BE LOCATED SUCH THAT THEY ARE CENTERED HORIZONTALLY BETWEEN DUMMY JOINTS AND VERTICALLY BETWEEN TOP OF BARRIER AND TOP OF HMA OVERLAY.
- THE BACK OF THE BARRIER SALMON FINISH SHALL BE CAST INTO THE FRONT OF THE BARRIER USING A FORM LINER ON BOTH BARRIERS.
- THE SALMON FINISH HAS A MAXIMUM RELIEF OF 2½" & SMOOTH CLASS 2 FINISH THROUGH OUT.
- SALMON FORM LINER MAY BE MADE USING ELECTRONIC DESIGN FILES AVAILABLE FROM THE PROJECT ENGINEER. OTHER FABRICATION METHODS MAY BE CONSIDERED. SUBMIT FABRICATION PROCESS TO ENGINEER FOR REVIEW.
- IMAGE AND RELIEFS SHOWN ARE APPROXIMATE. FINAL CONTOURING PENDING FORM LINER SUBMITTAL REVIEW PROCESS. SALMON BODY FORMS SHALL HAVE GRADUAL CONTOURING. EYE, FINS AND OTHER BODY FORMS CAN HAVE LINEAR RELIEFS WITH A 15% DRAFT. LINES WITHIN RAISED SURFACES AND ARE RECESSED ½" DEEP FROM RAISED SURFACE.
- SALMON PIGMENTED SEALER SHALL BE THE SAME AS THE BARRIER.

Plot Date: 9/25/2024 12:21 PM
Save Date: 9/25/2024 12:21 PM
By: ERIC FERLUGA
File: P:\COCOGH000000082\0400CAD\EB\12-SHEETS\EB12-COGH0062-BR02.dwg



Know what's below.
Call before you dig.

DRAWING NO.: BR02	SURVEYED BY: RYBA				
DRAWN BY: WESC	DATE SURVEYED: 2019				
DESIGNED BY: XXXX	BOOK NO.:				
CHECKED BY: XXXX					
DATE PLOTTED: SEE PLOT STAMP		NO.	DATE	REVISION	BY APPROVED



City of Gig Harbor. The "Maritime City."
DEPARTMENT OF PUBLIC WORKS

3510 Grandview Street
Gig Harbor, Wa 98335
(253) 851-8145



DAVID EVANS
AND ASSOCIATES INC.
2106 Pacific Avenue, Suite 400
Tacoma, Washington 98402
Phone: 253.922.9780

BURNHAM DRIVE
IMPROVEMENTS - PHASE 1
TRAFFIC BARRIER DETAILS

CSP 2003



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

Meeting Date: October 14, 2024

SUBJECT: Lease Amendment #4 - Skansie Netshed Foundation

SUBMITTED BY: Parks Manager Jennifer Haro

DEPARTMENT: Public Works

PHONE: (253) 853-8253

SUGGESTED MOTION: Move to authorize the mayor to execute lease amendment #4 with the Skansie Netshed Foundation for use of the Skansie Netshed.

BACKGROUND INFORMATION: With the anticipated reopening of the Netshed for regular use after closure for a city stabilization, reroofing and painting project the Skansie Netshed Foundation (SNF) is requesting some changes to the lease.

Programming hours. The current lease requires 600 hours of public programming by the SNF in exchange for their lease rate of \$1/year. In staff's opinion, this requirement has not been met. However, there is not a provision in the current lease for accounting for hours where the Netshed is open to the public, with volunteer docents available to talk to visitors and explain the exhibits to them, or teach them about Croatian immigrants and fishing culture. The SNF is proposing a lease adjustment to be able to apply three minutes per visitor toward programming hours.

Insurance. The floors of the historic building are uneven and have some holes, gaps, etc. Due to it being listed on the local and national historic registers, permanent alterations are generally not supported and cannot be made without first obtaining a certificate of appropriateness. Unfortunately, there was a trip and fall insurance claim made in August 2022, that the city's insurance provider (RMSA) denied. As a result, the Skansie Netshed Foundation's insurance paid the claim, and their insurance was subsequently canceled. RMSA found, in their denial, that the uneven flooring was out in the open and obvious in nature since it was an historic building.

The SNF is proposing a special conditions addendum for any claim arising out of the condition of the building. If a claim is caused by negligence of the SNF or a display or artifacts, they would be the responsible party. RMSA has provided language that would support this, which is included in the draft lease amendment.

Council generally supported the proposed changes at the September 26 study session and directed staff bring the revised agreement to a regular meeting for approval.

FISCAL CONSIDERATION: N/A

ATTACHMENTS:

1. Netshed Lease - Amendment 4
-

STRATEGIC PLAN PRIORITY: Strategic Plan Priority 3 - Maintain small town character and historic preservation while growing responsibly

**FOURTH AMENDMENT
TO
LEASE AGREEMENT BETWEEN
THE CITY OF GIG HARBOR AND
SKANSIE NETSHED FOUNDATION**

THIS FOURTH AMENDMENT to the Lease Agreement between the City of Gig Harbor and the Skansie Netshed Foundation entered into on October 27, 2015, is made and entered into as of the date signed below by and between the CITY OF GIG HARBOR, a Washington municipal corporation (the “Lessor”), and the SKANSIE NETSHED FOUNDATION, a Washington 501(c)(3) nonprofit (“Lessee”), collectively referred to as the “parties.”

RECITALS

WHEREAS, the Lessor currently leases to the Lessee the property located at 3207 Harborview Drive, Gig Harbor, Washington, which includes the building commonly known as the Skansie Netshed. This lease is memorialized in the Lease Agreement dated October 27, 2015 (the “Lease Agreement”).

WHEREAS, the lease was amended on January 17, 2020 to allow the Skansie Netshed Foundation use of the basement of the Skansie House for storage; and

WHEREAS, the lease was further amended on April 19, 2023, to allow for the consumption of alcohol at public fundraising events at the Netshed; and

WHEREAS, the lease was further amended on November 27, 2023 to hold harmless the Skansie Netshed Foundation for any claims that happen during city events whenever the city uses the Skansie Netshed, such as the Christmas Tree Lighting event; and

WHEREAS, the calculations for public programming in the lease do not address times where the Netshed is open for the public to walk through and learn about the Netshed and local fishing heritage; and

WHEREAS, the Lessor wishes to account for time that volunteer docents speak to visitors informally during the Netshed’s open hours; and

WHEREAS, the Netshed wishes to not be held liable for claims for incidents that occur as a result of the condition of the building; and

WHEREAS, after consultation with the Lessor's insurer, the Lessor would like to indemnify and hold harmless the Lessee if claims arise because of the condition of the Skansie Netshed that are not caused by displays or actions of Skansie Netshed Foundation members or volunteers; and

WHEREAS, the Lessor will work with the Lessee and Lessor's insurer to provide signage warning of the condition of the floor prior to opening to the public.

NOW, THEREFORE, in consideration of the mutual promises below, the parties hereby amend the Lease as follows:

AMENDMENTS

Section 4. Section 4(A) shall be amended as follows:

4. Use.

A. Lessee shall commit to a minimum of 300 hours of programming in the first full calendar (January 1 through December 31) year and a minimum of 400 hours of programming, the second full calendar year and a minimum of 600 hours per calendar year thereafter. One hour equals one hour of programming for one participant. During open hours, Lessee may calculate three minutes per visitor toward programming hours. The purpose of the programming is to pursue for the public's benefit the interpretation of historic and contemporary commercial fishing family cultural heritage. Activities shall include, but not be limited to, any combination of three or more of the following maritime heritage programs (free or for a fee), unless the City otherwise approves other activities.

1. The construction, repair and restoration of commercial fishing gear and equipment, both historic and contemporary in nature. (Some activities, like net construction and the loading and unloading of objects may periodically go beyond the confines of the building described in this lease.)
2. Public presentations (e.g. skills demonstrations, oral histories, documentaries, guest presenters, visiting cultural tradition bearers and artisans)
3. Heritage tourism. Lessee agrees to explore the possibility of conducting tours aboard historic fishing vessels of Gig Harbor and/or surrounding areas.

4. Documentation projects of fishing families and net shed activities (e.g. still and video photography, audio recordings, media coverage to promote Gig Harbor's fishing culture.)
5. Structured and university accredited internship opportunities for students of Historic Preservation, Cultural Sustainability, Museum Studies, Folklore, Anthropology and other related disciplines.
6. Organized seafaring apprenticeships (job training and placement) for those interested in learning the skills necessary to qualify for a crew position on commercial fishing vessels, thereby helping to sustain the contemporary fishing culture (e.g. net mending, rigging, navigation, boat handling, deck duties, fish boat cooking, ships caulking, vessel maintenance).
7. Fresh fish vending.

Section 2. Section 17 shall be amended to add:

D. Special Conditions Addendum. The following special conditions, if any, shall apply, and where in conflict with earlier provisions in this Lease shall control. If any addendums are noted below, such addendums are incorporated herein and made a part of this Lease.

1. Historic Building Conditions. Through the duration of the Lease Agreement, the City shall review all claims that occur at the Premises. Should the cause of loss be discovered to be due to the structural conditions inherent to the historic building, the Lessee shall be held harmless and the City's liability coverage shall be primary and handle the loss.

EXCEPT AS MODIFIED BY THE FIRST, SECOND AND THIRD AMENDMENTS OR THIS FOURTH AMENDMENT TO LEASE AGREEMENT, ALL TERMS AND CONDITIONS OF THE FOUNDATION LEASE SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have executed this Amendment effective this _____ day of _____, 2024.

CITY OF GIG HARBOR

SKANSIE NETSHED
FOUNDATION

By: _____
Mayor Tracie Markley

By: _____
James Franich, President

APPROVED AS TO FORM:

City Attorney

STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledged that he she
signed this instrument, on oath stated that he/she was authorized to execute the
instrument and acknowledged it as the _____ (officer) of the Board
of Directors of Skansie Netshed Foundation to be the free and voluntary act of such
party for the uses and purposes mentioned in the instrument.

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2024.

Printed name: _____
NOTARY PUBLIC in and for the
State of Washington, residing at
_____.
My commission expires: _____.

STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)

I certify that I know or have satisfactory evidence that Tracie Markley is the
person who appeared before me, and said person acknowledged that she signed
this instrument, on oath stated that she was authorized to execute the instrument
and acknowledged it as the Mayor of the City of Gig Harbor to be the free and
voluntary act of such party for the uses and purposes mentioned in the instrument.
SUBSCRIBED AND SWORN to before me this _____ day of _____, 2024.

Printed name: _____
NOTARY PUBLIC in and for the
State of Washington, residing at
_____.
My commission expires: _____.

Fourth Amendment to Lease



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

Meeting Date: October 14, 2024

SUBJECT: Resolution 1322 Adopting Contracting and Purchasing Policies and Procedures

SUBMITTED BY: Public Works Director Jeff Langhelm

DEPARTMENT: Public Works

PHONE: (253) 853-7630

SUGGESTED MOTION: Move to approve Resolution 1322.

BACKGROUND INFORMATION: Resolution 1066 established a series of purchasing and contracting procedures for the City of Gig Harbor. Due to changes in other city policies and procedures, and due to changes in state laws, some of the procedures set forth in Resolution 1066 are no longer valid.

The proposed Contracting Policy and Procedures and Purchasing Policy and Procedures separate purchasing to provide more clear direction to staff. Each is intended to guide and assist city staff on requirements as set forth in council guidelines, the Gig Harbor Municipal Code, and Washington State statutes.

At the September 12 study session staff presented these documents to council and received minimal comments from council.

FISCAL CONSIDERATION: N/A

ATTACHMENTS:

1. Resolution 1322
2. Resolution 1322 Exhibit A
3. Resolution 1322 Exhibit B
4. Resolution 1066

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

RESOLUTION 1322

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, REPEALING RESOLUTION 1066 AND ADOPTING NEW CONTRACTING AND PURCHASING POLICIES AND PROCEDURES

WHEREAS, state law authorizes each public agency the authority to establish certain purchasing and contracting procedures by way of resolution; and

WHEREAS, on January 23, 2017, the city council passed Resolution 1066, which established city council's contracting and purchasing procedures consistent with Washington law for consultant selection, the small works roster, the limited public works process, and cooperative purchasing agencies; and

WHEREAS, staff supports an update to the current contracting and purchasing policy since some of the procedures set forth in Resolution 1066 are no longer valid due to changes in other city policies and procedures, and due to changes in state laws; and

WHEREAS, staff proposes updated and separate Contracting Policy and Procedures and Purchasing Policy and Procedures separate purchasing to provide more clear direction to staff, which are intended to guide and assist city staff on requirements as set forth in council guidelines, the Gig Harbor Municipal Code, and Washington State statutes; and

WHEREAS, this resolution will provide the city with efficiencies while remaining in compliance with state law and within the limits of the city's adopted budget; and

WHEREAS, at the September 12, 2024, study session staff presented these documents to council.

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

Section 1. The city council hereby repeals Resolution 1066 and adopts the contracting policy and procedures and purchasing policy and procedures as set forth in Exhibits A and B, respectively.

Section 2. Effective Date. This resolution shall take effect on November 1, 2024.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 14th day of October, 2024.

Tracie Markley
Mayor

Attest:

Joshua Stecker
City Clerk



City of Gig Harbor

Contracting Policy and Procedures

November 1, 2024

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1.0 Purpose of the Policy

This Contracting Policy and Procedures is provided to guide and assist City of Gig Harbor ("City") staff on contracting requirements as set forth in the Gig Harbor Municipal Code and Washington State statutes. These may include public works contracting and contracting for professional services. Contracts that include federal funding shall also comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, published under Title 2 of the Code of Federal Regulations (2 CFR 200).

The Policy and Procedures establish guidelines and clarify procedures for contracting for services by the City of Gig Harbor. The procedures set forth in this manual are designed to ensure the City receives maximum value for each tax and utility dollar expended, assuring fiscal responsibility in the procurement process.

This edition of the Contracting Policy and Procedures is dated October 1, 2024, and supersedes all previous directives. All references to the Revised Code of Washington (RCW) and/or city ordinances shall be incorporated as part of this policy including all future amendments.

In cases where these policies conflict with any city ordinance or state or federal law or regulation, the terms of that law or regulation prevails. In all other cases, these policies apply.

2.0 Definitions

For the purpose of these procedures and the interpretation and enforcement thereof, the following words and phrases shall be defined in state and federal law. The definitions outlined below are for reference purposes only.

Public Work (RCW 39.04.010)

"Public Work" means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or any municipality, or which is by law a lien or charge on any property therein. All public works, including maintenance when performed by contract, shall comply with chapter 39.12 RCW.

