

AGENDA
GIG HARBOR CITY COUNCIL STUDY SESSION
Wednesday, October 30, 2024 - 2:00 PM
Community Rooms

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.

CALL TO ORDER/ROLL CALL

2025-26 BUDGET DISCUSSION

- 1. Public Works Budget Overview**
- 2. Public Works – General**
- 3. Staffing**
- 4. Equipment**
- 5. Wastewater Operating**
- 6. Shorecrest Sewer**
- 7. Wastewater Capital**
- 8. Parks Operating**
- 9. Parks Development**
- 10. City Buildings**
- 11. Buildings Capital**
- 12. Streets Operating**
- 13. Pedestrian Safety**
- 14. Streets Capital**
- 15. Water Operating**
- 16. Water Capital**
- 17. Storm Operating**
- 18. Storm Capital**

ADJOURN

PUBLIC COMMENT & DECORUM

Public comment will be not be accepted at this study session.

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

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



**City of Gig Harbor
2025-26 Preliminary Budget
Ver 3.3**

COVER ART

Since 1984, the Peninsula Art League, a non-profit artist's organization, has sponsored the **Summer Arts Festival**. A competition for their annual event poster features the work of a local student. Proceeds from the festival fund scholarships for local artists.

In honor of the League's work and the work of the winning student, this artwork is featured on the cover of the city's biennial budget summary. The tradition began with the first poster in 2001 and continues each year.

This year's artist is (*FORTHCOMING*)

CITY OFFICIALS

ELECTED

MAYOR

Tracie Markley

COUNCIL MEMBERS

Jeni Woock
Roger Henderson
Brenda Lykins
Mary Barber
Ben Coronado
Le Rodenberg
Seth Storset

APPOINTED

MUNICIPAL COURT JUDGE

Sandy Allen

CITY ATTORNEY

Daniel Kenny

EXECUTIVE STAFF

CITY ADMINISTRATOR

Katrina Knutson

POLICE CHIEF

Kelly Busey

PUBLIC WORKS DIRECTOR

Jeff Langhelm

INTERIM COMMUNITY DEVELOPMENT DIRECTOR

Jeff Wilson

FINANCE DIRECTOR

David Rodenbach

HUMAN RESOURCES DIRECTOR

Shannon Costanti

CITY CLERK

Joshua Stecker

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Mayor's Message

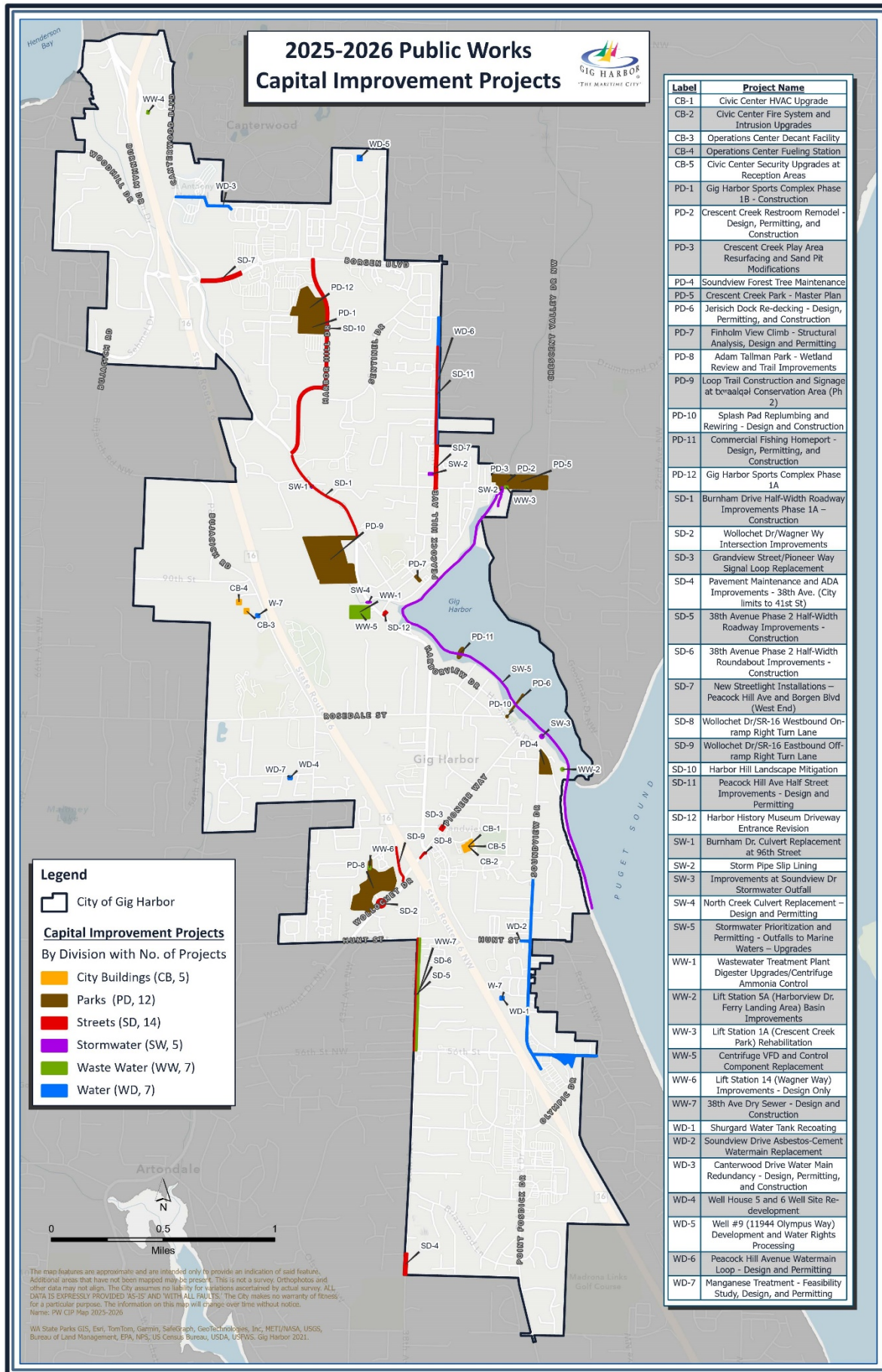
(FORTHCOMING)