Prevailing Rate of Wage (RCW 39.12.010)

1) The "prevailing rate of wage" is the rate of hourly wage, usual benefits, and overtime paid in the locality, as hereinafter defined, to the majority of workers, laborers, or mechanics, in the same trade or occupation. In the event that there is not a majority in the same trade or occupation paid at the same rate, then the average rate of hourly wage and overtime paid to such laborers, workers, or mechanics in the same trade or occupation is the prevailing rate. If the wage paid by any contractor or subcontractor to laborers, workers, or mechanics on any public work is based on some period of time other than an hour, the hourly wage is mathematically determined by the number of hours worked in such period of time.

(2) The "locality" is the largest city in the county wherein the physical work is being performed.

(3) The "usual benefits" includes the amount of:

(a) The rate of contribution irrevocably made by a contractor or subcontractor to a trustee or to a third person pursuant to a fund, plan, or program; and

(b) The rate of costs to the contractor or subcontractor, which may be reasonably anticipated in providing benefits to workers, laborers, and mechanics pursuant to an enforceable commitment to carry out a financially responsible plan or program which was communicated in writing to the workers, laborers, and mechanics affected, for medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity, or insurance to provide any of the foregoing, for unemployment benefits, life insurance, disability and sickness insurance, or accident insurance, for vacation and holiday pay, for defraying costs of apprenticeship or other similar programs, or for other bona fide fringe benefits, but only where the contractor or subcontractor is not required by other federal, state, or local law to provide any of such benefits.

(4) An "interested party" includes a contractor, subcontractor, an employee of a contractor or subcontractor, an organization whose members' wages, benefits, and conditions of employment are affected by this chapter, and the director of labor and industries or the director's designee.

(5) An "inadvertent filing or reporting error" is a mistake and is made notwithstanding the use of due care by the contractor, subcontractor, or employer. An inadvertent filing or reporting error includes a contractor who, in good faith, relies on a written determination provided by the department of labor and industries and pays its workers, laborers, and mechanics accordingly, but is later found to have not paid the proper prevailing wage rate.

(6) "Unpaid prevailing wages" or "unpaid wages" means the employer fails to pay all the prevailing rate of wages owed for any workweek by the regularly established pay day for the period in which the workweek ends. Every employer must pay all wages, other than usual benefits, owing to its employees not less than once a month. Every employer must pay all usual benefits owing to its employees by the regularly established deadline for those benefits.

(7) "Rate of contribution" means the effective annual rate of usual benefit contributions for all hours, public and private, worked during the year by an employee (commonly referred to as "annualization" of benefits). The only exemption to the annualization requirements is for defined contribution pension plans that have immediate participation and vesting.

Emergency (RCW 39.04.280)

"Emergency" means unforeseen circumstances beyond the control of the municipality that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

MRSC

The Municipal Research and Services Center (MRSC) is a nonprofit organization that helps local governments across Washington State better serve their residents by providing legal and policy guidance on any topic. MRSC can be accessed by phone (800-933-6772), mail (2601 4th Avenue, Suite 800, Seattle WA 98121), or internet (www.mrsc.org).

3.0 General Provisions

3.1 Authorizations / Certifications

Only authorized employees acting within the scope of their authority may obligate the City of Gig Harbor in the contracting for goods and services. Any employee contracting on behalf of the City without proper authorization may be personally liable to the contractor and/or the City and subject to disciplinary action.

The Gig Harbor City Council hereby adopts the project thresholds, contract processes, and contract authorizations set forth in Appendix I, provided the project is identified in the current city budget and the contract procurement does not exceed the amount identified in the current city budget. All other contract procurements must be presented to the city council for award and authorization.

3.2 Code of Ethics / Conflicts of Interest

The public must have confidence in the integrity of its government. A code of ethics must apply and give guidance to all employees and elected officials so that they may conduct themselves in a manner which will be compatible with the best interests of themselves and the City of Gig Harbor.

Proper operation of the City's contracting program requires observation of the following ethical standards:

- Actions of city employees will be impartial and fair.
- Government decisions and policies will be made in the proper channels of government structure.
- Public employment must not be used for personal gain.
- The City of Gig Harbor will not accept donations of materials or services in return for a commitment to continue to initiate a contracting relationship.
- City employees may neither solicit, accept, nor agree to accept any gratuity for themselves, their families, or other that results in their personal gain which may affect their impartiality in making decisions on the job.

The following are examples of items not considered gratuities:

- Discounts or concessions realistically available to the general population.
- Items received that do not result in personal gain.

- Samples used for general use by city staff.

No city employee may participate in the selection, award, or administration of a contract which would result in a real or apparent conflict of interest.

3.3 Contracting Limitations

- a) Expenditures must have budget capacity or appropriation.
- b) Contracting limitations apply to the aggregate cost of individual contracts, whether executed individually or over a series of contracts. Cost is inclusive of sales tax and any related miscellaneous charges.
- c) See Table 1 and Table 2 for contracting amount thresholds and authorities.

Change Orders. Change orders which fall within council approved scope, project budget, and project contingency may be executed by the mayor or the designee approved by council. Change orders which would change the scope of the project and/or exceed the city council approved project budget and council approved project contingency would require additional council action.

In the event of an emergency or the need to take immediate or expeditious action necessary to protect or maintain the public health, safety, or welfare, or to prevent damage to public property, and with approval of the mayor, the city administrator is authorized to enact change orders in excess of the legally authorized expenditure level. The city administrator shall timely report such actions to the city council.

Sustainable Contracting. The City shall contract for goods and services in a manner that complies with all federal, state, and city laws, and any other applicable requirements. The City shall contract for, and use, materials, products, and services which are fiscally responsible, reduce resource consumption and waste, perform adequately, promote opportunities to lesser-advantaged segments of our community, and promote human health and well-being when possible.

Environmental factors to consider in selecting products include:

- Pollutant releases, especially persistent bio-accumulative toxins (PBTs)
- Waste generation
- Greenhouse gas emissions
- Recycled content
- Energy consumption
- Depletion of natural resources
- Potential impact on human health and the environment

Social equity factors that should be included, but are not limited to:

- Use of local businesses
- Use of small, minority, and women-owned businesses
- Ergonomic and human health impacts

Fiscal factors to be considered include, but are not limited to:

- Lowest total cost
- Leveraging the City's buying power
- Impact on staff time and labor
- Long-term financial/market changes
- Technological advances in a rapidly changing market

3.4 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)

When the City contemplates applying for federal grants or loans, the City must consider the additional burden the use of federal funds will have on a project. This burden typically requires the City to meet statutes to only buy products made in the United States of America and to have federally certified city staff or hire a consultant that performs these duties in lieu of city staff. These additional burdens often cost the City 20% or more of the non-federally funded price. Therefore, the City should apply for federal funds on a limited basis and only when city staff can support the federal processes.

For contracts that involve federal funding, the City will follow the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance) published in Title 2 of the Code of Federal Regulations (2 CFR 200). All grants are different. Whether funding is city, state, or federal, the City is required to follow the most restrictive regulations.

The City will continue to enter into inter-entity agreements to realize cost savings for shared goods and services when possible.

Internal Controls. The City will maintain effective internal control over federal awards that reduce the risk of fraud and provide for reasonable assurance that federal awards are being managed in compliance with all federal statutes and regulations, and with the terms and conditions of the award.

- Verify and document that contractors are not suspended or debarred from doing business with the federal government.
- Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive.

Allowable Costs. Federal awards will meet the following general criteria to be considered allowable costs, except where otherwise authorized by statute:

- a) Be necessary and reasonable for the performance of the federal award.

- b) Conform to any limitations or exclusions set forth in these principles or in the federal award.
- c) Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the City.
- d) Be accorded consistent treatment. A cost may not be assigned to federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost.
- e) Be determined in accordance with generally accepted accounting principles (GAAP).
- f) Not be included as cost or used to meet cost sharing or matching requirements of any other federally financed program in either current or prior period.
- g) Be adequately documented.

Certs and Assurances. For federally funded contracts, to assure that expenditures are proper and in accordance with the terms and conditions of the federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreement must include a certification, signed by an official who is authorized to legally bind the City of Gig Harbor, which reads as follows:

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (US Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.)”

Single Audit Act. The City of Gig Harbor, as a recipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR 200.501 as well as all applicable federal and state statutes and regulations.

Closure. A project agreement end date will be established in accordance with 2 CFR 200.309. Any costs incurred after the project agreement end date are not eligible for federal reimbursement.

3.5 Declaring an Emergency

Emergency contracting occurs when an emergency situation arises that was unforeseen and must be remedied immediately. In the event of an emergency, the city council designates the city administrator to act with regard to the subject matter of these procedures, and the city administrator may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the City to address the emergency situation. If a contract is awarded without competitive

bidding due to an emergency, a written finding of the existence of an emergency must be made by the city council in a resolution no later than three weeks following the award of the contract.

4.0 Contracting for Professional Services

Table 1. Professional Services Contracting Requirements and Authorizations

Type of Services	Process	Other Requirements	Authorization
Architectural, Land Surveying, and Engineering Services	Request for Qualifications or MRSC Roster	Publication of RFQ Must evaluate on performance and qualifications only Negotiate contract after selection	Must be budgeted Executed by department director or designee if \$15,000 or less Under \$150,000: Executed by mayor or city administrator \$150,000 and above: Authorized by city council
All other services	No state law required process	Professional Services Contract required	Must be budgeted Executed by department director or designee if \$15,000 or less Under \$150,000: Executed by mayor or city administrator \$150,000 and above: Authorized by city council

4.1 Consultants Roster for Professional Services

Professional services, also known as consulting services, are those services involving specialized skill, education, and knowledge. These services include, but are not limited to, architectural, engineering, design services, accounting, art, bond brokerage, insurance brokerage, legal, real estate appraisal, relocation assistance, title abstracts, surveying, soils analysis, and core testing. Procurement of professional and personal services will be in accordance with chapter 39.80 RCW and chapter 39.29 RCW. The City may utilize MRSC Rosters for selection of consultant services.

The mayor, city administrator, and department directors are authorized to extend the duration of professional service contracts where no additional expenditure is required for contract completion.

MSRC Consulting Services Roster Publication. At least once a year, on behalf of the City, MRSC will publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the consulting services roster or rosters and solicit statements of qualifications from firms providing consulting services. Such advertisements will include information confirming that the City is a member of the MRSC Rosters Program. Firms or persons providing consulting services should contact MRSC Rosters directly via the MRSC Roster's website to apply to join MRSC Rosters. The City may require master contracts to be signed that become effective when a specific award is made using a consulting services roster.

Architectural, Engineering, and Design Services. State statutes require advance notice of the requirement for architectural, engineering and design services, evaluation of firms' qualifications and performance, and negotiation with firms in accordance with adjudged qualifications. As such, the MRSC Rosters will distinguish between professional architectural and engineering services as defined in RCW 39.80.020 and other consulting services and will announce generally to the public the City's projected requirements for any category or type of professional or other consulting services. The City reserves the right to publish an announcement on each occasion when professional services are required and to use paper and/or other electronic rosters that may be kept on file by appropriate city departments. Other requirements to meet federal grants may be imposed as required by each grant.

All Other Services. A competitive process is not required for professional or personal services, other than architectural, engineering, and design services. Contracting for professional services requires completion of a city professional services contract that describes services to be performed and negotiated price. Prior experience with the City of Gig Harbor, time frame for completing projects, and the value of a negotiated agreement will be considered when awarding a consultant/firm to perform professional services, as defined in this section. Professional and technical services include disciplines such as attorneys, computer programmers, financial analysts, bond counsels, artists, planners, and real estate appraisers.

4.2 Request for Proposals (RFP)

A Request for Proposal (RFP) is a method of soliciting competitive proposals for a defined scope of work. The proposals would normally include factors to measure qualifications, delivery, and service reputation, as well as price.

Simply put, an RFP is a formal invitation from the City of Gig Harbor to a company to submit an offer. The offer is to provide a solution (or proposal) to the need identified by the City. An RFP is a solicitation process whereby the judgment of the supplier's experience, qualifications, and solution may take precedence over their cost proposal.

Elements of an RFP:

1. Project Background and Scope of Work/Services
2. Definitions
3. Minimum Qualifications
4. Technical Requirements (if any)
5. Schedule
6. Cost Proposal
7. Submittal Requirements
8. Evaluation Process and Criteria
9. Insurance Requirements
10. Funding Sources (if applicable)

4.3 Request for Qualifications (RFQ)

A Request for Qualifications (RFQ) is a method of soliciting competitive proposals that considers and evaluates vendors on the basis of demonstrated competency and qualification, rather than price. This process is typically used for architectural and engineering services where price is not a consideration. An RFQ will generally result in negotiations.

Elements of an RFQ:

1. Project Background and Scope of Services
2. Project Budget and Source of Funding
3. Schedule
4. Minimum Qualifications
5. Submittal Requirements
6. Selection Process / Evaluation Criteria

5.0 Contracting for Public Works

Table 2. Small Public Works and Public Works Contracting Requirements and Authorizations

Type of Purchase	Process	Other Requirements	Authorization
Public Works - Projects costing over the threshold for Small Public Works	Formal competitive bid process	Prevailing wage Insurance Contract Performance & Payment Bond Bid bond/deposit Retainage	Must be budgeted Authorized by city council
Small Public Works – Projects within the	Invite quotes from all on MRSC Small	Prevailing wage Insurance Contract	Must be budgeted

cost limits allowed by state law	Works Roster category	Performance & Payment Bond Retainage may be reduced or waived	Executed by department director or designee if \$15,000 or less Under \$150,000: Executed by mayor or city administrator \$150,000 and above: Authorized by city council
Small Public Works – Projects costing between \$15,000 - \$150,000	Invite quotes from all on MRSC Small Works Roster category Or Contract through direct negotiation with equitable distribution	Prevailing wage Insurance Contract Performance & Payment Bond (optional) Allow 10% retainage in lieu of bonds	Must be budgeted Executed by department director or designee if \$15,000 or less Under \$150,000: Executed by mayor or city administrator \$150,000 and above: Authorized by city council
Public Works – Projects costing between \$2,500 - \$15,000	Invite quotes from all on MRSC Small Works Roster category	Prevailing wage Insurance Contract Performance & Payment Bond (optional) Allow 10% retainage in lieu of bonds	Must be budgeted Executed by mayor or city administrator
Public Works – Projects costing less than \$2,500	Solicit quotes	Prevailing wage No contract required	Must be budgeted Executed by department director or designee
Projects with costs less than \$75,500 for single trade, or \$150,000 for multiple trades	Day labor may be used for single or multiple crafts Current employees allowed to perform work under \$300,000 in value if doing so is accepted industry practice under prudent utility management	Prevailing wage	Must be budgeted Executed by mayor or city administrator

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5.1 Formal Competitive Bids

The City of Gig Harbor may construct any public work by contract or day labor without calling for bids when the estimated cost of the work or improvement, including cost of materials, supplies, and equipment, will not exceed the limits set forth in Table 2 above. Whenever the cost of the public work or improvement is anticipated to exceed these figures, the project shall be done by contract, provided the City may let contracts using the small works roster process.