Vision

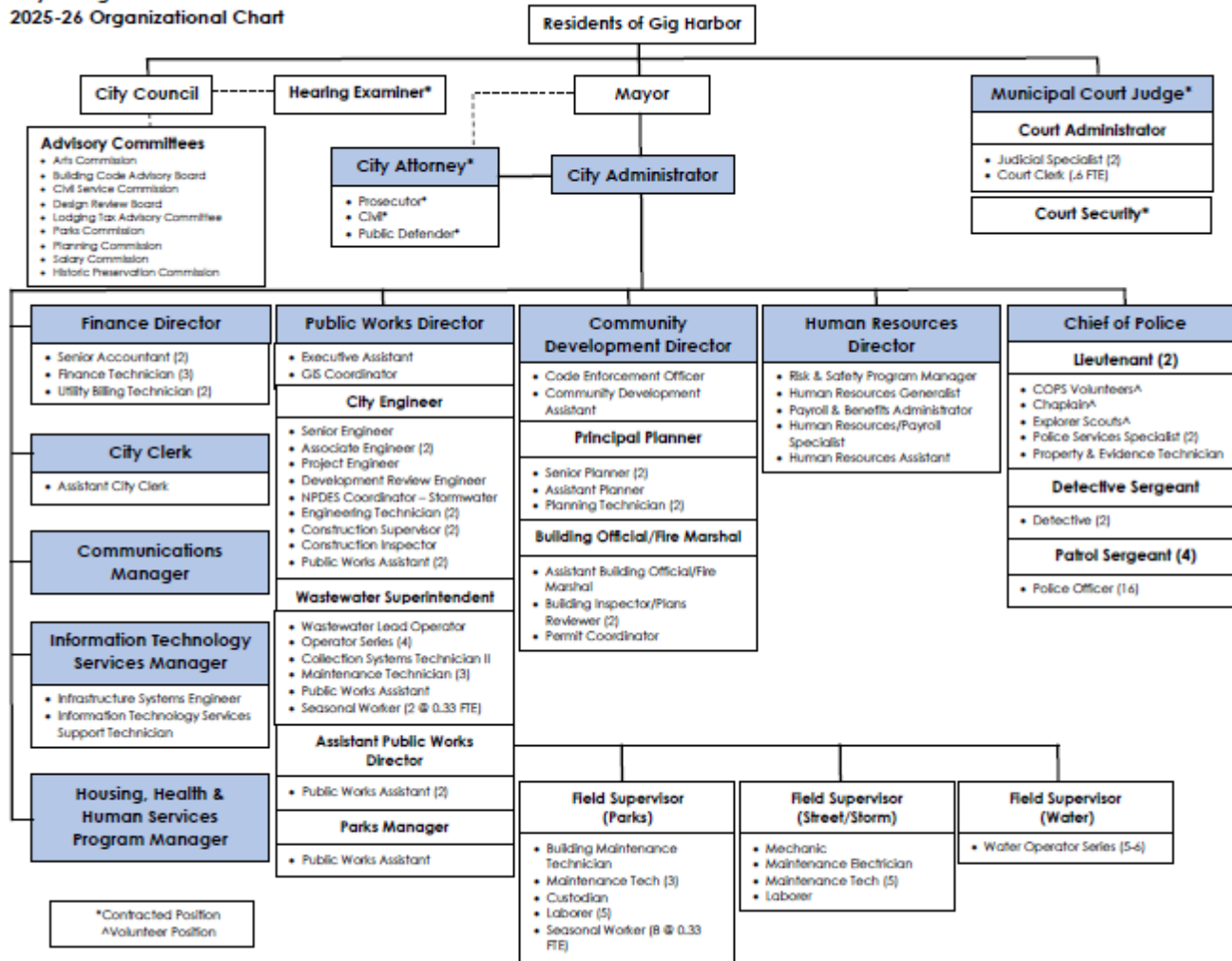
The City of Gig Harbor leads the way in livability, environmental stewardship, economic vitality, and municipal services.

Strategic Plan

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



**City of Gig Harbor
2025-26 Organizational Chart**



1. BUDGET SUMMARY

Budget Ordinance	2
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ORDINANCE NO.

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING THE 2023-2024 BIENNIAL BUDGET; ESTABLISHING APPROPRIATIONS OF FUNDS FOR THE 2023-2024 FISCAL BIENNIUM; TRANSMITTING BUDGET COPIES TO THE STATE; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Mayor of the City of Gig Harbor, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the monies required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the City for the 2023-2024 fiscal biennium: and

WHEREAS, the City of Gig Harbor published notice that the Gig Harbor City Council would meet on November 7, 2022 and November 21, 2022 at 5:30 p.m., in the Gig Harbor Council Chambers for the purpose of providing the public an opportunity to be heard on the proposed budget for the 2023-2024 fiscal biennium and to adopt the budget; and

WHEREAS, the City Council did meet at the dates and times so specified, and heard testimony of interested citizens and taxpayers; and

WHEREAS, the 2023-2024 proposed biennial budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Gig Harbor for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of Gig Harbor for the 2023-2024 biennium; Now, therefore,

THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Budget Adopted. The budget for the City of Gig Harbor, Washington, for the 2023-2024 biennium, on file with the City Clerk, is hereby adopted in its final form and content.

Section 2. Funds Appropriated. Estimated resources, including beginning fund balances, for each separate fund of the City of Gig Harbor, and aggregate total for all funds combined, for the 2023-2024 biennium are set forth in summary form below, and are hereby appropriated for expenditure during the 2023-2024 biennium as set follows:

2023-24 BUDGET APPROPRIATIONS

FUND / DEPARTMENT		AMOUNT
001	GENERAL GOVERNMENT	
01	Non-Departmental	\$ 7,910,803
02	Legislative	163,200
03	Municipal Court	1,234,040
04	Administrative / Financial /	5,539,520
06	Police	11,501,270
14	Community Development	5,632,138
15	Park Operating	4,185,892
16	Buildings	3,336,940
19	Ending Fund Balance	1,998,249
TOTAL GENERAL FUND - 001		\$41,502,052
101	STREET OPERATING	6,109,638
102	STREET CAPITAL	14,143,075
650	TRANSPORTATION BENEFIT	9,079,527
103	SENIOR SERVICES	202,053
104	PEDESTRIAN SAFETY	218,207
105	DRUG INVESTIGATION STATE	17,328
106	DRUG INVESTIGATION FEDERAL	6,073
107	HOTEL / MOTEL FUND	2,145,257
108	PUBLIC ART CAPITAL PROJECTS	26,225
109	PARK DEVELOPMENT FUND	11,518,485
111	STRATEGIC RESERVE	2,630,962
112	EQUIPMENT REPLACEMENT	501,149
208	LTGO BOND REDEMPTION	483,784
211	UTGO BOND REDEMPTION	539,962
301	CAPITAL DEVELOPMENT FUND	2,992,579
305	GENERAL GOVT. CAPITAL	2,892,987
309	IMPACT TRUST FEE	4,854,330
310	HOSPITAL BENEFIT ZONE	10,258,128
401	WATER OPERATING	10,411,735
402	SEWER OPERATING	18,240,510
403	SHORECREST RESERVE	290,227
407	UTILITY RESERVE	1,457,409
408	UTILITY BOND REDEMPTION	5,179,636
410	SEWER CAPITAL CONSTRUCTION	11,237,036
411	STORM SEWER OPERATING	5,717,885
412	STORM SEWER CAPITAL	5,154,074
420	WATER CAPITAL ASSETS	10,806,655
TOTAL ALL FUNDS		\$178,616,968

Section 3. Salary Schedule. Attachment "A" is adopted as the 2023-2024 personnel salary schedule for all employees.

Section 4. Transmittal. The City Clerk is directed to transmit a certified copy of the 2023-2024 budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 5. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance

Section 6. Effective Date. This ordinance shall be in force and take effect five (5) days after its publication according to law.

PASSED by the City Council of the City of Gig Harbor, Washington, and approved by its Mayor at a regular meeting of the council held on this 28th day of November, 2022.

CITY OF GIG HARBOR

Mayor Tracie Markley

ATTEST/AUTHENTICATED:

Joshua Stecker, City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

Daniel P Kenny

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.

EXHIBIT A SALARY SCHEDULES

(rates pending wage study implementation)

2025 Executive Positions (Exempt)

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
City Administrator	\$179,448	\$188,420	\$197,841	\$207,733	\$218,120
City Attorney	\$164,453	\$172,676	\$181,309	\$190,375	\$199,894
Chief of Police	\$154,780	\$162,519	\$170,645	\$179,177	\$188,136
Finance Director	\$145,106	\$152,361	\$159,979	\$167,978	\$176,377
Public Works Director	\$145,106	\$152,361	\$159,979	\$167,978	\$176,377
Community Development Director	\$145,106	\$152,361	\$159,979	\$167,978	\$176,377
Human Resources Director	\$138,141	\$145,048	\$152,300	\$159,915	\$167,911
Police Lieutenant	\$138,141	\$145,048	\$152,300	\$159,915	\$167,911
Housing, Health & Human Services Program	\$113,982	\$119,681	\$125,665	\$131,948	\$138,546
Assistant City Attorney	\$113,182	\$118,841	\$124,783	\$131,022	\$137,573
City Clerk	\$103,993	\$109,193	\$114,652	\$120,385	\$126,404
Risk & Safety Program Manager	\$94,568	\$99,296	\$104,261	\$109,474	\$114,948
Human Resources Generalist	\$87,255	\$91,618	\$96,199	\$101,009	\$106,059

2025 Non-Represented Non-Supervisory Personnel

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Assistant City Clerk	\$86,089	\$88,887	\$91,776	\$94,758	\$97,838	\$101,018	\$104,301	\$107,691
Human Resources / Payroll Specialist	\$74,964	\$77,400	\$79,916	\$82,513	\$85,195	\$87,964	\$90,822	\$93,774
Human Resources Assistant	\$58,870	\$60,783	\$62,759	\$64,798	\$66,904	\$69,079	\$71,324	\$73,642

2025 Police Personnel (Local 117)

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
Police Sergeant	\$121,733	\$127,820	\$134,211	\$140,921	
Police Officer	\$92,180	\$96,789	\$101,628	\$106,710	\$112,045

2025 Supervisor Unit (Local 313) *pending negotiations*

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
City Engineer	\$113,693	\$117,388	\$121,203	\$125,142	\$129,209	\$133,409	\$137,744	\$142,221
Information Technology Services Manager	\$113,693	\$117,388	\$121,203	\$125,142	\$129,209	\$133,409	\$137,744	\$142,221
Wastewater Superintendent	\$113,038	\$116,712	\$120,505	\$124,421	\$128,465	\$132,640	\$136,951	\$141,402
Building Official / Fire Marshal	\$108,851	\$112,389	\$116,041	\$119,813	\$123,707	\$127,727	\$131,878	\$136,164
Parks Manager	\$100,945	\$104,226	\$107,613	\$111,110	\$114,722	\$118,450	\$122,300	\$126,274
Principal Planner	\$100,945	\$104,226	\$107,613	\$111,110	\$114,722	\$118,450	\$122,300	\$126,274
Court Administrator	\$97,713	\$100,889	\$104,168	\$107,553	\$111,048	\$114,658	\$118,384	\$122,231
Public Works Superintendent	\$97,206	\$100,365	\$103,627	\$106,995	\$110,472	\$114,063	\$117,770	\$121,597

2025 New/Reclassified Positions

Job Title	Steps TBD
Communications Manager	
Development Review Engineer	
Assistant Public Works Director	
Maintenance Electrician	