The preparation of plans and/or specifications and an estimate of project cost shall be authorized by the mayor or designee for projects up to \$35,000 and by the city council for larger projects.

Sealed bids are required whenever the estimated cost of a public works project exceeds the threshold identified in Table 2 above. The following shall apply for public works contracts, except as otherwise noted:

- To ensure consistency and fair process, the City will use standard forms, documents, contracts, and terms and conditions, when practical. The City may use an evaluation selection committee to promote an open, proper selection.
- Minimum qualifications and/or specifications are stated to ensure bids address the needs of the City. Minimum qualifications cannot be used to eliminate qualified contractors and vendors. Minimum qualifications should be tested against the marketplace to ensure they aren't overly restrictive.
- When practical for public works contracts, the City will conduct a pre-bid conference to allow a thorough discussion of the City's intent, scope, specifications, and terms. Interested companies should be encouraged to attend.
- While selection of a winning offer is based primarily on the lowest responsive bid, quality and expertise may be a consideration to the extent legally permissible.

Cost Estimates. The total construction cost of each project must be estimated in order to correctly apply bid limit dollar amounts to determine if a public works project must be competitively bid. This estimate may be prepared by an outside third party, however the final cost estimate must be validated by the City. The total construction cost (estimated as if the project were to be bid) is used to make that determination. The estimate shall include materials, supplies, equipment, and labor on the construction of that project and applicable sales and use taxes. However, the value of volunteer labor, material, or equipment need not be included in the cost estimate for a public works project, as these are not a cost to the agency. For any project completed by any means or method other than a contract, such as using city workers, and the estimated cost will exceed \$25,000,

the City must publish a description of the project and its estimated cost in the official newspaper at least 15 days before beginning work as required by RCW 39.04.020.

Rule 171 – Sales Tax Exemptions. Normally sales tax applies to every sale of tangible personal property (and some services) to all persons, including cities. Thus, for bid limit purposes, the tax must be included when determining the cost of a public work, or when calculating the cost of materials, supplies, and equipment purchases separately from a public work.

However, there are some sales and use tax exemptions for certain public works projects. The exemptions include:

1. Labor and services rendered for the building, repairing, or improving of any street, place, road, highway, easement, right-of-way, mass public transportation terminal or parking facility, bridge, tunnel, or trestle owned by a city or town which is used primarily for pedestrian or vehicle traffic (RCW82.04.050(10).
2. Labor and services for the processing and handling of sand, gravel, and rock taken from city pits and quarries when the materials are for publicly owned road projects.

Breaking Down or Bid-Splitting. The breaking of any project into units or phases for the purpose of avoiding the maximum dollar amount of a contract is prohibited.

Bid Process.

1. **Define the Need.** Requesting department director shall determine the type of procurement and evaluate budget capacity.
2. **Request Authorization.** Depending on the project type and estimated cost, the requesting department director must request authorization from the city administrator to call for bids.
3. **Publication of Notice.** After proper authorization, the requesting department director (or designee) will publish the call for bids in the official newspaper or a newspaper of general circulation most likely to bring responsive bids and ensure notice is posted on the city webpage at least 13 days prior to bid submittal deadline.
4. **Notice Contents for Public Works Contracts.** Notice or advertisements for bids should contain definite specifications and procedures for bidders to use to estimate their bids. At a minimum, a bid notice must include:
 - a. Project title.
 - b. Nature and scope of work.
 - c. Where contract documents (plans and specifications) can be reviewed or obtained.
 - d. Cost to obtain a set of contract documents.

- e. Place, date, and time that bids are due.
- f. Place, date, and time that bids will be opened.
- g. Statement that a bid bond must accompany the bid.
- h. Statement that the City retains the right to reject any and all bids and to waive minor irregularities in the bids and/or bidding process.
- i. Statement that the contract involves “public work” and that workers shall receive the prevailing rate of wage pursuant to the Prevailing Wages on Public Works Act (RCW 39.12).
- j. List of the applicable prevailing wage rates or prevailing wage statement.
- k. Statement that the City is an equal opportunity employer and invites responsive bids from all qualified responsible bidders.
- l. The materials and equipment to be furnished, if any.

Bid Opening. Bids are submitted to the responsible department director or designee, where they are time and date stamped and processed. The bids shall be opened at the time and place specified in the advertisement for bids.

- **Report on Bids:** The responsible department director or designee will prepare a report and recommendation on all bids received to the decision maker with the authority to approve the contract.
- **Bid Award:** The City shall award the contract to the lowest responsible bidder or shall have power by council resolution to reject any or all bids and to make further calls for bids in the same manner as the original call.

Determining Lowest Responsible Bidder; Rejection of Bids. The City must award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the governing body may call for new bids. In addition, the City must ensure that contracts are awarded to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1) and supplementary criteria as noted in the contract documents.

5.2 Emergency Public Works Contracting

As provided in RCW 39.04.280, competitive bidding requirements may be waived by the City in the event of an emergency provided the following process is followed:

- In the event of an emergency, the Gig Harbor City Council designates the city administrator to act with regard to the subject matter of these procedures, and the city administrator may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary purchases on behalf of the City to address the emergency situation.

- If an agreement is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the city council in a resolution no later than three weeks following the award of the agreement.

5.3 Public Works Projects and Prevailing Wage Laws

Public works projects, including maintenance when performed by contract, are governed by RCW 39.12 Prevailing Wages on Public Works requirements, regardless of contract amount. The Department of Labor and Industries requires that workers be paid prevailing wages when employed on all public works, public building service maintenance, and contracted maintenance, based upon the classification of labor performed. It is the responsibility of the contracting employee to notify the vendor of prevailing wage requirements. Per RCW 39.12.030 all bid specifications and contracts shall include a list of the applicable wage rates.

5.4 Certificates of Insurance

If required, contractors must furnish the City with a Certificate of Insurance, naming the City of Gig Harbor as primary and noncontributory additional insureds with an additional attached endorsement. Contact the Finance Department to discuss insurance requirements and limits of coverage according to determination of risk. Risk Management Services Agency (RMSA) should review and approve submitted insurance limits of coverage.

5.5 Retainage

According to RCW 60.28.001(1) "Public improvement contracts shall provide, and public bodies shall reserve, a contract retainage not to exceed five percent of the moneys earned as a trust fund for the protection and payment of: (a) the claims of any person arising under the contract; and (b) the state with respect to taxes imposed pursuant to Titles 50 (Employment Security Department), Title 51 (Labor and Industries), and Title 82 (Department of Revenue)."

The contractor may select from one of three options for managing retainage:

1. Retainage Bond: In lieu of earned retained funds, the contractor will provide a Retainage Bond on the City of Gig Harbor's standard Retainage Bond form from an authorized surety insurer.
2. Savings Account: The City of Gig Harbor will place the retained funds in a separate interest-bearing account.
3. Escrow/Investment: The City of Gig Harbor will place the retained funds in escrow with a bank or trust company in accordance with the City's standard Escrow Agreement form. Any interest earned will be paid to the contractor.

All contractors subject to retainage withholding must complete the Retainage Investment form. If the escrow option is selected, the senior accountant in the Finance Department must be immediately notified for the purpose of executing an Escrow Agreement. As an alternative, a contractor may submit a retainage bond for all of any portion of the contract retainage on the City's standard Retainage Bond form by an authorized surety insurer as described in RCW 60.28.011.

After final acceptance of the project, if retainage is held by the City, it may be released after all release notifications have been received by the Department of Revenue, Department of Labor and Industries, and the Department of Employment Security. Upon receipt of all releases, the contract manager shall notify the senior accountant in the Finance Department to release the funds.

5.6 Small Public Works Roster

RCW 39.04 provides uniform small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The Small Works Roster maintained by the Municipal Research and Services Center (MRSC) allows the City to evaluate the professional qualifications on file when a proposed project is scheduled. Use of the Small Works Roster allows the City to preclude the advertisement requirements of the formal competitive process.

The following small works roster procedures are established for use by the City pursuant to RCW 39.04.152:

Small Works Cost Thresholds. The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed the amount allowed by state law, which includes the costs of labor, material, equipment, and sales and/or use taxes as applicable. Instead, the City may use the small works roster procedures for public works projects as set forth herein.

Informal, Telephone or Written Quotations

- (1) The City must obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and must award the contract to the lowest responsible bidder.
- (2) A contract awarded from a small works roster need not be advertised. Invitations for quotations must include an estimate of the scope and nature of the work to be performed, as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- (3) Quotations may be invited from all contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equally

distribute the opportunity among the contractors on the appropriate roster.

“Equitably distribute” means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

- (4) If the estimated cost of the work less than \$150,000, the City may contract through direct negotiation with equitable distribution but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by:
 - a. Publishing notice in a legal newspaper in general circulation in the area where the work is to be done; or
 - b. Mailing a notice to these contractors; or
 - c. Sending a notice to these contractors by facsimile or email.
- (5) At the time the bids are solicited, the city representative must not inform a contractor of the terms or amount of any other contractor’s bid for the same project.
- (6) A written record must be made by the city representative of each contractor’s bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained must be recorded, open to public inspection, and available by telephone inquiry.

Small Works Roster Reporting. Pursuant to RCW 39.04.200, the City must maintain a list of all contracts awarded using the Small Works Roster. This list will be updated at least once every year and be posted on the city’s website. This list will contain the following information:

- Name of successful contractor.
- Contract amount.
- Brief description of the type of work performed.
- Award date.
- Location where bid quotations for contracts are available for public inspection.

6.0 Payment Processing

Original invoices that are received by accounts payable will be date-stamped and routed to department heads upon receipt. Other invoices may be received directly by the department head or other staff, such as when items are picked up at will-call or services are performed on-site. An accounts payable payment voucher with account code is created by a finance technician and attached to the invoice for processing. All vouchers must be signed and approved by the appropriate department head. For all invoices, department heads or designees will verify that the invoiced items have been received and that the invoiced amount is correct.

The accounts payable original invoices should include the correct account coding and have a required authorized approval signature added. The approval invoice will be

routed to accounts payable for payment. Packing slips are routed to accounts payable to be matched with invoices. Once verified and approved, accounts payable processes the check run. There are two accounts payable check cycles scheduled each month, generally the second and fourth Mondays of each month to coincide with council meetings, unless the date falls on a holiday.

The finance director or designee audits the bills prior to city council meetings ensuring the correct coding of bills, authorization approvals, and proper documentation prior to council approval. The finance director or designee approval is required before invoices can be paid.

Approvals. Vendor invoices shall be signed for approval by the department head or designee. Reimbursements payable to city employees shall be signed for approval as follows:

- Council – approved by the mayor, city administrator, or designee
- Mayor – approved by the city administrator or designee
- City Administrator – approved by the mayor or designee
- Department Director – approved by the city administrator or designee
- Other employees – approved by the direct supervisor, department director, or designee

Employees may not approve their own reimbursement.

Hand-issued Checks. Departments should avoid requests for hand-issued checks by submitting approved invoices to accounts payable as soon as invoices are received. If extenuating circumstances exist, a check may be hand-issued to avoid incurring interest, penalties, and late charges. Submit requests for hand-issued checks to the Finance Department. Manual checks must be pre-approved by the finance director.



City of Gig Harbor

Purchasing Policy and Procedures

November 1, 2024

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1.0 Purpose of the Policy

The Purchasing Policy and Procedures is intended to guide and assist City of Gig Harbor ("City") staff on basic purchasing, including purchase orders, purchase agreements, services, and vendor procurement requirements as set forth in the Gig Harbor Municipal Code and Washington State statutes. Purchases that include federal funding shall also comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, published under Title 2 of the Code of Federal Regulations (2 CFR 200).

This policy establishes guidelines and clarifies procedures for purchasing materials, supplies, and equipment by the City of Gig Harbor. The procedures set forth herein are designed to ensure the City receives maximum value for each tax and utility dollar expended, assuring fiscal responsibility in the procurement process.

This edition of the Purchasing Policy and Procedures is dated October 1, 2024, and supersedes all purchasing directives. All references to the Revised Code of Washington (RCW) and/or city ordinances shall be incorporated as part of this policy including all future amendments. All references to contracting or Public Work shall refer to the city's Contracting Policy and Procedures.

In cases where these policies conflict with any city ordinance or state or federal law or regulation, the terms of that law or regulation prevails. In all other cases, these policies apply.

2.0 Definitions

For the purpose of these procedures and the interpretation and enforcement thereof, the following words and phrases shall be defined in state and federal law. The definitions outlined below are for reference purposes only.

Public Work (RCW 39.04.010)

"Public Work" means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or any municipality, or which is by law a lien or charge on any property therein. All public works, including maintenance when performed by contract, shall comply with chapter 39.12 RCW.

Emergency (RCW 39.04.280)

"Emergency" means unforeseen circumstances beyond the control of the municipality that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

MRSC

The Municipal Research and Services Center (MRSC) is a nonprofit organization that helps local governments across Washington State better serve their residents by providing legal and policy guidance on any topic. MRSC can be accessed by phone (800-933-6772), mail (2601 4th Avenue, Suite 800, Seattle WA 98121), or internet (www.mrsc.org).

3.0 General Provisions

3.1 Authorizations / Certifications

Only authorized employees acting within the scope of their authority may obligate the City of Gig Harbor in the acquisition of goods and services. Any employee purchasing goods on behalf of the City without proper authorization may be personally liable to the vendor and/or the City and subject to disciplinary action.

3.2 Code of Ethics / Conflicts of Interest

The public must have confidence in the integrity of its government. The purpose of this code of ethics is to apply and give guidance to all employees and elected officials so that they may conduct themselves in a manner which will be compatible with the best interests of themselves and the City of Gig Harbor.

Proper operation of the City's purchasing program requires observation of the following ethical standards:

- Actions of city employees will be impartial and fair.
- Government decisions and policies will be made in the proper channels of government structure.
- Public employment must not be used for personal gain.
- The City of Gig Harbor will not accept donations of materials or services in return for a commitment to continue to initiate a purchasing relationship.
- City employees may neither solicit, accept, nor agree to accept any gratuity for themselves, their families, or other that results in their personal gain which may affect their impartiality in making decisions on the job.

The following are examples of items not considered gratuities:

- Discounts or concessions realistically available to the general population.
- Items received that do not result in personal gain.
- Samples used for general use by city staff.

No city employee may participate in the selection or award of a purchase which would result in a real or apparent conflict of interest.

3.3 Purchasing Limitations

- a) Expenditures must have budget capacity or appropriation.
- b) Purchase limitations apply to the aggregate cost of individual items, whether purchased in one order or over a series of orders. Cost is inclusive of sales tax, use tax, delivery charges, and any related miscellaneous charges.
- c) See Table 1 for purchasing amount thresholds and authorities.

Sustainable Purchasing. The City of Gig Harbor shall acquire its goods and services in a manner that complies with all federal, state, and city laws, and any other applicable requirements. The City shall purchase and use materials, products, and services which are fiscally responsible, reduce resource consumption and waste, perform adequately, promote opportunities to lesser-advantaged segments of our community, and promote human health and well-being when possible.

Environmental factors to consider in selecting products include:

- Pollutant releases, especially persistent bio-accumulative toxins (PBTs)
- Waste generation
- Greenhouse gas emissions
- Recycled content
- Energy consumption
- Depletion of natural resources
- Potential impact on human health and the environment

Social equity factors that should be included, but are not limited to:

- Use of local businesses
- Use of small, minority, and women-owned businesses
- Ergonomic and human health impacts

Fiscal factors to be considered include, but are not limited to:

- Lowest total cost
- Leveraging the City's buying power
- Impact on staff time and labor
- Long-term financial/market changes
- Technological advances in a rapidly changing market

3.4 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)

For procurement of goods and services that involve federal funding, the City of Gig Harbor will follow the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance) published in Title 2 of the Code of Federal Regulations (2 CFR 200) specifically 2 CFR 200.318 through 200.326. All grants are different. Whether funding is city, state, or federal, the City is required to follow the most restrictive regulations.

The City will monitor procurements to avoid duplicative purchases and exhaust all mandated sources before soliciting new sources. The City will also continue to enter into inter-entity agreements to realize cost savings for shared goods and services when possible.

Internal Controls. The City will maintain effective internal control over federal awards that reduce the risk of fraud and provide for reasonable assurance that federal awards are being managed in compliance with all federal statutes and regulations, and with the terms and conditions of the award.

- Verify and document that vendors are not suspended or debarred from doing business with the federal government.
- Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive.

Allowable Costs. Federal awards will meet the following general criteria to be considered allowable costs, except where otherwise authorized by statute:

- a) Be necessary and reasonable for the performance of the federal award.
- b) Conform to any limitations or exclusions set forth in these principles or in the federal award.
- c) Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the City.
- d) Be accorded consistent treatment. A cost may not be assigned to federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost.
- e) Be determined in accordance with generally accepted accounting principles (GAAP).
- f) Not be included as cost or used to meet cost sharing or matching requirements of any other federally financed program in either current or prior period.
- g) Be adequately documented.

Certifications and Assurances. For federally funded purchases, to assure that expenditures are proper and in accordance with the terms and conditions of the federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreement must include a certification, signed by an official who is authorized to legally bind the City of Gig Harbor, which reads as follows:

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent

information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (US Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.)”

Single Audit Act. The City of Gig Harbor, as a recipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR 200.501 as well as all applicable federal and state statutes and regulations.

Closure. A project agreement end date will be established in accordance with 2 CFR 200.309. Any costs incurred after the project agreement end date are not eligible for federal reimbursement.

3.5 Declaring an Emergency

Emergency purchases occur when an emergency situation arises that was unforeseen and must be remedied immediately. In the event of an emergency, the city council designates the city administrator to act with regard to the subject matter of these procedures, and he or she may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary purchases on behalf of the City to address the emergency situation. If a purchase is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the city council in a resolution no later than three weeks following the award of the purchase.

4.0 Purchasing Materials, Supplies, and Equipment

Table 1: Purchasing Processes and Authorizations

Type of Purchase	Process	Other Requirements	Authorization
Items costing under \$1,000	No formal process required		Must be budgeted Executed by department director or designee
Items costing \$1,000-\$7,500	Informal quotes; formal competitive bid process; Interlocal Cooperative Purchase Agreements; or MRSC vendor roster	Contact at least three vendors for written quotes if using informal quotes or MRSC roster	Must be budgeted Executed by department director or designee
Items costing \$7,500-\$15,000	Must use formal competitive bid process, Interlocal Cooperative Purchase Agreements, or MRSC vendor roster	Contact at least three vendors for written quotes if using MRSC roster	Must be budgeted Executed by department director or designee
Items costing \$15,000 and above	Must use formal competitive bid process, or Interlocal Cooperative Purchase Agreements		Must be budgeted Under \$100,000: Executed by city administrator or mayor \$100,000 and above: Authorized by city council

4.1 MRSC Vendor Roster

As provided by Washington law and a contract between the City of Gig Harbor and Municipal Research and Services Center ("MRSC"), the City may use the MRSC vendor roster for the purchase of materials, supplies, or equipment within the estimated purchase amount set forth in Table 1. In addition, paper and/or electronic rosters may be kept on file by appropriate city departments. Nothing in these procedures prevents the City from advertising for any vendors without use of the MRSC roster. At least once a year, on behalf of the City, MRSC will publish in a newspaper of general circulation within the general jurisdiction a notice of the existence of a vendor roster. Responsible businesses will be added to appropriate MRSC roster(s) any time they submit a written request and necessary records.

Informal, Telephone, and Written Quotes. The City of Gig Harbor will observe the following process to obtain telephone or written quotes from vendors for the purchase of materials, supplies, or equipment within the estimated purchase amount set forth in Table 1.

- A written description will be drafted of the specific materials, supplies, and equipment to be purchased, including the number, quality, quantity, and type desired, the proposed delivery date, and any other significant terms of purchase; and
- A city representative will make a good faith effort to contact at least three of the vendors on the roster established above, provide the written description, and obtain quotes from the vendors on the required materials, equipment, or supplies; and
- At the time such quotes are solicited, the city representative will not inform a vendor of any other vendor's quote on the materials, supplies, or equipment; and
- A written record will be made by the city representative of each vendor's quote on the materials, supplies, and equipment purchased, and of any conditions imposed on each vendor; and
- All quotes will be collected and presented for consideration and determination of the lowest responsible bidder and award of the purchase.

Sales Tax, Shipping, and Freight. Sales and use tax must be included when determining the cost of purchased materials, supplies, and equipment. When purchasing items that will incur freight charges, the City shall request the items be shipped Free on Board (FOB) Destination, with the freight prepaid.

4.2 Interlocal Cooperative Purchasing Agreements

The City of Gig Harbor may enter into Interlocal Agreements with other public agencies similarly authorized under RCW 39.34.030. This includes units of local government outside Washington State. State law in regard to competitive bidding shall govern any cooperative purchasing agreement. The competitive bid process of the original jurisdiction may substitute for the City's if consistent with the bidding laws that apply to the City of Gig Harbor. The other government's bid process must have been conducted within the previous 24-month period to be valid for use by the City.

In addition, "piggybacking" on other jurisdiction bids requires an Interlocal Agreement, therefore the City must conduct a screening process whereby it can justify the purchase through an Interlocal Agreement. The screening process and results must be clearly documented in writing. All interlocal cooperative purchasing agreements shall be presented to council for approval.

4.3 Formal Competitive Bids

Sealed bids are required per Table 1. The following shall apply when formal bidding is required for the purchase of materials, supplies, or equipment, except as otherwise noted:

- To ensure consistency and fair process, the City will use standard forms, documents, and terms and conditions, when practical. The City may use an evaluation selection committee to promote an open, proper selection.
- Minimum qualifications and/or specifications are stated to ensure bids address the needs of the City. Minimum qualifications cannot be used to eliminate qualified manufacturers and vendors. Minimum qualifications should be tested against the marketplace to ensure they aren't overly restrictive.
- While selection of a winning offer is based primarily on lowest responsive bid, quality and expertise may be a consideration to the extent legally permissible.

Bid Process.

1. **Define the Need.** Requesting department director shall determine the type of purchase based on type of activity and cost estimates.
2. **Request Authorization.** Depending on the project type and estimated cost, the requesting department director must request authorization from the city administrator to call for bids.
3. **Publication of Notice.** After proper authorization, the requesting department director (or designee) will publish the call for bids in the official newspaper or a newspaper of general circulation most likely to bring responsive bids and ensure notice is posted on the city webpage at least 13 days prior to bid submittal deadline.
4. **Notice Contents for Purchases of Materials, Supplies, or Equipment.** Notice or advertisement for bids should contain specifications and procedures for bidders to use to estimate their bids. At a minimum, a bid notice must include:
 - a) Name and description of requested items.
 - b) Place, date, and time that bids are due.
 - c) Statement that the City retains the right to reject any and all bids and to waive minor irregularities in the bidding process.
 - d) Place, date, and time that bids will be opened.

Determining Lowest Responsible Bidder. The City of Gig Harbor shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is a reason to believe that the lowest acceptable bid is not the best

price obtainable, all bids may be rejected and the City may call for new bids or enter into direct negotiations to achieve the best possible price.

The following factors, in addition to price, may be considered in determining the lowest responsible bidder:

- Any preferences provided by law to Washington products and vendors.
- The quality of the materials, supplies, and equipment to be purchased.
- The conformity of the materials, supplies, and equipment to required specifications.
- The purposes for which the materials, supplies, and equipment are required.
- The times for delivery of the materials, supplies, and equipment.
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
- Such other information as may have a bearing on the decision to purchase the materials, supplies, or equipment.

Life Cycling Costing. In considering bids for purchase, whenever there is reason to believe that applying the “life cycle costing” method to bid evaluation would result in the lowest total costs, first consideration will be given to the bid with the lowest life cycle cost which complies with the specifications.

“Life cycle cost” means the total cost of an item over its estimated useful life, including costs of selection, acquisition, operation, maintenance, and where applicable, disposal, as far as these costs can reasonably be determined, minus the salvage value at the end of its estimated useful life. The “estimated useful life” of an item means the estimated time from the date of the acquisition to the date of replacement or disposal, determined in any reasonable manner.

Written Record of Purchase. Immediately after a purchase is authorized, the written record of each bid or quote must be open to public inspection and available to the public by telephone or other inquiry.

4.4 Exemptions to Competitive Bidding Requirements

As provided in both RCW 39.04.270 and RCW 39.04.280, competitive bidding requirements may be waived by city council for the following:

- Purchases that are clearly and legitimately limited to a sole source of supply.
- Purchases in the event of an emergency.
- Purchases of insurance or bonds.
- Purchases that involve special facilities or market conditions.
- Competitive negotiations involving telecommunications systems/services.

Sole Source. On a case-by-case basis, the bid or quote requirement may be waived and a sole/single source purchase approved, in accordance with RCW 39.04.280.

Purchases deemed to be “sole source” are characterized as meeting one or more of the following standards: (a) the city department has conducted a screening process whereby it can justify purchase of a specific product; (b) the City requires legitimate specifications to which only one vendor can successfully respond; or (c) the product is available only through one manufacturer (or distributor) and the manufacturer so certifies. In any such case where the purchase exceeds \$5,000, the vendor shall certify that the City is getting the lowest price it offers anyone. Purchases in excess of \$5,000 from a sole source vendor require a statement attesting to the legitimacy of sole source and signed by the requesting department director with prior approval of the city administrator.

Emergency. In the event of an emergency, the Gig Harbor City Council designates the city administrator to act with regard to the subject matter of these procedures, and he or she may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary purchases on behalf of the City to address the emergency situation. If an agreement is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the city council in a resolution no later than three weeks following the award of the agreement.

Special Facilities or Market Conditions. RCW 39.04.280(1)(b) authorizes the Gig Harbor City Council by resolution to waive established bidding requirements if an exceptional opportunity arises to purchase favorably priced equipment or supplies or used goods that will be sold before the City can conduct the bid process. The resolution must set forth the factual basis for the special market conditions.

Auctions. RCW 39.30.045 authorizes the City to acquire supplies, materials, and equipment through an auction conducted by an agency of the State of Washington, an agency of the United States, any municipality or other government agency, or any private party if the items can be obtained at a competitive price.

Surplus Property. RCW 39.33.010 states the City may acquire surplus property from another government without the use of competitive bids or quotes, when it is possible to procure obvious bargains through the procurement of surplus or distress material, supplies, or equipment.

Competitive Negotiations – Telecommunication Systems / Services. Competitive negotiation can be used as an alternative to the competitive bid procedures for the acquisition of electronic data processing and telecommunications systems, energy saving or energy related equipment or services, or when it is determined in writing that the use of competitive bidding is neither practical nor advantageous to the City.

Eligible purchases (RCW 39.35A.020) are those for “equipment, materials, or supplies that are expected upon installation, to reduce the energy use or energy cost of an existing building or facility, and the services associated with the equipment, materials, or

supplies, including but not limited to design, engineering, financing, installation, project management, guarantees, operations, and maintenance.” Pursuant to RCW 39.35A.030(1), the procurement may be structured on a performance basis, rather than a design specification, so that the City may specify a result, rather than the type or model of equipment (RCW 39.35A.030(3)).

The City of Gig Harbor will provide procedures for technical evaluation of the proposals received, identification of qualified sources, and selection criteria for awarding the purchase or service.

The City may select the qualified vendor whose proposal is most advantageous, with price and other factors considered. If the City of Gig Harbor is unable to negotiate a purchase successfully, the City may terminate negotiations and proceed to negotiate with the second most advantageous proposer, and so on.

4.5 Leases of Personal or Real Property

A lease of personal (or real) property with an option to purchase may require competitive bids, depending on the type of property involved and its cost. The cost is the total value of the item to be leased, not the yearly payment. A lease of property without an option to purchase does not require a call for bids.

5.0 Payment Processing

5.1 Accounts Payable

Original invoices that are received by accounts payable will be date-stamped and routed to department heads upon receipt. Other invoices may be received directly by the department head or other staff, such as when items are picked up at will-call or services are performed on-site. An accounts payable payment voucher with account code is created by a finance technician and attached to the invoice for processing. All vouchers must be signed and approved by the appropriate department head. For all invoices, department heads or designees will verify that the invoices items have been received and that the invoiced amount is correct.

The accounts payable original invoices should include the correct account coding and have a required authorized approval signature added. The approval invoice will be routed to accounts payable for payment. Packing slips are routed to accounts payable to be matched with invoices. Once verified and approved, accounts payable processes the check run. There are two accounts payable check cycles scheduled each month, generally the second and fourth Mondays of each month to coincide with council meetings, unless the date falls on a holiday.

The finance director or designee audits the bills prior to city council meetings ensuring the correct coding of bills, authorization approvals, and proper documentation prior to council approval. The finance director or designee approval is required before invoices can be paid.

Approvals. Vendor invoices shall be signed for approval by the department head or designee. Reimbursements payable to city employees shall be signed for approval as follows:

- Council – approved by the mayor, city administrator, or designee
- Mayor – approved by the city administrator or designee
- City Administrator – approved by the mayor or designee
- Department Director – approved by the city administrator or designee
- Other employees – approved by the direct supervisor, department director, or designee

Employees may not approve their own reimbursement.