2025 Non-Supervisory Personnel (Local 117)*pending negotiations*										
Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8		
Wastewater Lead Operator	\$ 102,761	\$ 106,101	\$ 109,549	\$ 113,109	\$ 116,785	\$ 120,581	\$ 124,500	\$ 128,546		
Senior Engineer	\$ 102,660	\$ 105,996	\$ 109,441	\$ 112,998	\$ 116,671	\$ 120,462	\$ 124,377	\$ 128,420		
Associate Engineer	\$ 94,938	\$ 98,023	\$ 101,209	\$ 104,499	\$ 107,895	\$ 111,401	\$ 115,022	\$ 118,760		
Project Engineer	\$ 94,938	\$ 98,023	\$ 101,209	\$ 104,499	\$ 107,895	\$ 111,401	\$ 115,022	\$ 118,760		
Senior Accountant	\$ 94,696	\$ 97,774	\$ 100,951	\$ 104,232	\$ 107,620	\$ 111,117	\$ 114,729	\$ 118,457		
Senior Planner	\$ 94,640	\$ 97,716	\$ 100,892	\$ 104,171	\$ 107,556	\$ 111,052	\$ 114,661	\$ 118,387		
Wastewater Operator III	\$ 89,357	\$ 92,261	\$ 95,260	\$ 98,356	\$ 101,552	\$ 104,853	\$ 108,260	\$ 111,779		
Water Operator III	\$ 89,357	\$ 92,261	\$ 95,260	\$ 98,356	\$ 101,552	\$ 104,853	\$ 108,260	\$ 111,779		
Infrastructure Systems Engineer	\$ 85,408	\$ 88,184	\$ 91,050	\$ 94,009	\$ 97,064	\$ 100,219	\$ 103,476	\$ 106,839		
NPDES Coordinator - Stormwater	\$ 84,130	\$ 86,864	\$ 89,687	\$ 92,602	\$ 95,612	\$ 98,719	\$ 101,927	\$ 105,240		
Assistant Building Official/ Fire Marshal	\$ 83,688	\$ 86,408	\$ 89,216	\$ 92,116	\$ 95,109	\$ 98,200	\$ 101,392	\$ 104,687		
Field Supervisor	\$ 83,688	\$ 86,408	\$ 89,216	\$ 92,116	\$ 95,109	\$ 98,200	\$ 101,392	\$ 104,687		
Construction Supervisor	\$ 83,688	\$ 86,408	\$ 89,216	\$ 92,116	\$ 95,109	\$ 98,200	\$ 101,392	\$ 104,687		
Wastewater Operator II	\$ 81,234	\$ 83,874	\$ 86,600	\$ 89,415	\$ 92,320	\$ 95,321	\$ 98,419	\$ 101,617		
Water Operator II	\$ 81,234	\$ 83,874	\$ 86,600	\$ 89,415	\$ 92,320	\$ 95,321	\$ 98,419	\$ 101,617		
Engineering Project Manager	\$ 81,003	\$ 83,636	\$ 86,354	\$ 89,160	\$ 92,058	\$ 95,050	\$ 98,139	\$ 101,328		
GIS Coordinator	\$ 77,092	\$ 79,597	\$ 82,184	\$ 84,855	\$ 87,613	\$ 90,461	\$ 93,401	\$ 96,436		
Payroll / Benefits Administrator	\$ 76,883	\$ 79,382	\$ 81,962	\$ 84,625	\$ 87,376	\$ 90,215	\$ 93,147	\$ 96,175		
Associate Planner	\$ 75,723	\$ 78,184	\$ 80,725	\$ 83,349	\$ 86,057	\$ 88,854	\$ 91,742	\$ 94,724		
Construction Inspector	\$ 73,880	\$ 76,281	\$ 78,760	\$ 81,320	\$ 83,963	\$ 86,692	\$ 89,509	\$ 92,418		
Building Inspector / Plans Reviewer	\$ 73,880	\$ 76,281	\$ 78,760	\$ 81,320	\$ 83,963	\$ 86,692	\$ 89,509	\$ 92,418		
Wastewater Operator I	\$ 73,849	\$ 76,249	\$ 78,727	\$ 81,286	\$ 83,928	\$ 86,655	\$ 89,472	\$ 92,379		
Water Operator I	\$ 73,849	\$ 76,249	\$ 78,727	\$ 81,286	\$ 83,928	\$ 86,655	\$ 89,472	\$ 92,379		
Code Enforcement Officer	\$ 72,778	\$ 75,143	\$ 77,585	\$ 80,107	\$ 82,710	\$ 85,399	\$ 88,174	\$ 91,040		
Executive Assistant	\$ 72,778	\$ 75,143	\$ 77,585	\$ 80,107	\$ 82,710	\$ 85,399	\$ 88,174	\$ 91,040		
Mechanic	\$ 71,444	\$ 73,766	\$ 76,163	\$ 78,639	\$ 81,194	\$ 83,833	\$ 86,558	\$ 89,371		
Engineering Technician	\$ 69,909	\$ 72,181	\$ 74,527	\$ 76,949	\$ 79,450	\$ 82,032	\$ 84,698	\$ 87,451		
Building Maintenance Technician	\$ 69,348	\$ 71,602	\$ 73,929	\$ 76,332	\$ 78,812	\$ 81,374	\$ 84,018	\$ 86,749		
ITS Support Technician	\$ 68,389	\$ 70,612	\$ 72,907	\$ 75,276	\$ 77,722	\$ 80,248	\$ 82,857	\$ 85,549		
Wastewater Operator in Training (OIT)	\$ 68,266									
Water Operator in Training (OIT)	\$ 68,266									
Wastewater Collection Systems Tech II	\$ 65,927	\$ 68,070	\$ 70,282	\$ 72,566	\$ 74,924	\$ 77,359	\$ 79,874	\$ 82,470		
Assistant Planner	\$ 65,719	\$ 67,855	\$ 70,060	\$ 72,337	\$ 74,688	\$ 77,115	\$ 79,622	\$ 82,209		
Permit Coordinator	\$ 65,719	\$ 67,855	\$ 70,060	\$ 72,337	\$ 74,688	\$ 77,115	\$ 79,622	\$ 82,209		
Finance Technician	\$ 64,076	\$ 66,158	\$ 68,309	\$ 70,529	\$ 72,821	\$ 75,188	\$ 77,631	\$ 80,154		
Utility Billing Technician	\$ 64,076	\$ 66,158	\$ 68,309	\$ 70,529	\$ 72,821	\$ 75,188	\$ 77,631	\$ 80,154		
Planning Technician	\$ 63,745	\$ 65,817	\$ 67,956	\$ 70,164	\$ 72,445	\$ 74,799	\$ 77,230	\$ 79,740		
Community Development Assistant	\$ 62,309	\$ 64,334	\$ 66,425	\$ 68,584	\$ 70,813	\$ 73,114	\$ 75,490	\$ 77,944		
Public Works Assistant	\$ 62,309	\$ 64,334	\$ 66,425	\$ 68,584	\$ 70,813	\$ 73,114	\$ 75,490	\$ 77,944		
Judicial Specialist	\$ 59,002	\$ 60,920	\$ 62,899	\$ 64,944	\$ 67,054	\$ 69,234	\$ 71,484	\$ 73,807		
Property & Evidence Technician	\$ 58,659	\$ 60,565	\$ 62,534	\$ 64,566	\$ 66,665	\$ 68,831	\$ 71,068	\$ 73,378		
Police Services Specialist	\$ 53,884	\$ 55,635	\$ 57,443	\$ 59,310	\$ 61,238	\$ 63,228	\$ 65,283	\$ 67,405		
Court Clerk	\$ 53,155	\$ 54,883	\$ 56,666	\$ 58,508	\$ 60,409	\$ 62,373	\$ 64,400	\$ 66,493		
Custodian	\$ 52,968	\$ 54,689	\$ 56,467	\$ 58,302	\$ 60,197	\$ 62,153	\$ 64,173	\$ 66,259		
Laborer	\$ 50,299	\$ 51,934	\$ 53,622	\$ 55,364	\$ 57,164	\$ 59,021	\$ 60,940	\$ 62,920		
Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Maintenance Technician	\$ 61,842	\$ 63,852	\$ 65,927	\$ 68,070	\$ 70,282	\$ 72,566	\$ 74,925	\$ 77,360	\$ 79,874	\$ 82,470

The parties agree to continue the combination of Maintenance Technician I and II ranges. This classification requires a CDL Class B license with a Tanker Endorsement.

Employees who do not have this required license must obtain it within 18 months.

*We agree to maintain the Letter of Agreement regarding Wastewater and Water positions.

2. GENERAL FUND

General Fund Revenue Resource Summary.....	8
Non-Departmental – Dept. 01.....	13
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GENERAL FUND