Hand-issued Checks. Departments should avoid requests for hand-issued checks by submitting approved invoices to accounts payable as soon as invoices are received. If extenuating circumstances exist, a check may be hand-issued to avoid incurring interest, penalties, and late charges. Submit requests for hand-checks to the Finance Department. Manual checks must be pre-approved by the finance director.

Petty Cash. Petty cash funds cover minor disbursements. Petty cash is reimbursed through the accounts payable process in accordance with the City's policy on petty cash.

5.2 Purchasing Cards

Bank credit cards may be issued with the approval of the city administrator. They are to be used solely for City-authorized business purposes. The Finance Department maintains the accounts and is authorized to make necessary changes and updates, corresponds with the bank to resolve issues, order purchasing cards, reconciles purchases made during the billing cycle to the bank statement, verifies accuracy of supporting documents and signatures, maintains records, and assures timely payment.

Credit limits and other controls are established by the Finance Department when the cards are authorized and are determined according to the position requesting the card. Department directors may request a change of credit limits and cancel or suspend a card when needed. Cards will be issued to employees after the employee has received a copy of the City's Purchasing Policy and Procedures and has signed a Credit/Purchasing Card Agreement form.

As authorized, employees will use their card at time of purchase for goods, maintenance, services, and construction as allowed by the vendor. The employee should not exceed the credit limit on their card. Employees should contact accounts payable if the limit needs to be temporarily adjusted to make purchases. Employees will approve their charges and submit the proper supporting documents to their department director within five days of making a purchase. The documents must be turned in or made accessible prior to any absences (i.e. vacations, personal leave, or sick leave). If

there is a disputed charge, the employee should immediately notify the merchant. If unable to get satisfaction from the merchant, contact accounts payable to dispute the amount with the bank.

Department directors or designee will ensure employees approve their charges and submit the proper supporting documents immediately after each purchase or by the 15th of each month. Department directors will verify the accuracy of charges and approve supporting documentation, assign correct fund numbers and descriptive information for each charge, and submit paperwork to accounts payable.

Unauthorized usage examples:

- Personal charges
- Cash advances
- Unauthorized purchases
- Alcohol

Proper supporting documentation:

- Itemized receipts
- Itemized invoices
- Detailed online order confirmations
- Training request forms

Employees who are frequently late submitting or missing supporting documentation will lose their card privileges for an amount of time determined by the Finance Department. Improper use of the card may result in disciplinary action up to and including termination of employment.

The employee should safeguard their card and account numbers against loss, theft, and unauthorized use. The card should be kept locked in a secure location when not in use. In the event of a lost or stolen card, employees should immediately notify the bank and inform accounts payable. Failure to notify the bank may result in the City's responsibility for payment.

RESOLUTION NO. 1066

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AMENDING THE CITY'S PURCHASING AND CONTRACT PROCUREMENT PROCEDURES AND REPEALING RESOLUTIONS 593 AND 884.

WHEREAS, state law authorizes each public agency the authority to establish certain purchasing and contracting procedures by way of resolution; and

WHEREAS, on July 22, 2002, the City passed Resolution No. 593, which establishes a process consistent with Washington law for the City Council to consider all purchases of materials, supplies, and equipment; and

WHEREAS, on November 28, 2011, the City passed Resolution No. 884, which establishes the City Council's procurement and purchasing procedures consistent with Washington law for consultant selection, the small works roster, the limited public works process, and cooperative purchasing agencies; and

WHEREAS, consolidation of the current separate resolutions will clarify the purchasing and contracting procedures and thus provide more effective procedures; and

WHEREAS, staff recommends recognition of an existing vendor list available through the Municipal Research Services Center as a formal method of purchasing; and

WHEREAS, the process to approve all purchases and procurement of contracts typically includes review and recommendation by staff, drafting a council bill by staff, and review of the council bill by the department director, City Attorney, Finance Director, City Administrator, and Mayor, after which point the item is placed on the City Council's agenda for an upcoming council meeting; and

WHEREAS, this process to approve all purchases and procurement of contracts can require an additional three weeks to six weeks from the time of recommendation by staff; and

WHEREAS, department directors and City Administration are recommending new purchasing and procurement procedures to allow department directors, the City Administrator, or the Mayor to approve certain purchases and contracts that are limited to certain dollar thresholds where the purchases and contracts are identified in the current budget and do not exceed the amount identified in the current budget; and

WHEREAS, this resolution will provide the City with efficiencies while remaining in compliance with state law and within the limits of the City's adopted budget; and

WHEREAS, these procedures are not intended to address contracting procedures related to Public Works contracts greater than \$300,000;

NOW, THEREFORE, THE CITY OF GIG HARBOR, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Scope. All employees must follow these procedures for purchasing materials, supplies, and equipment and contract procurement. Adherence to these procedures will ensure that public purchases and contracts are open, fair, and at the best value to the public. These procedures are divided into three major areas:

- 1.1 Purchasing materials, supplies, or equipment.
- 1.2 Contract procurement for small public works contracts, and limited public works contracts. Public works contracting beyond these shall follow the procedures set forth in Title 39 RCW.
- 1.3 Contract procurement for professional services.

Section 2. Definitions. For the purpose of these procedures and the interpretation and enforcement thereof, the following words and phrases shall be defined in state and federal law. The definitions outlined below are for reference purposes only.

- 2.1 Public Work: All work, construction, alteration, repair or improvement that is executed at the cost of the state or any public agency. This includes, but is not limited to, demolition, remodeling, renovation, road construction, building construction, ferry construction, and utilities construction. This also includes maintenance when performed by contract. See also RCW 39.04.010.
- 2.2 Prevailing Wage: The rate of hourly wage, usual benefits, and overtime, paid in the largest city in the county where the physical work is being performed to the majority of workers, laborers, and mechanics in the same trade or occupation. Prevailing wages are established, by the Department of Labor and Industries. See also RCW 39.12.010.
- 2.3 Emergency: Any unforeseen circumstance beyond the control of the City that either:
(a) present a real, immediate threat to the proper performance of essential functions;
or (b) will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken.
- 2.4 MRSC: The Municipal Research and Services Center (MRSC) is a nonprofit organization that helps local governments across Washington State better serve their citizens by providing legal and policy guidance on any topic. MRSC can be accessed by phone (800-933-6772), mail (2601 4th Avenue, Suite 800, Seattle WA 98121), or internet (www.mrsc.org).

Section 3. Purchasing Procedures.

3.1 Cost Thresholds and Purchasing Authority. The City Council hereby adopts the purchase thresholds, purchasing process alternatives and purchasing authorizations set forth in Table 1, attached hereto and incorporated herein PROVIDED the purchase is identified in the current City budget AND the purchase does not exceed the amount identified in the current City budget. All other purchases must be presented to the City Council for award and authorization.

3.2 MRSC Vendor Roster. As provided by Washington law and a contract between the City and Municipal Research and Services Center ("MRSC"), the City may use the MRSC vendor roster for the purchase of materials, supplies or equipment within the estimated purchase amount set forth in Table 1. In addition, paper and/or electronic rosters may be kept on file by appropriate City departments. Nothing in these procedures prevents the City from advertising for any vendors without use of the MRSC roster. At least once a year, on behalf of the City, MRSC will publish in a newspaper of general circulation within the general jurisdiction a notice of the existence of a vendor roster. Responsible businesses will be added to appropriate MRSC Roster(s) any time they submit a written request and necessary records.

3.3 Written quotes. This process consists of the City observing the following process to obtain telephone or written quotes from vendors for the purchase of materials, supplies or equipment within the estimated purchase amount set forth in Table 1.

- (1) A written description will be drafted of the specific materials, supplies, and equipment to be purchased, including the number, quality, quantity and type desired, the proposed delivery date, and any other significant terms of purchase;
- (2) A City representative will make a good faith effort to contact at least three of the vendors on the roster established above, provide the written description, and obtain quotes from the vendors on the required materials, equipment or supplies;
- (3) At the time such quotes are solicited, the City representative will not inform a vendor of any other vendor's quote on the materials, supplies or equipment;
- (4) A written record will be made by the City representative of each vendor's quote on the materials, supplies, and equipment purchased, and of any conditions imposed on the each vendor; and
- (5) All of the quotes will be collected and presented for consideration and determination of the lowest responsible bidder and award of the purchase.

3.4 Determining lowest responsible bidder. The City shall purchase the materials, supplies or equipment from the lowest responsible bidder, provided that whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the City may call for new bids or enter into direct negotiations to achieve the best possible price. The following factors, in addition to price, may be taken into account by the City in determining the lowest responsible bidder:

- (1) Any preferences provided by law to Washington products and vendors.
- (2) The quality of the materials, supplies and equipment to be purchased.

- (3) The conformity of the materials, supplies and equipment to the City's specifications.
- (4) The purposes for which the materials, supplies and equipment are required.
- (5) The times for delivery of the materials, supplies and equipment.
- (6) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (7) Such other information as may have a bearing on the decision to purchase the materials, supplies or equipment.

3.5 Life cycling costing. In considering bids for purchase, whenever there is reason to believe that applying the "life cycle costing" method to bid evaluation would result in the lowest total costs to the City, first consideration will be given to the bid with the lowest life cycle cost which complies with the specifications. "Life cycle cost" means the total cost of an item to the City over its estimated useful life, including costs of selection, acquisition, operation, maintenance, and where applicable, disposal, as far as these costs can reasonably be determined, minus the salvage value at the end of its estimated useful life. The "estimated useful life" of an item means the estimated time from the date of the acquisition to the date of replacement or disposal, determined in any reasonable manner.

3.6 Interlocal Cooperative Purchasing Agreements. Pursuant to chapter 39.34 RCW, bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and through other local governments which have complied with state bidding requirements. This includes units of local government outside Washington State. The other government's bid process must have been conducted within the previous 24-month period to be valid for use by the City of Gig Harbor. In addition, the City must conduct a screening process whereby it can justify the purchase through an Interlocal Agreement. The screening process and results must be clearly documented in writing.

3.7 Written record of purchase. Immediately after a purchase is authorized, the written record of each bid or quote must be open to public inspection and available to the public by telephone or other inquiry.

3.8 Posting. A list of all purchases valued at more than \$7,500 but less than \$15,000 must be posted on the City's website, at least once every two months. The list must contain the name of the vendor awarded the purchase, the amount of the purchase, a brief description of the item(s) purchased, and the date the purchase was awarded. The list must also state the location where the bid quotations are available for public inspection.

3.9 Exemptions.

3.9.1 As provided in RCW 39.04.280, competitive bidding requirements may be waived by the City Council for the following:

- (1) Purchases that are clearly and legitimately limited to a sole source of supply.
- (2) Purchases in the event of an emergency.

- (3) Purchases of insurance or bonds.
- (4) Purchases that involve special facilities or market conditions.

3.9.2 Sole Source. Purchases deemed to be “sole source” are characterized as meeting one or more of the following standards: (a) the City department has conducted a screening process whereby it can justify purchase of a specific product; (b) the City requires legitimate specifications to which only one vendor can successfully respond; or (c) the product is available only through one manufacturer (or distributor) and the manufacturer so certifies. In any such case where the purchase exceeds \$5,000, the vendor shall certify that the City is getting the lowest price it offers anyone. Purchases in excess of \$5,000 from a sole source vendor require a statement attesting to the legitimacy of sole source and signed by the requesting Department Director with prior approval of the City Administrator.

3.9.3 Emergency. In the event of an emergency, the City Council designates the City Administrator to act with regard to the subject matter of these procedures, and he or she may declare an emergency situation exists, waive competitive bidding requirements and award all necessary purchases on behalf of the City to address the emergency situation. If an agreement is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the City Council in a resolution no later than three weeks following the award of the agreement.

Section 4. Public Works Contracting Procedures

4.1 Cost Thresholds and Contract Authority. The City Council hereby adopts the project thresholds, contract process alternatives and contract authorizations set forth in Table 2, PROVIDED the project is identified in the current city budget and the contract procurement does not exceed the amount identified in the current city budget. All other contract procurements must be presented to the city council for award and authorization.

4.2 MRSC Small Works Rosters; Publication. As provided by Washington Law and a contract between the City and MRSC, the City may use the MRSC rosters according to these procedures. At least once a year, on behalf of the City, MRSC will publish in a newspaper of general circulation within the general jurisdiction a notice of the existence of the roster or rosters. Responsible contractors will be added to appropriate MRSC Roster(s) at any time that they submit a written request and necessary records. Nothing prevents the City from advertising for any small works roster project or consultant through this procedure without use of the MRSC procedure.

4.3 Small Public Works Roster. The following small works roster procedures are established for use by the City pursuant to RCW 39.04.155:

4.3.1 Small Works Cost Thresholds. The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred

Thousand Dollars (\$300,000), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the City may use the Small Public Works Roster procedures for public works projects as set forth herein. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

4.3.2 Telephone or Written Quotations.

- (1) The City must obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and must award the contract to the lowest responsibility bidder as defined in section 4.5.
- (2) A contract awarded from a small works roster need not be advertised. Invitations for quotations must include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not to be included in the invitation.
- (3) Quotations may be invited from all contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equally distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.
- (4) If the estimated cost of the work is from One Hundred Fifty Thousand Dollars (\$150,000) to Three Hundred Thousand Dollars (\$300,000), the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by:
 - a. Publishing notice in a legal newspaper in general circulation in the area where the work is to be done; or
 - b. Mailing a notice to these contractors; or
 - c. Sending a notice to these contractors by facsimile or email.
- (5) At the time the bids are solicited, the City representative must not inform a contractor of the terms or amount of any other contractor's bid for the same project.
- (6) A written record must be made by the City representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained must be recorded, open to public inspection, and available by telephone inquiry.

4.3.3 Small Works Roster Reporting. The City must maintain a list of all contracts

awarded using the Small Works Roster. This list will be updated at least once every year and be posted on the City's website. This list will contain the following information:

- (1) Name of successful contractor;
- (2) Contract amount;
- (3) Brief description of the type of work performed;
- (4) Award date; and
- (5) Location where bid quotations for contracts are available for public inspection.

4.4 Limited Public Works Process.

4.4.1 Limited Public Works Cost Thresholds. If a work, construction, alteration, or improvement project is estimated to cost less than Thirty-five Thousand Dollars (\$35,000), the City may award such a contract using the limited public works process provided under RCW 39.04.155(3). Public works projects awarded under this subsection are exempt from the other requirements of the small works roster process described above and in RCW 39.04.155(2) and are exempt from the requirement that contracts be awarded after advertisement as required by RCW 39.04.010.