DESCRIPTION OF FUNCTION

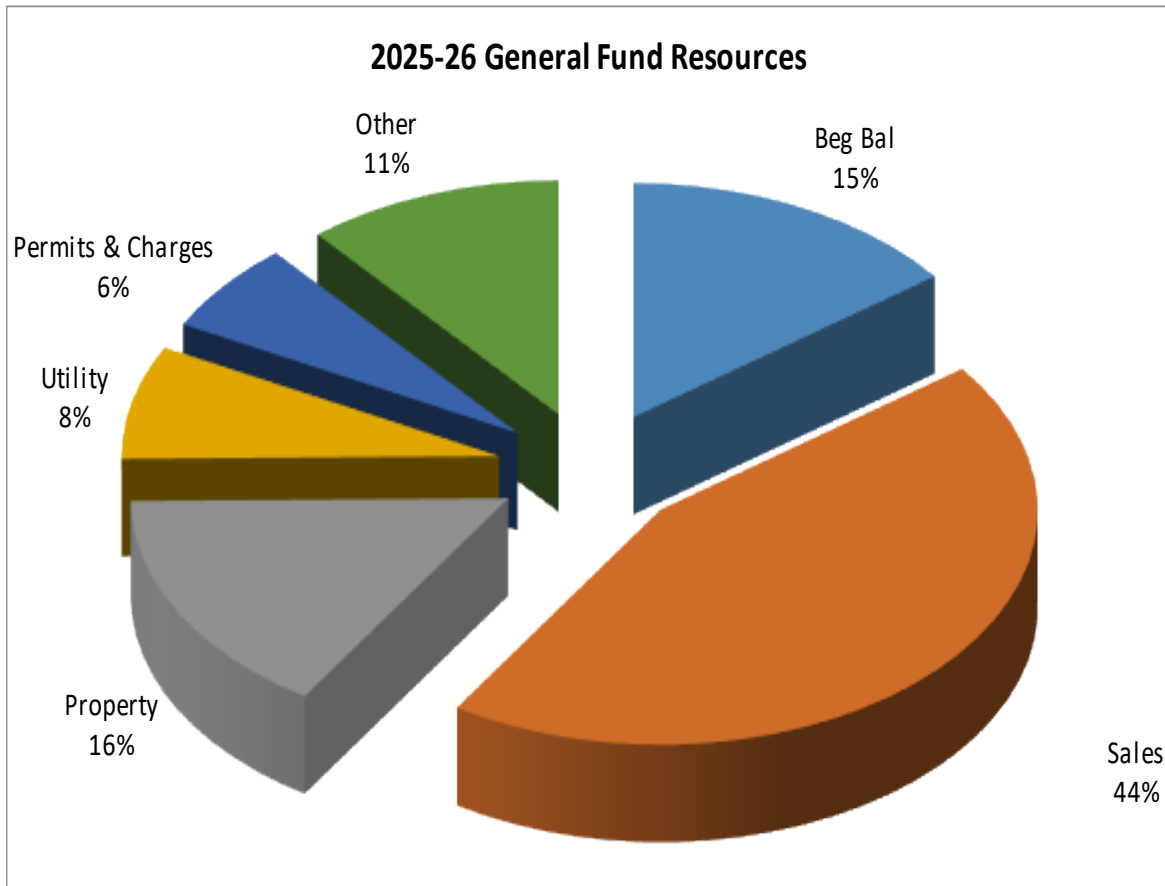
The General fund is the general operating fund of the city. It accounts for all financial resources and transactions except those that are required to be accounted for in another fund.

Resources include sales, property, utility, and other taxes, fees from various permits, licenses and user charges, shared revenues, grants, and entitlements from the State of Washington.

Most of the activities included in the City of Gig Harbor's General fund are departmentalized and include legislative, municipal court, police, development services, parks, and overall administration. Other miscellaneous expenditures are included in the "non-departmental" department of the General fund.

The General fund accounts for 24 percent of 2025-26 appropriations and half of the city's employees and budgeted salaries and benefits.

The General fund also provides general city resources to other funds in the form of operating transfers.

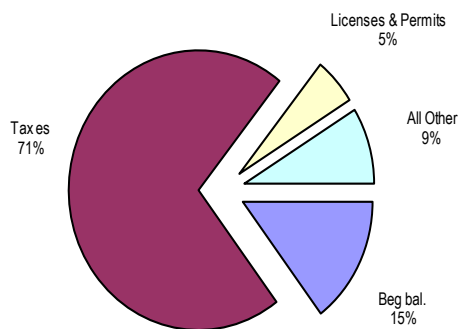


2025-26 Biennial Budget

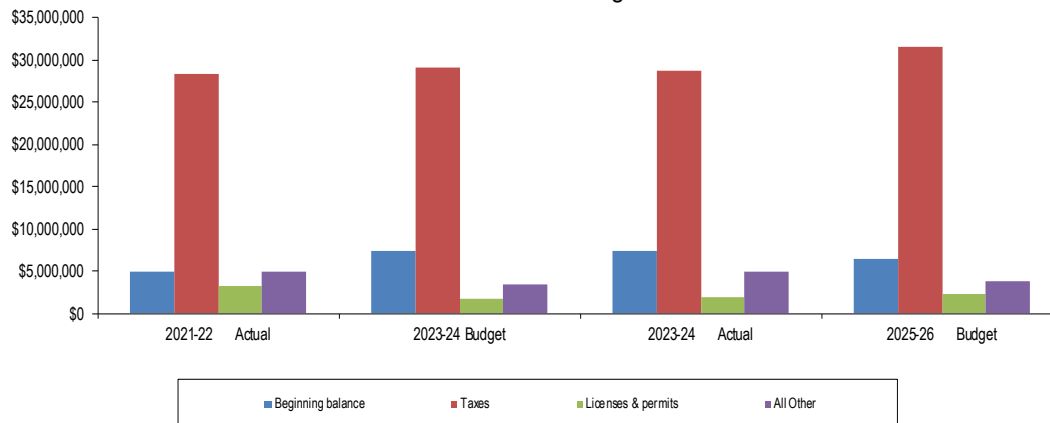
Resources

Category	2021-22 Actual	2023-24 Budget	2023-24 Actual	2025-26 Budget
Beginning balance	\$ 4,897,210	\$ 7,424,597	\$ 7,424,597	\$ 6,561,021
Taxes	\$ 28,261,273	\$ 29,164,026	\$ 28,744,899	\$ 31,594,348
Licenses & permits	\$ 3,211,880	\$ 1,716,003	\$ 1,958,687	\$ 2,415,764
Intergov't revenues	\$ 3,445,476	\$ 1,845,998	\$ 1,939,925	\$ 771,223
Charges for services	\$ 433,748	\$ 271,072	\$ 359,290	\$ 377,861
Fines & forfeits	\$ 118,266	\$ 104,857	\$ 159,576	\$ 200,309
Miscellaneous	\$ 747,634	\$ 1,099,463	\$ 1,301,816	\$ 1,124,499
Transfers In	\$ 34,694	\$ 1,442	\$ 1,172,667	\$ 1,415,933
Other	\$ 128,669	\$ 76,192	\$ 141,120	\$ 50,000
Total Revenues	\$ 36,381,640	\$ 34,279,053	\$ 35,777,980	\$ 37,949,937
Total Resources	\$ 41,278,850	\$ 41,703,650	\$ 43,202,577	\$ 44,510,958