4.4.2 Solicitation. For a limited public works project, the City will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and must award the contract to the lowest responsible bidder as defined in section 4.5. In making awards under this subsection, the City must attempt to equitably distribute the opportunities for limited public works contracts among contractors willing to perform the work within the geographic area.

4.4.3 The City may use the limited public works process of this subsection 4.4 to solicit and award small works roster contracts to small businesses that are registered contractors. The City may adopt additional procedures to encourage small businesses that are registered contractors with gross revenues under two hundred fifty thousand dollars annually as reported on their federal tax return to submit bids or quotations on small works roster contracts.

4.4.4 For limited public works projects, the City may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materialmen, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City will have the right of recovery against the contractor for any payments made on the contractor's behalf.

4.4.5 After an award is made, the quotations must be open to public inspection and available by electronic request.

4.4.6 Limited Public Works Reporting. The City must maintain a list of all contracts awarded using the Limited Public Works process. This list will be maintained for contracts

awarded using this process during the previous 24 months and be posted to the City's website. This list will contain the following information:

- (1) Name of successful contractor;
- (2) Name of all contractors contacted;
- (3) Contract amount;
- (4) Brief description of the type of work;
- (5) Award date; and
- (6) Contractor's registration number.

4.5 Determining Lowest Responsible Bidder; Rejection of Bids. The City must award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the governing body may call for new bids. In addition, the City must ensure that contracts are awarded to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1) and supplementary criteria as follows:

- (1) The bidder must, at the time of bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW; and
- (2) The bidder must have a current state unified business identifier number; and
- (3) If applicable, the bidder must have industrial insurance coverage for the bidder's employees working in Washington as required by Title 51 RCW, an employment security department number as required in Title 50 RCW and a state excise tax registration number as required in Title 82 RCW; and
- (4) The bidder must not be disqualified from bidding on any public works contract under RCW 39.06.010 or RCW 39.12.065(3).
- (5) Any other supplementary bidder criteria under RCW 39.04.350(2) established by the City.

4.6 Emergency. In the event of an emergency, the City Council designates the City Administrator to act with regard to the subject matter of these procedures, and he or she may declare an emergency situation exists, waive competitive bidding requirements and award all necessary contracts on behalf of the City to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the City Council in a resolution no later than three weeks following the award of the contract.

Section 5. Professional Services Contracting Procedures.

5.1 Consultants Roster for Professional Services. Professional services, also known as consulting services, are those services involving specialized skill, education, and special knowledge. These services include, but are not limited to, architectural, engineering, design services, accounting, art, bond brokerage, insurance brokerage, legal, real estate appraisal, relocation assistance, title abstracts, surveying, soils analysis, and core testing.

Procurement of professional and personal services will be in accordance with chapter 39.80 RCW and chapter 39.29 RCW. The City will use MRSC Rosters to establish a consulting services roster.

5.2 Cost Thresholds and Signature Authority. The City Council hereby adopts the cost thresholds and contracting authorizations set forth in Table 3, attached hereto and incorporated herein PROVIDED the contract for services is identified in the current city budget and the contract does not exceed the amount identified in the current city budget. All other contracts for professional services must be presented to the city council for award and authorization. The Mayor, City Administrator and department directors are authorized to extend the duration of professional service contracts where no additional expenditure is required for contract completion.

5.3 Publication. At least once a year, on behalf of the City, MRSC will publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the consulting services roster or rosters and solicit statements of qualifications from firms providing consulting services. Such advertisements will include information on how to find the address and telephone number of a representative of the City who can provide further details as to the City's projected needs for consulting services. Firms or persons providing consulting services will be added to appropriate MRSC roster or rosters at any time that they submit a written request and necessary records. The City may require master contracts to be signed that become effective when a specific award is made using a consulting services roster.

5.4 Architectural, Engineering, and Design Services. The MRSC Rosters will distinguish between professional architectural and engineering services as defined in RCW 39.80.020 and other consulting services and will announce generally to the public the City's projected requirements for any category or type of professional or other consulting services. The City reserves the right to publish an announcement on each occasion when professional services are required and to use paper and/or other electronic rosters that may be kept on file by appropriate City departments.

5.5 All Other Professional Services. A competitive process is not required for professional or personal services, other than architectural, engineering, and design services as noted in subsection 5.4. Purchase of professional services requires completion of a City professional services contract that describes services to be performed and negotiated price. Prior experience with the City, time-frame for completing projects, and the value of a negotiated agreement will be considered when consideration and awarding a consultant/firm to perform professional services, as defined in this section. Professional and technical services include disciplines such as attorneys, computer programmers, financial analysts, bond counsels, artists, planners, and real estate appraisers.

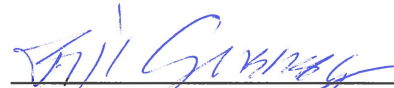
5.6 Emergency. In the event of an emergency, the City Council designates the City Administrator to act with regard to the subject matter of these procedures, and he or she may declare an emergency situation exists and award all necessary contracts on behalf of the City to address the emergency situation. If a contract is awarded due to an emergency,

a written finding of the existence of an emergency must be made by the City Council in a resolution no later than three weeks following the award of the contract.

Section 6. Repealer. Resolution No. 593 and Resolution No. 884 are hereby repealed.

PASSED by the City Council this 23rd day of January, 2017.

APPROVED:


MAYOR JILL GUERNSEY

ATTEST/AUTHENTICATED:


CITY CLERK, MOLLY M. TOWSLEE

FILED WITH THE CITY CLERK: 01/17/17
PASSED BY THE CITY COUNCIL: 01/23/16
RESOLUTION NO. 1066

Table 1. Purchasing: Cost Thresholds, Consideration, and Award

Purchase Threshold	Purchasing Process Alternatives	Authorization
\$1,000 or less	No formal process required	Department Director or Designee
More than \$1,000 to \$7,500	Interlocal cooperative purchase agreements, vendor roster, or formal competitive bidding process	Department Director
More than \$7,500 and less than \$15,000	Written quotes using the vendor roster, interlocal cooperative purchasing agreements, or formal competitive bidding process	City Administrator or Mayor
From \$15,000 and less than \$50,000	Interlocal cooperative purchasing agreements	City Administrator or Mayor
\$15,000 or more	Interlocal cooperative purchasing agreements or formal competitive bidding process	City Council

Table 2. Public Works Contracting: Cost Thresholds, Consideration, and Award

Project Threshold	Contracting Process Alternatives	Authorization
\$2,500 or less	Meet the requirements of Section 4 except no contract required	Department Director or Designee
More than \$2,500 to \$15,000	Limited Public Works or Small Public Works	Department Director
More than \$15,000 and less than \$35,000	Limited Public Works or Small Public Works	City Administrator or Mayor
From \$35,000 and not exceeding \$300,000	Small Public Works	City Council

Table 3. Professional Services Contracting: Cost Threshold, Consideration and Award

Contract Threshold	Contracting Process Alternatives	Authorization
\$15,000 or less	See section 5	Department Director
More than \$15,000 and less than \$35,000	See section 5	City Administrator or Mayor
\$35,000 or more	See section 5	City Council



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

Meeting Date: October 14, 2024

SUBJECT: Donation Agreement for Flagpole and Welcome Sign – Morning Rotary

SUBMITTED BY: Public Works Director Jeff Langhelm

DEPARTMENT: Public Works

PHONE: (253) 853-7630

SUGGESTED MOTION: Move to authorize the mayor to sign the proposed donation agreement.

BACKGROUND INFORMATION: The city operates and maintains public right-of-way located at the northeast corner of the intersection of Stinson Avenue and Pioneer Way. This site presently contains a welcome sign with service club logos, vegetation, and equipment such as light poles, utility boxes, WSDOT traffic signal equipment, and Tacoma Public Utility's high tension power lines.

Gig Harbor Rotary has approached the city with a community service project to install a flagpole, replace the existing welcome sign with a new welcome sign, replace some of the existing landscaping with drought resistant plants, and other improvements at the site. Rotary believe the improvements would enhance the appearance of the site.

Council approval is required for donations over \$20,000 in value, and this donation exceeds that value, with the estimated cost of improvements totaling more than \$50,000. Rotary agrees to purchase, donate, and install the flagpole, new welcome sign, and other improvements associated with this project if the city agrees to remove and relocate the existing welcome sign.

The city and Rotary have agreed to the site plan that is provided as part of the proposed agreement.

FISCAL CONSIDERATION: This proposed donation agreement requires the city to pay for the associated building permit, install the donated items, and provide minimal maintenance of the flagpole and welcome sign. The agreement also identifies that Rotary will perform bi-annual cleaning and maintenance of the site.

Expenditure Required: \$ 1,500.00	Amount Budgeted: \$ 0	Appropriation Required: \$ 0
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ATTACHMENTS:

1. DRAFT Donation Agreement
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STRATEGIC PLAN PRIORITY: Strategic Plan Priority 3 - Maintain small town character and historic preservation while growing responsibly

**DONATION AGREEMENT BETWEEN
THE CITY OF GIG HARBOR AND
THE ROTARY CLUB OF GIG HARBOR
(2024 Flagpole and Welcome Sign Project)**

THIS AGREEMENT is entered into between the City of Gig Harbor, a Washington Municipal Corporation ("City"), and the Rotary Club of Gig Harbor, a Washington Nonprofit Corporation ("Gig Harbor Rotary") ("the parties").

WITNESSETH

WHEREAS, the City operates and maintains public right-of-way located at the northeast corner of the intersection of Stinson Avenue and Pioneer Way, ("the Site"); and

WHEREAS, the Site presently contains signs, vegetation, and equipment such as light poles, utility boxes, WSDOT traffic signal equipment, and high tension power lines; and

WHEREAS, Gig Harbor Rotary has approved a 2024 Community Service Project to install a flagpole, replace the existing Welcome Sign with a new Welcome Sign, replace some of the existing landscaping with drought resistant plants, and other improvements which would improve the appearance of the Site; and

WHEREAS, Gig Harbor Rotary agrees to purchase and donate the flagpole, new Welcome Sign, and other improvements associated with this project; and

WHEREAS, the City agrees to remove the existing Welcome Sign and relocate it in a different location and Rotary agrees to provide labor, materials, and equipment to install the remainder of the project; and

WHEREAS, City Council approval is required for donations over \$20,000 in value, and this donation exceeds that value, with the estimated cost of improvements totaling more than \$50,000; and

WHEREAS, the City and Gig Harbor Rotary have agreed to the site plan attached as Exhibit A to this Agreement; and

WHEREAS, the City Council supported this project at a Council Study Session on July 25, 2024.

NOW, THEREFORE, the City and Gig Harbor Rotary hereby agree as follows:

TERMS

1. DONATION OF FLAGPOLE AND UNITED STATES FLAG. Gig Harbor Rotary agrees to donate a metal flagpole, approximately 35 feet in height, and a United States flag, which will be flown on the flagpole. Gig Harbor Rotary agrees to purchase a replacement flag when, because of its condition or otherwise, a new flag is necessary, and the City agrees to fly the United States flag from this flagpole and notify Gig Harbor Rotary when the purchase of a new flag is deemed necessary. The parties agree that they will collaborate to provide power (solar or otherwise) to the Site to accompany the flag, and to mount a plaque on site recognizing Gig Harbor Rotary and other donors.

2. DONATION OF WELCOME TO GIG HARBOR SIGN. The parties agree that the existing Welcome Sign on the Site will be relocated near the Olympic Drive and Highway 16 intersection and that the City will incur the costs of relocating the existing sign, including labor. Gig Harbor Rotary will contact the service clubs with signs on the existing Welcome Sign, obtain new logos as necessary, and have the service club signs redone so they are all consistent and look new. Gig Harbor Rotary will arrange for the design and construction of a new Welcome Sign for the Site, purchase the sign, and install it as shown on Exhibit A. The design of the new sign will be similar to the City's existing logo and will be approved by the City Administrator before it is purchased and installed. The City will apply for, process, and pay the fees for City permits required for the Welcome Sign and flagpole. If additional design information (structural calculations, plans, etc.) is required by the City, Gig Harbor Rotary will provide the information at no cost to the City.

3. LANDSCAPING AND PLANTINGS. The Site currently contains numerous plantings, some of which are at or near the end of their natural life, or which must be removed to install the flagpole and new Welcome Sign. The City agrees to purchase, pay for, or provide replacement plants for those that are at or near the end of their natural life or those that are disturbed in conjunction with this project. Gig Harbor Rotary agrees to remove the plants described above from the Site and to install new plants on the Site. Gig Harbor Rotary further agrees to water and maintain the plants on the Site for a period of at least two years from the date of this agreement, particularly newly installed plantings, and the City agrees to provide its watering truck that will remain on city streets and for this purpose as long as necessary. Any individuals conducting maintenance or watering shall sign up with the City as City volunteers and complete any training required by the City for these activities. Gig Harbor Rotary agrees to do bi-annual clean-up and maintenance of the Site as needed. All labor provided by Gig Harbor Rotary is anticipated to be volunteer labor; however, if Gig Harbor Rotary hires paid contractors, then Gig Harbor Rotary and the paid contractors shall comply with public works contracting laws.

4. THE EXISTING WSDOT TRANSFORMER. The parties agree to work together to design, purchase, and install a "wrap" on the existing WSDOT transformer that is on the Site

5. POWER TO THE SITE. The parties agree to work together to provide power to light the new Welcome Sign and the flagpole on the Site.

6. 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 for 20 years from the date of this agreement, or until mutually terminated by the parties.

7. 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 duly authorized representatives of the parties.