2025-26 Budget



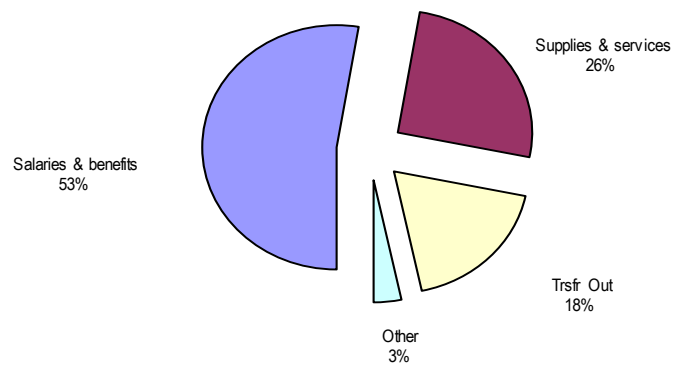
2025-2026 Budget



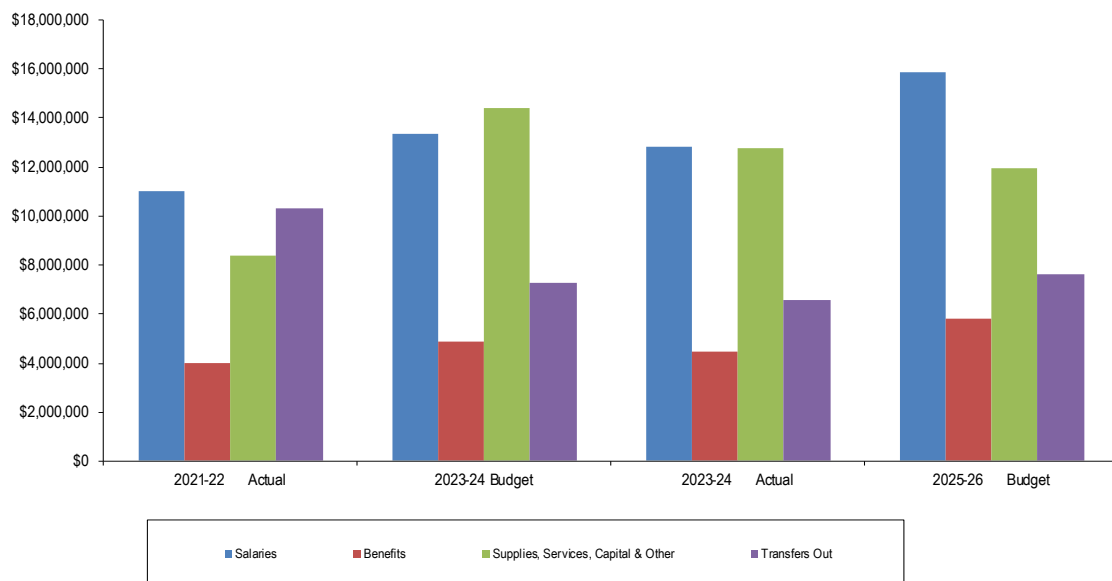
2025-26 Biennial Budget

Category	Expenditures By Type			
	2021-22 Actual	2023-24 Budget	2023-24 Actual	2025-26 Budget
Salaries	\$ 10,991,048	\$ 13,368,719	\$ 12,806,948	\$ 15,891,204
Benefits	3,997,543	4,889,722	4,495,493	5,809,390
Supplies	830,151	1,302,551	1,147,698	1,319,284
Services	7,103,787	9,633,675	8,240,475	9,243,038
Intergov't charges	53,454	205,000	297,419	33,000
Capital expenditures	378,389	3,258,532	3,065,189	1,339,450
Transfers Out	10,288,649	7,255,000	6,588,334	7,600,000
Other	211,232	-	-	-
Total	33,854,253	39,913,199	36,641,556	41,235,366
Ending balance	7,424,597	1,790,451	6,561,021	3,275,592
Total uses	\$ 41,278,850	\$ 41,703,650	\$ 43,202,577	\$ 44,510,958

2025-26 Budget



General Fund Expenditures

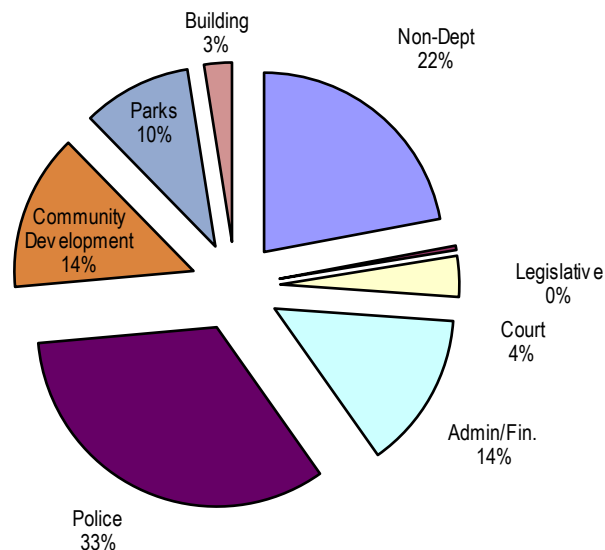


2025-26 Biennial Budget

Departmental Expenditures

Category	2021-22 Actual	2023-24 Budget	2023-24 Actual	2025-26 Budget
Non-Departmental	\$12,732,888	\$9,116,690	\$8,450,577	\$9,086,609
Legislative	143,725	163,200	147,976	164,494
Municipal Court	1,024,359	1,300,654	1,209,420	1,517,300
Admin/Finance	3,799,659	5,414,633	4,654,305	5,814,774
Police	8,560,969	11,536,017	11,003,988	13,760,413
Community Development	4,235,174	5,082,264	4,896,417	5,812,700
Parks & Recreation	2,485,530	3,909,935	3,026,815	4,046,550
Building	871,949	3,389,806	3,252,058	1,032,526
Total	33,854,253	39,913,199	36,641,556	41,235,366
Ending balance	7,424,597	1,790,451	6,561,021	3,275,592
Total uses	\$ 41,278,850	\$ 41,703,650	\$ 43,202,577	\$ 44,510,958

2025-26 Budget



NON-DEPARTMENTAL WHAT WE DO

This program accounts for city services and their associated costs that extend across all departments, including:

- Citywide expenses, such as annual audit and election expenses.
- Memberships and dues to a variety of organizations.
- Medical benefits for retired LEOFF 1 employees.
- General government (non-utility) debt service (transfers to Debt Service fund).
- Operating transfers to the Street Operating fund.
- Transfers as needed to the city's capital projects funds.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
				Dept.
Account Title	Actual	Budget	Actual	Request
Benefits	\$ 52,351	\$ 52,208	\$ 55,370	\$ 59,100
Supplies	\$ 49,405	\$ 60,075	\$ 61,740	\$ 60,000
Services	\$ 2,131,251	\$ 1,749,407	\$ 1,745,133	\$ 1,367,509
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Transfers out/Other	\$ 10,499,881	\$ 7,255,000	\$ 6,588,334	\$ 7,600,000
Total expenditures	\$ 12,732,888	\$ 9,116,690	\$ 8,450,577	\$ 9,086,609

Significant Expenditures:

Insurance \$912,938

Operating transfers out. General fund transfers to other funds for 2025-26 are as follows:

Fund	Amount
Street Operating	\$5,500,000
Street Capital	1,200,000
Building Capital	325,750
LTGO Debt	<u>2,350,000</u>
Total	\$9,375,750

LEGISLATIVE WHAT WE DO

The Legislative Department accounts for the activities of the city council. These activities include:

- Setting the overall policy for the city.
- Approving the city budget.
- Organizing and regulating the internal affairs of the city council.
- Fixing compensation of city employees and establishing civil service/merit systems and retirement systems.
- Adopting ordinances and resolutions relating to the good government of the city.
- Exercising powers of eminent domain, borrowing, taxation, the grant of franchises, and other duties.
- Performing the duties and responsibilities prescribed under Title 35A RCW and adopting long-range goals and objectives within a funding mechanism, ensuring efficient and effective government.