8. NOTICES. General notices required to be in writing under this Agreement shall be sent to the representatives below:

City of Gig Harbor
City Administrator
3510 Grandview Street
Gig Harbor, WA 98335

Gig Harbor Rotary
PO Box 342
Gig Harbor, WA 98335

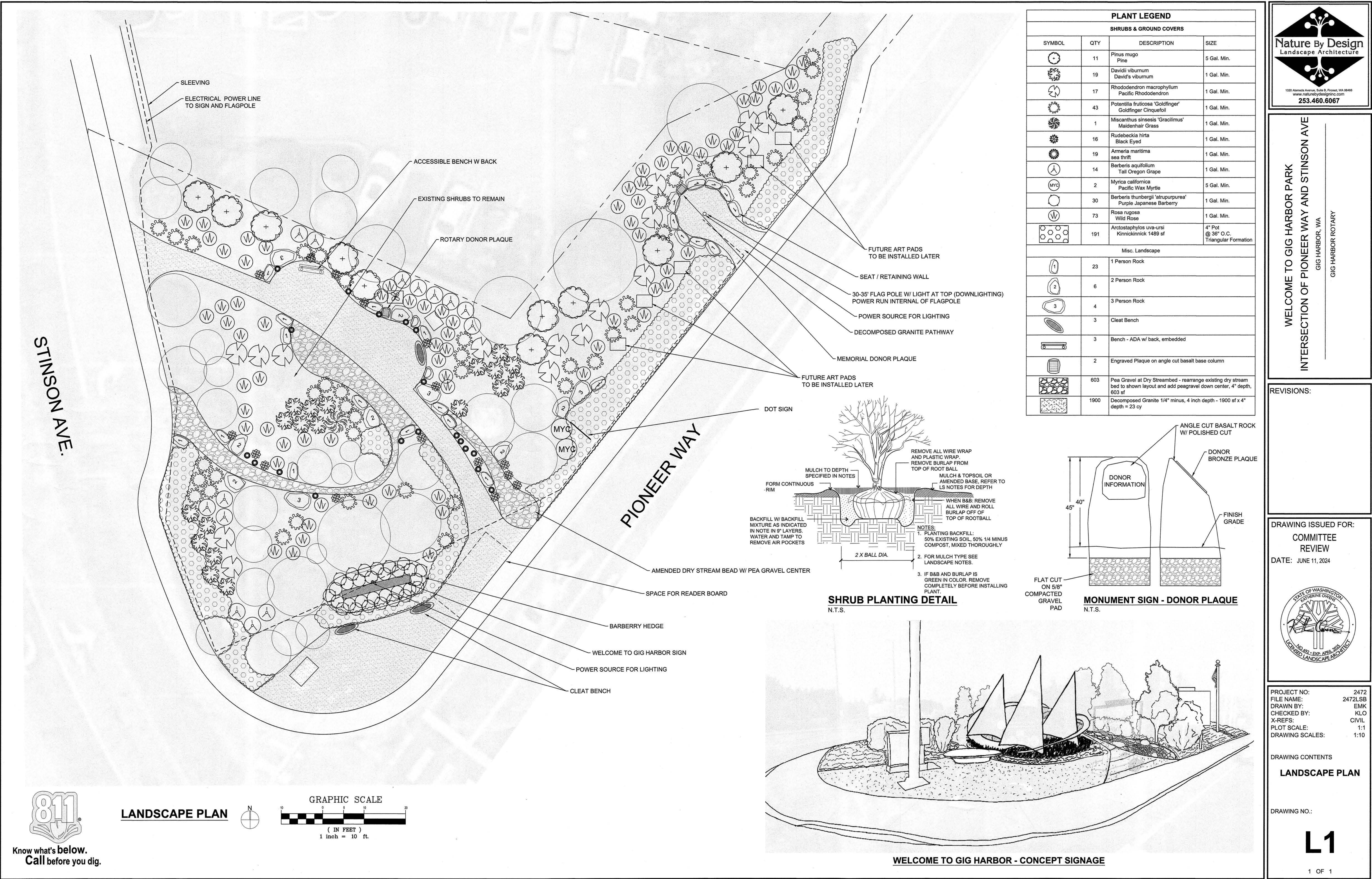
DATED this ____ day of _____, 2024.

Signatures

Mayor, City of Gig Harbor

President, Rotary Club of Gig Harbor

Exhibit A



WELCOME TO GIG HARBOR PARK
INTERSECTION OF PIONEER WAY AND STINSON AVE
GIG HARBOR, WA
GIG HARBOR ROTARY

REVISIONS:

DRAWING ISSUED FOR:
COMMITTEE REVIEW
DATE: JUNE 11, 2024

STATE OF WASHINGTON
KATHERINE OWENS
LICENSED LANDSCAPE ARCHITECT
NO. 689 - EXP. APRIL 2026

PROJECT NO: 2472
FILE NAME: 2472LSB
DRAWN BY: EMK
CHECKED BY: KLO
X-REFS: CIVIL
PLOT SCALE: 1:1
DRAWING SCALES: 1:10

DRAWING CONTENTS
LANDSCAPE PLAN

DRAWING NO.:
L1
1 OF 1



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

Meeting Date: October 14, 2024

SUBJECT: Resolution 1323 Adopting Employee Recognition Policy

SUBMITTED BY: City Administrator Katrina Knutson

DEPARTMENT: Administration

PHONE: (253) 851-6127

SUGGESTED MOTION: Move to approve Resolution 1323.

BACKGROUND INFORMATION: The City of Gig Harbor recognizes that the hard work and dedication of its employees are key to delivering high-quality services to the community. To encourage and sustain this excellence, implementation of a formal employee recognition program is recommended. The program aims to recognize and reward employees who consistently demonstrate exceptional performance, contribute innovative ideas, foster a positive work environment, and embody our adopted mission statement, "Dedicated to our community through teamwork, public service, safety, and respect."

In recent years, public sector employers, including the City of Gig Harbor, have faced increasing challenges with employee retention and job satisfaction. Research has demonstrated that formal recognition programs contribute to higher levels of employee engagement and satisfaction, resulting in better performance and service delivery. In response to this need, staff has developed a comprehensive employee recognition program that aligns with the city's strategic goals and values.

Many aspects of employee recognition have been initiated by the administration over the last three years, to include celebrations of anniversaries, quarterly all staff meetings, departmental/divisional appreciation weeks, etc. The draft policy in front of you today is specifically coming before council due to the financial request in recognition of the Employee of the Year. It is proposed, consistent with other public sector agencies, that the Employee of the Year receives two additional floating holidays for use in the following calendar year for exemplary service.

A draft version of this policy was presented to council at the September 19 study session where staff received direction from council to bring the policy back for adoption at a future council meeting.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Resolution 1323
-

STRATEGIC PLAN PRIORITY: Strategic Plan Priority 1 - Foster a healthy city organization

RESOLUTION 1323

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING AN EMPLOYEE RECOGNITION POLICY

WHEREAS, the City of Gig Harbor recognizes that its employees are the organization's most important asset and resource for providing quality public services to the residents of Gig Harbor

WHEREAS, the city also recognizes that there is a tradition of hard and often exemplary work and dedication to public service among its employees. The City of Gig Harbor wishes to support and encourage the continuation and growth of this tradition and to properly recognize and express its appreciation to its employees as a group and individually, citywide and in all departments.

WHEREAS, consistent with the commitment of the City Council of the City of Gig Harbor to strive to provide the best municipal service to the residents and customers of the city, it is important that the employees share that commitment, and in addition to recruiting and hiring talented and high quality employees, recognition of hard work by city employees and innovative approaches to the tasks of city employees helps to (1) develop good morale and continued efforts to work hard, (2) work towards the city's mission, and greater efficiency, productivity, and outstanding customer service, and (3) promote longer retention of the talented and high quality employees of the city;

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

Section 1. The Gig Harbor City Council hereby ADOPTS THE Employee Recognition Policy as set forth in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 14th day of October, 2024.

Tracie Markley
Mayor

Attest:

Joshua Stecker
City Clerk

	CITY OF GIG HARBOR – POLICIES AND PROCEDURES		
	TITLE: Employee Recognition Policy		
POLICY MANUAL SECTION & NO.	EFFECTIVE DATE: 10/14/24	APPROVED: Resolution 1323	

PURPOSE

The employee recognition program aims to acknowledge and appreciate exceptional performance, dedication, and contribution of employees to the success and culture of the City of Gig Harbor. Each quarter, one employee will be recognized as employee of the quarter. Annually, employees of the quarter will be eligible for employee of the year. By recognizing outstanding employees, we aim to foster a culture of excellence within the organization.

POLICY

Eligibility

All full-time and part-time regular employees are eligible for employee of the quarter. An employee may be designated as employee of the quarter only once during a calendar year.

Criteria for Selection:

1. Performance Excellence: Consistently exceeds job requirements and demonstrates outstanding performance in their role.
2. Leadership: Exhibits leadership qualities, teamwork, and collaboration with colleagues.
3. Innovation: Shows initiative, creativity, and contributes innovative ideas that benefit the city.
4. Customer Service: Demonstrates exceptional customer service and satisfaction through customer engagement and providing solutions.
5. City's Mission Statement: Exemplifies the city's adopted mission statement and adopted departmental mission statement.
6. Eligibility: Represented and unrepresented employees are eligible for employee of the quarter. Members of the city's Executive Team are not eligible.

Nomination and Selection Process:

1. Nominations can be made by supervisors, managers, or peers.
2. Nominations must include specific examples of why the employee deserves recognition, aligned with the criteria mentioned above.
3. Nominations should be submitted via the submission form.
4. The Executive Team will review nominations and make a recommendation to the City Administrator and Mayor. The City Administrator and Mayor will review nominations and select the Employee of the Quarter.
5. Selections will initially be announced in the quarterly all staff meetings.

Employee of the Quarter Benefits:

1. Plaque of Achievement: A certificate recognizing the employee's outstanding performance.
2. The GH Maritime Excellence Oar: The employee will sign their name on the oar as memorial of their great work and have possession of it on display all quarter.
3. Recognition: Announcement on city communication channels (e.g., newsletter, intranet, social media) highlighting the Employee of the Quarter and their achievements.
4. Eligibility for Employee of the Year: Each Employee of the Quarter will be eligible for the Employee of the Year award.

Employee of the Year Award:

1. Selection Process: At the end of each year, the Employee of the Year will be selected from the pool of previous Employees of the Quarter of that same year by the Mayor and City Administrator, with significant input from the Executive Team.
2. Criteria: The Employee of the Year will exemplify exceptional performance, leadership, innovation, customer service, and alignment with the city's mission throughout the year.
3. Recognition: The Employee of the Year will receive a special award and be recognized on the same channels as the Employee of the Quarter, in January of the following year.
4. Additional Benefits: In addition to the regular Employee of the Quarter benefits, the Employee of the Year will be awarded two additional floating holidays for use in the following year, in appreciation of their outstanding contribution.

Review and Evaluation:

1. The effectiveness of the Employee Recognition Program will be periodically reviewed and evaluated by leadership to ensure alignment with city goals and values.
2. Feedback from employees will be solicited to make necessary improvements to the program.

Implementation: This policy will be communicated to all employees via email and discussed at departmental/divisional staff meetings. HR will oversee the nomination and selection process, as well as the administration of rewards and benefits associated with the Employee Recognition Program.

Amendment: This policy may be subject to amendment or revision by administration as necessary to adapt to changing business needs and organizational objectives. Any amendments will be communicated to all employees in a timely manner.



DEPARTMENT UPDATES

Wednesday, October 9, 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

Municipal Court Appreciation Week: October 7-11 is Municipal Court Appreciation Week in Gig Harbor, and we know that our municipal court staff is the best around! Their hard work, dedication, and commitment to upholding justice in our community do not go unnoticed. From managing cases to helping the public navigate the legal process, they play a crucial role in keeping our community strong and supported.

We especially want to recognize Judge Sandra Allen for being such an incredible partner and leader. Her commitment to justice, fairness, and collaboration sets a shining example for all. Here's to the amazing team behind the scenes making a difference!

Pierce County Opioid Abatement Council Meeting: In June 2023, the Pierce County Council established the Pierce County OAC through an Interlocal Agreement with nine cities (Auburn, Bonney Lake, Edgewood, Fife, Gig Harbor, Puyallup, Sumner, Tacoma, and University Place) and the Pierce County Human Services Department. City Administrator Knutson is the city's representative on this council whose responsibility is to ensure appropriate oversight, reporting, and accounting of settlement funds used by Pierce County jurisdictions. The latest OAC meeting took place on September 26 where the council discussed settlement status updates, heard reports from each jurisdiction, and appointed a chair. Learn more about the [Opioid Abatement Council](#) and its important work.

Fentanyl Townhall: On October 7, the city hosted the first Fentanyl Townhall meeting. The event was moderated by the city's Housing, Health, and Human Services (H3) Program Manager, Shea Smiley. We had over 100 people in attendance, making for an incredibly successful community event. The townhall consisted of a Q&A with panelists from the Peninsula School District, Crossroads Recovery, GH Fire Department, GH Police Department, Tacoma Pierce County Health Department Opioid Task Force, Saint Anthony's ER Physician, and Dr. Schlicher.

The vast array of professions on the panel is representative of how widespread the issue of fentanyl and the opioid epidemic truly is. During the Q&A, several community members shared their deeply personal experience with the fentanyl and opioid epidemic. Each story was powerful and unique and shined a light on the devastation this epidemic has brought to our community and so many communities across the county, state, and country.

After the impactful Q&A, Chief Dumas facilitated the lifesaving demonstration of administering Naloxone/Narcan to someone experiencing an overdose. This was in parallel to the generous donation of over 100 free Naloxone/Narcan kits that the Tacoma Pierce County Health Department Opioid Task Force donated for attendees. The townhall concluded with participants having the opportunity to attend one of three breakout sessions: Kids & Fentanyl, Treatment Trends & Options, and Fentanyl in our Neighborhoods.

We are incredibly thankful for the panelists and all the community members who attended and want to give a special thank you to those who shared their experiences with us.

The next Fentanyl Townhall will take place on October 21 from 5:30 to 7:00 p.m. at the Key Peninsula Civic Center.



Grant Writing Conference: The H3 program manager attended a two-day grant writing workshop hosted by Grant Writing USA. The workshop has helped equip the H3 program manager with the essential skills to secure funding for vital projects, enhancing the ability to support our most vulnerable community members.

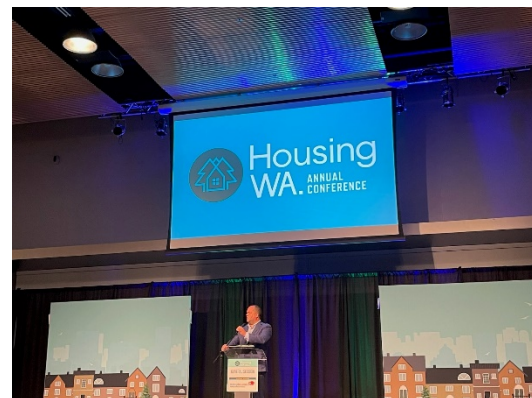
CDE Meeting: As the staff liaison for the Community Diversity and Engagement ad hoc Committee, the H3 program manager assisted the mayor in facilitating the monthly meeting. During the working meeting the committee edited and finalized the community survey they hope to disseminate in the coming months. Be on the lookout!

Protect Your Children Training: Our H3 program manager attended a child abuse prevention training facilitated by the Pierce County Child Advocacy Center. The training focused on how adults can better protect children, rather than focusing on children protecting themselves. This training enhanced our collective ability to create safer environments for children while fostering their well-being and healthy development.

Midday Rotary Presentation: The H3 program manager had the opportunity to present at the Midday Rotary Club meeting on October 1. The presentation consisted of program priorities and the program's upstream approach to addressing community safety. The attendees engaged in thoughtful conversation and showed true care and compassion for their community.

2024 Housing WA Conference: The H3 program manager recently attended the 2024 Housing WA Conference in Spokane. This three-day conference was filled with innovative and comprehensive strategies to help preserve existing and build new affordable housing.