2023-24 HIGHLIGHTS

- Established City of Gig Harbor's Strategic Plan.
- Continued to set policy through resolutions and ordinances.
- Continued to work with staff to increase transparency and engagement.
- Promoted City of Gig Harbor's interests with the State Legislature.

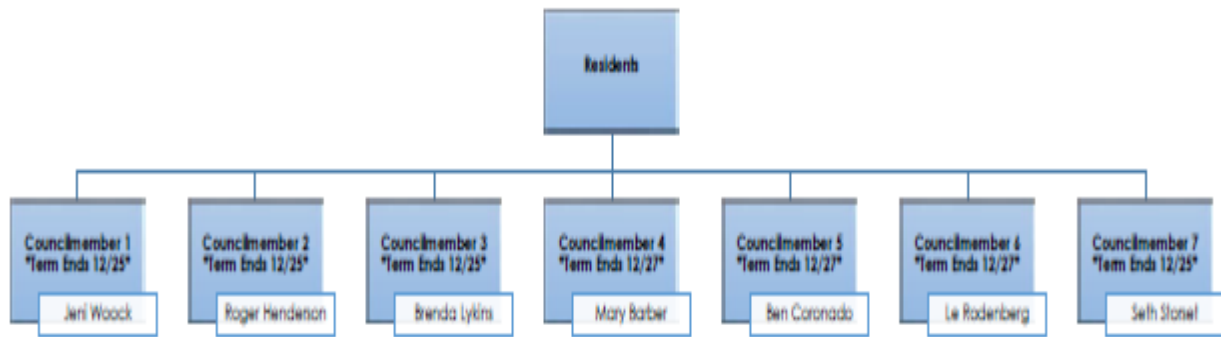
STRATEGIC PRIORITIES

- Ensure long-range financial stability to provide a balance of city services.
- Continue to ensure City of Gig Harbor's success through policies that support fulfillment of the Strategic Plan.
- Work with regional agencies to influence major issues like congestion, transportation, and employment.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
				Dept.
Account Title	Actual	Budget	Actual	Request
Salaries	\$ 117,397	\$ 130,200	\$ 130,200	\$ 135,704
Benefits	9,684	10,000	9,921	10,790
Supplies	13,736	8,000	370	4,000
Services	2,908	15,000	7,485	14,000
Capital Outlay	-	-	-	-
Total expenditures	\$ 143,725	\$ 163,200	\$ 147,976	\$ 164,494

ORG CHART



JUDICIAL-MUNICIPAL COURT

WHAT WE DO

The Municipal Court is a court of limited jurisdiction that serves residents and visitors who have been charged with misdemeanors, civil infractions, or parking violations that occur in the City of Gig Harbor. The Gig Harbor Municipal Court:

- Adjudicates criminal misdemeanor and gross misdemeanor offenses and imposes appropriate fines, fees, and punishments.
- Adjudicates civil infractions and imposes penalties and deferrals as appropriate.
- Collects fines, restitution and other assessments imposed by the court and accounts for all funds received and disbursed.
- Manages juries for an estimated twelve (12) trials scheduled each year.
- Assures the due process requirement of a public defender at arraignments.
- Coordinates interpreters for hearing impaired persons and languages.
- Monitors, evaluates, and implements legislative mandates and changes in state law and court rules.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
				Dept.
Account Title	Actual	Budget	YE Estimate	Request
Salaries	\$ 603,874	\$ 747,935	\$ 689,936	\$ 787,100
Benefits	195,560	238,800	223,819	310,400
Supplies	27,934	15,502	17,430	26,000
Services	196,991	298,417	278,235	363,800
Capital Outlay	-	-	-	30,000
Total expenditures	\$ 1,024,359	\$ 1,300,654	\$ 1,209,420	\$ 1,517,300

2023-24 HIGHLIGHTS

- Served as a pilot court for the new CLJ-CMS electronic case management system replacing the old 1980s system, Judicial Information System (JIS).
- Vacated hundreds of drug possession convictions deemed unconstitutional by the Washington State Supreme Court pursuant to *State v. Blake*, refunded related legal financial obligations, and uploaded data to the state's online Blake Refund Bureau.
- Expanded video hearings with Kitsap County Jail to reduce or eliminate the need for transport of incarcerated defendants.
- Reclassified 2 FTE court clerk positions to reflect actual work performed and better serve court operations.

- Implemented online Juror Qualification form to reduce barriers to jurors.
- Onboarded new public defense team in collaboration with the City of Gig Harbor.
- Contracted with Seattle's Finest Security & Traffic Control, LLC for court security services.
- Contracted with Dynamic Collectors, Inc. for improved collection services of unpaid court fines, fees, and costs.
- Contracted with Court Payment Management Services, LLC for payment plan management services.

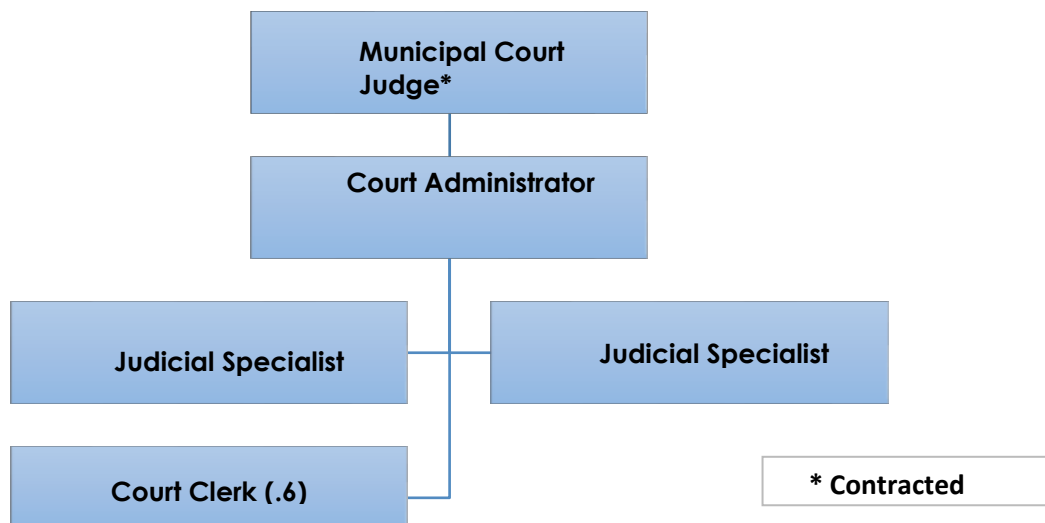
2025-26 GOALS

- Purchase dedicated IT server network needed to resume implementation of Enterprise Justice electronic case management and filing system.
- Update and translate additional court forms for improved access to justice.
- Implement court security and safety training.
- Increase pro tempore judge pay to align with industry norms and inflation.
- Expand video hearings with Pierce County Jail to reduce or eliminate the need for transporting incarcerated defendants.

LONG-RANGE PLANS

- Improve technology to provide modern, interactive online services and forms to achieve greater efficiency, provide access to justice, and instill public trust and confidence.
- Increase succession planning, cross training, and education.