The H3 program manager was able to attend workshops on manufactured home park preservation, sustainable building, utilizing AI to address homelessness, and much more. We are excited to see how we can utilize this new knowledge in our city.



COMMUNITY DEVELOPMENT

Interim Community Development Director Jeff Wilson

The city's recently adopted fee schedule goes into effect on November 1. If you are considering submitting any permit applications and wish to submit under the current fee structure, please reach out to the Community Development Department to discuss the permit submittal process.

As we move closer to the completion of the update to our comprehensive plan, please follow the [Comp Plan Update webpage](#). If you have questions about the public hearing on the draft plan, how to obtain a copy of the draft plan, or how you can participate, please reach out to Principal Planner Robin Bolster-Grant at rbolster-grant@gigharborwa.gov, or Interim Community Development Director Jeff Wilson at jwilson@gigharborwa.gov.

Finally, we are continuing to work on permit processing timeline compliance with the requirements under Senate Bill 5290. A plan will be presented to council for implementation in November. If you have any questions, please contact Interim Community Development Director Jeff Wilson at jwilson@gigharborwa.gov.

PLANNING

We are coming down to the home stretch with respect to the 2024 Comprehensive Plan Update. The planning commission is reviewing the draft elements and making final edits before presenting its recommendation at the October 24 public meeting. The recommendation will be considered by the city council at several study sessions in preparation for the first reading of the ordinance adopting the update on November 25.

There is still ample time for the community to weigh in and provide feedback. All draft elements can be found on our [Comp Plan Update webpage](#), and we would appreciate everyone's assistance in getting the word out to folks who may not have had a chance to give us input.

The transportation survey has been completed and the responses from over 165 residents are being compiled. Our consultant, Fehr & Peers, will use the feedback to help inform the last bit of work on our transportation element. We will also post the results on our update webpage within the next week, so check back.

BUILDING & FIRE PREVENTION

Congratulations go out to David Boyer who has obtained his Fire Marshal Certification from the International Code Council. This is a significant achievement consisting of passing three individual examinations covering not only his code knowledge, but the legal aspects of code administration, human resource management, budgeting, education, and so much more. Kudos, Mr. Boyer!

The Building Division was pleased to issue permits for several new projects this reporting period, including those for a remodel and addition of the Peninsula Lutheran Church on 38th Ave and a new tenant improvement at Olympic Towne Center for the Haven Med Spa.

CODE ENFORCEMENT

Sign sweeps are picking up again as we get into the final weeks of the election. Two sign sweeps were conducted in the month of September with a total of 141 non-permitted or incorrect location signs being removed.

In the month of September, we received six new code compliance requests, leaving 24 open and active cases.

COURT

Court Administrator Stacy Colberg

New Electronic Filing Policy: Effective September 3, Judge Sandra Allen implemented a new policy for electronic filing documents related to cases pending in Gig Harbor Municipal Court. This new policy and procedure establish a standardized method for filing documents by email or by fax. The intent is to assure that court records are collected, stored, archived, and disseminated in a manner that ensures the accuracy, completeness, integrity, and security of such information. It further helps the court comply with data dissemination and retention rules. The new policy is posted on the court webpage under [Announcements](#).

Jury Trials: Jury trials have been confirmed for both November 21 and December 19. There are no jury trials scheduled in October. Jury trials are open to the public and held at the Gig Harbor Civic Center.

Better Together Forum: In June, Judge Sandra Allen and Court Administrator Stacy Colberg attended the second annual *Better Together Leadership Forum* for presiding judges and court administrator teams. They are responsible for leading the administration of the court's business, recommending policies and procedures that improve the court's effectiveness, and overseeing the court budget in a way that maximizes the court's ability to resolve disputes.

The focus of the forum was on resilient leadership, public trust and confidence, court administration, and creating and sustaining a dynamic workforce. Nearly 80 court administrators and presiding judges attended the three-day forum in Vancouver, Washington.

Proposed Changes to Indigent Defense Standards: The Washington Supreme Court is seeking public input on a proposal to lower the maximum caseloads for public defense attorneys and setting minimum support staffing requirements, including revisions to some qualification requirements. The

proposal was brought by the Washington State Bar Association based on a response to the growing national crisis of attrition, excessive workloads, and poor compensation in the public defense profession.

The Washington Supreme Court held a public hearing on September 25 where several stakeholders provided testimony either in support of or against the proposed changes. The next public hearing is scheduled for November 13.

Watch the September 25 recorded broadcast [here](#). Read public comments received by the Supreme Court on the proposed amendments [here](#). Review the proposed amendments [here](#).

Public comment on the proposed amendments are due by October 31, and can be emailed to the Clerk of Supreme Court at supreme@courts.wa.gov or mailed to P.O. Box 40929, Olympia, WA 98504-0929.

FINANCE
[Finance Director Dave Rodenbach](#)

Sales Tax Revenues: The September 2024 sales tax distribution was down 2.7% as compared to September 2023. Year to date collections in 2024 are down 0.7% as compared with 2023. The expectation built into the estimated 2024 year-end sales tax balance is an 0.8 % decline from 2023. The 2025-26 biennial budget is assuming 2% growth in sales taxes in 2025 and 2026.

HUMAN RESOURCES
[Human Resources Director Shannon Costanti](#)

ADVANCE YOUR CAREER

Looking to grow in your career? Check out the [current job opportunities](#) here at the city!

Position	Type	Status
Police Officer - Exceptional Entry	FT	Continuous
Police Officer - Lateral Entry	FT	Continuous
Community Development Director	FT	Open until 11/3
Building Maintenance Technician (Internal Only)	FT	Peter Frontiero starting 10/8
Public Works Assistant - Operations	FT	Closed - selection pending
Utility Billing Technician	FT	Closed - selection pending

ITS

Information Technology Services Manager Keith Smith

Cybersecurity Awareness Month: October is Cybersecurity Awareness Month, a time to focus on protecting ourselves in today's increasingly digital world. As we rely more on technology for everything from banking to communication, safeguarding our personal and sensitive information is more important than ever. Cybersecurity involves practices and measures designed to protect our computers, networks, and data from unauthorized access or attacks. Whether you're shopping online, checking emails, or connecting with loved ones on social media, it's vital to be aware of potential risks and take steps to protect your information.

Here are a few simple tips to keep yourself secure online:

1. **Use Strong, Unique Passwords:** Ensure your passwords are long, complex, and different for each account. Consider using a password manager.
2. **Enable Multi-Factor Authentication (MFA):** Whenever possible, add an extra layer of protection by requiring more than just a password to access your accounts.
3. **Be Cautious with Emails:** Watch out for phishing scams. Don't click on links or open attachments from unknown senders.
4. **Update Your Software:** Regularly update your devices and applications to ensure you have the latest security patches.
5. **Secure Your Wi-Fi Network:** Use a strong password and encryption to protect your home network from intruders.



The City of Gig Harbor is also committed to protecting our community's information. We are taking proactive steps to secure our systems and data, including training all city staff on cybersecurity best practices. This ongoing training ensures our team is equipped to recognize potential threats and take the necessary steps to prevent data breaches or other incidents.

As we continue to make cybersecurity a priority, we encourage all residents to do the same. By staying informed and vigilant, we can work together to protect our community from cyber threats.

POLICE

Police Chief Kelly Busey

Fentanyl Exposure: While performing a search of a suspect vehicle, two of our officers were exposed to a cloud of fentanyl that sent both to the hospital. Each officer experienced some mild to moderate symptoms but, thankfully, there were no lingering effects.

Staffing: Unfortunately, Officer Castro had to leave our department before completing his field training program. Although law enforcement staffing is a challenge, we won't lower our proficiency requirements to maintain a safe, professional department. We wish Officer Castro the best of luck in his future endeavors.

Bye-bye, Bicycles: Property and Evidence Technician Emma Pountain was able to send 24 bicycles that we had collected over the past several years to a charity program called Bikes for Kids. We usually obtain bicycles that have been abandoned, and the owner cannot be located. Sending these bicycles to charity frees up a lot of needed space in our sallyport area.



PUBLIC WORKS

Public Works Director Jeff Langhelm

Water Operations: (1) The city's lead service line survey was completed and turned into the Washington State Department of Health. This large staff and consultant effort was step one of an unfunded federal mandate to verify the thousands of water services lines between the city's water main and customer buildings are lead-free. Step two requires the Water Division crew to pothole and verify that 196 service lines are lead-free. (2) The motor for the city's Well #2 has failed. Crews are working to resolve this issue while also making the appropriate adjustments to the water system to account for this temporary loss of supply. (3) The city's bi-annual water main flushing will begin the week of October 14.

Streets and Storm Operations: (1) Crews have completed shoulder maintenance at Burnham Drive, Woodhill Drive, and Bujacich Drive. As part of this work, crews re-established a ditch line along Burnham Drive, just north of the Harbor Hill Drive roundabout. (2) Ten electric vehicle charging stations at the Civic Center are ready for final inspection by L&I. (3) Street paint striping and markings have been completed for this year. This includes re-applying thermo-plastic markings in the Burnham Drive roundabout adjacent to Sehmel Drive. Staff shortages and weather delays caused the city to not complete our usual street striping program.

Wastewater Operations: (1) Wastewater staff completed the replacement of the treatment plant digester odor scrubber unit. This replacement unit will give the department many more years of odor scrubbing ability and reduce the amount of chemicals needed to scrub (aka treat) the air being discharged from the aerobic digesters. (2) Wastewater Collections crews have been preparing wastewater lift stations for the fall and winter season. This has included ensuring the proper operation of backup power systems and applying a desperately needed coat of paint to Lift Stations 3, 8, 11, 13, 14, 16, 20, and 21. The buildings look great and are ready for the rainy season which is right around the corner!



Parks and Grounds Maintenance: (1) Crews have completed the annual fall task of turning off city-owned irrigation systems around town. (2) Crews continue to struggle to keep up with mowing. (3) On the evening of October 3, an Amazon delivery driver failed to secure his van while parked on Franklin Ave, immediately uphill of the Finholm View Climb. Unfortunately, the van rolled downhill, crashing through the bushes and the side yard of the house immediately south of the Finholm View Climb. Operations staff secured the city's public parking lot until the van was removed by a private towing company the next day.

Federal Permit Application for North Creek Culvert Project: The Engineering Division submitted a grant application to the Federal Highway Administration for their Culvert AOP grant program. The city is requesting \$3.6 million to support the city's \$8.2 million North Creek Culvert Replacement project. This application was reviewed by multiple staff, our consultant, and a representative of the Puget Sound Partnership.

YMCA Sports Complex Phase 1A Lease: The city and the YMCA executed a lease for Phase 1A of the Gig Harbor Sports Complex in 2021. Since then, a few of the components have changed, including a couple of grants, timelines, and the city's contributions. The proposed lease changes will address these issues and allow construction of the fields to move forward. The YMCA is planning to start construction in 2025.

PenMet Parks Discussions: As many residents are aware, last year PenMet Parks began imposing a cost increase and waiting period for their recreational programs. The waiting period has especially hurt city residents wanting to sign up themselves or their children for popular programs that fill up quickly. Public Works Director Jeff Langhelm and Parks Manager Jennifer Haro met last week with PenMet leadership to discuss elements of an interlocal agreement that will hopefully be brought to elected officials early next year for consideration. The city is offering use of some of our park and building spaces for PenMet programming. The goals of an interlocal agreement are to mutually benefit taxpayers of both agencies with a balanced agreement and to eliminate the waiting period for city residents.

Structural Inspections in Parks: The city has taken an important step in opening trails in the txʷaalqəl Conservation Area. City Engineer Aaron Hulst met with management from Pierce County's bridge inspection program, and they will be adding the existing bridge in the conservation area to their inspection list. Once that's done and any safety recommendations have been completed, including things like pedestrian handrails, the trail can be opened to the public. A structural engineer will be hired to complete evaluations at Finholm View Climb and Jerisich Pier.

Our Fisherman, Our Guardian Repaired: As mentioned in last week's Gig-A-Byte, the sculpture at Austin Estuary Park has been fixed, thanks to the generosity and skill of staff at the Harbor History Museum (HHM). Big thank you to the museum's preservation specialist, Riley Hall, who performed the repair with help from museum volunteers. Riley is a master woodworker who led the museum's renovation of the Shenandoah.

Thank you also to Stephanie Lile, HHM Director, for offering Riley's skilled expertise and for coordinating the repairs with city staff. Kyle Neiman and Peter Frontiero from Operations also helped make the reattachment happen.

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



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	Oct. 14	5:30pm	City Council Meeting	See Agenda
TH	Oct. 17	3:00pm	City Council Study Session	• Introduction of LTAC Appointees • Sports Complex Phase 1A Lease Amendment • Harborview properties – potential Conservation Area acquisition • Endangerment with a Controlled Substance
TH	Oct. 17	5:30pm	Planning Commission	• 2024 Comprehensive Plan Update
TH	Oct. 24	5:30pm	Planning Commission	• 2024 Comprehensive Plan Update
M	Oct. 28	5:30pm	City Council Meeting	Presentation: Code Compliance Month Proclamation Consent: Business Items: • Professional Services Contract Amendment #1 for Sanitary Sewer Lift Station 1a • Professional Service Contract – Design and Permitting of the Decant Facility • Ordinance XXXX Endangerment with a Controlled Substance • Professional Services Contract Amendment #1 for Crescent Creek Park Master Plan 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
TH	Oct. 31	3:00pm	City Council Study Session	• Pierce Transit <i>Destination 2045 Long Range Plan</i> Presentation
W	Nov. 6	5:30pm	Parks Commission	
TH	Nov. 7	3:00pm	Civil Service Commission	
TH	Nov. 7	5:30pm	Planning Commission	
M	Nov. 12	5:30pm	City Council Meeting	Consent: • Resolution XXXX Water System Plan Approval 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 • Automated License Plate Readers (ALPR)
W	Nov. 13	10:00am	Arts Commission	
TH	Nov. 14	3:00pm	City Council Study Session	• Senior Utility Discount Program Eligibility Update

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
				• Proposed Utility Rate Adjustments • Lodging Tax Grant Recommendations
TH	Nov. 21	5:30pm	Planning Commission	
M	Nov. 25	5:30pm	City Council Meeting	Business Items: • Public Hearing and Second Reading of Ordinance XXXX Adopting the 2025-2026 Biennial Budget
M	Dec. 9	5:30pm	City Council Meeting	Business Items: • Resolution XXXX Authoring Lodging Tax Grants
TH	Dec. 12	3:00pm	City Council Study Session	• Gig Harbor BoatShop lease revision request • Code Updates to Jerisich Dock and Maritime Pier – Prohibition of Fishing and Shellfishing and Diving • Introduction to Development of a New Transportation Impact Fee • Homeless Response Plan • Tenant Protections
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