ORG CHART



ADMINISTRATION

WHAT WE DO

Mayor

The mayor occupies the highest elective office in the municipal government and provides the leadership necessary to keep the city moving in the proper direction. The mayor is responsible for directing the city administrator to run the day-to-day operations of the city and staff. The mayor is a leader in staking out policy positions and is a facilitator of effective teamwork. The administrative authority, including a veto power, is vested in the mayor. The mayor also deals with important policy issues and long-term future concerns. The mayor works to guide the city as a better place to live tomorrow, not just today.

City Administrator

The city administrator is responsible to the mayor for implementing city policies, statutes, and goals through the directing of the daily operations of all departments and programs and capital projects of the city. The city administrator also assists the mayor and council in developing policies and legislation. Intergovernmental relations, economic development, community information (neighborhood meetings, webpage, informational publications, etc.), and general research and analysis are also part of the City Administrator's Office.

City Clerk's Office

The City Clerk's Office is dedicated to the needs of our public and internal customers by providing them with quality services in a timely, positive, professional, and cooperative manner. Responsibilities of the city clerk include management of the city's official records, responding to public records requests, city council support including development of agendas and packets, preparation of official minutes, public noticing, risk and claims management, legal noticing, compliance with public records retention, recording of legal documents, board and committee memberships, website maintenance, and business licensing.

Housing, Health, and Human Services

Launched in October 2023, the Housing, Health, and Human Services (H3) Program is responsible for the development, implementation, and maintenance of initiatives that support affordable housing, human services, and behavioral health. Additionally, the program oversees grant management to secure funding and ensure program sustainability. By coordinating efforts across various sectors - including housing, social services, behavioral health, law enforcement, and healthcare - the program aims to provide a comprehensive and integrated approach to community well-being.

Communications

Communications is responsible for maintaining a positive image of the city while developing, implementing, and managing all aspects of the city's internal and external communications, marketing, advertising, and public relations policies and protocols. Responsibilities include engaging the community through outreach, serving as a liaison to the community, media, citizen groups, and state and local agencies, coordinating projects and city events; and compiling statistical data.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
				Dept.
Account Title	Actual	Budget	YE Estimate	Request
Salaries	\$ 561,426	\$ 659,200	\$ 636,221	\$ 858,000
Benefits	201,215	244,800	211,779	323,800
Supplies	34,219	41,101	22,575	33,000
Services	1,725,140	2,403,564	1,784,556	1,855,000
Total expenditures	\$ 2,522,000	\$ 3,348,665	\$ 2,655,131	\$ 3,069,800

Budget note: Services include city attorney, prosecutor, and assigned counsel.
\$1,470,715 (2023-24)

2023-24 HIGHLIGHTS

Mayor/City Administrator

- Established a new Sister City partnership with Milna, Croatia.
- Instituted a "Weekly Update" to city council and all staff to promote collaboration and communication.
- Reestablished training and development as a priority for city staff.
- Maintained support for employee retention program.
- Established new board and commission onboarding procedures that comply with state law and the Gig Harbor Municipal Code.
- Fostered relationships with community partners such as the FISH Food Bank, Chamber of Commerce, Waterfront Alliance, Gig Harbor Senior Center, Permission to Start Dreaming Foundation, Harbor WildWatch, Gig Harbor BoatShop, and many more.
- Upheld "first day promise" of encouraging and following through with internal promotions.
- Held two city council retreats to foster consensus and relationship building of our councilmembers.
- Cultivated a welcoming and inclusive atmosphere at the Civic Center, including

building relationships with our "off-site" employees at the Public Works Shop and Wastewater Treatment Plant.

City Clerk

- Completed city website redesign.
- Absorbed city communications functions.
- Assumed ADA coordinator responsibilities.
- Took on support for the parks commission and lodging tax advisory committee.
- Implemented advanced agenda and meeting management software.
- Worked with Chamber of Commerce to transition tourism marketing responsibilities.
- Developed many administrative and legislative policies for the city, including:
 - Flag display policy.
 - Welcoming city resolution.
 - Indigent defense standards.
 - Council guidelines updates.
 - Surplus property procedures.
 - Ballot measures and information for levy lid lift and public safety sales tax propositions.
 - Support for fire district levies.
 - Amending city fee schedules.
 - Establishing sister cities relationships.

Housing, Health, and Human Services

- Program launched in October 2023.
- Developed the city's first H3 work plan through data analysis.
- Developed new community partnerships resulting in city's first legal aid popup free of charge to the community and of no cost to the city. This event will be held twice monthly.
- Executed a successful outreach event - *Juntos Unidos* - in partnership with GHPD.
- Researched and drafted the city's updated Welcoming City Resolution, which was adopted on January 22, 2024 by the city council.
- Completed 2023 Point-in-Time count.
- Created and maintained city's resource webpage.
- Planned and executed the Community Faith Leaders Gathering at the request of the mayor, allowing community resources to come together in a collective effort to help vulnerable community members. This event is held quarterly.
- Assisted the mayor in developing and creating the city's first Community Diversity and Engagement Mayoral Ad Hoc Committee.
- Developed resource navigation for internal and external referrals.
- Focused on building and maintaining relationships with community partners and interdepartmentally.

- Worked in collaboration with HR to plan and launch the city's first DEIB program at the direction of the council.
- Successfully partnered with GHPD officers in finding shelter for individuals experiencing homelessness.
- Successfully collaborated with GHPD, community partner Chapel Hill, and community partner Tacoma Rescue Mission to develop a safe and effective inclement weather plan.

Communications

- Absorbed by City Clerk's Office for 2023-2024.

2025-26 GOALS

Mayor/City Administrator

- Maintain state lobbying contract. **\$40,000 annually**
- Provide funding for the Gig Harbor Waterfront Alliance and its continued activities to promote downtown businesses. **\$25,000 annually**
- Collaborate with local organizations in support of senior services and activities. **\$40,000 annually**
- Support creative art endeavors in the city in implementation of the arts and culture element of the comprehensive plan. **\$35,000 annually**
- Promote and attract new businesses to downtown Gig Harbor through a variety of methods.
- Sister City Program support. **\$5,000 (2025-26)**

City Clerk

- Continue to facilitate the appropriate and timely response to the increasing volume of public records requests to be more open, accountable, and responsive to the public. Implement the public records policy.
- Continue to implement open data access on the city's website. Open data can facilitate government transparency, accountability, and public participation.
- Work for continued compliance with document and electronic records retention and ways to facilitate record retrieval through the Records Management Committee.
- Develop a Gig Harbor Citizens Academy to provide a transparent learning and partnership opportunity with the public. **\$5,000 annually**
- Manage the Americans with Disabilities Act (ADA) compliance as the city's ADA Coordinator. Ensure high standard of ADA compliance.
- Support tourism and tourism organizations through lodging tax grant funding.
- Develop a Cultural Access Program.
- Support establishment of a Creative District.
- Support sister city activities.

- Review and amend city fee schedules.

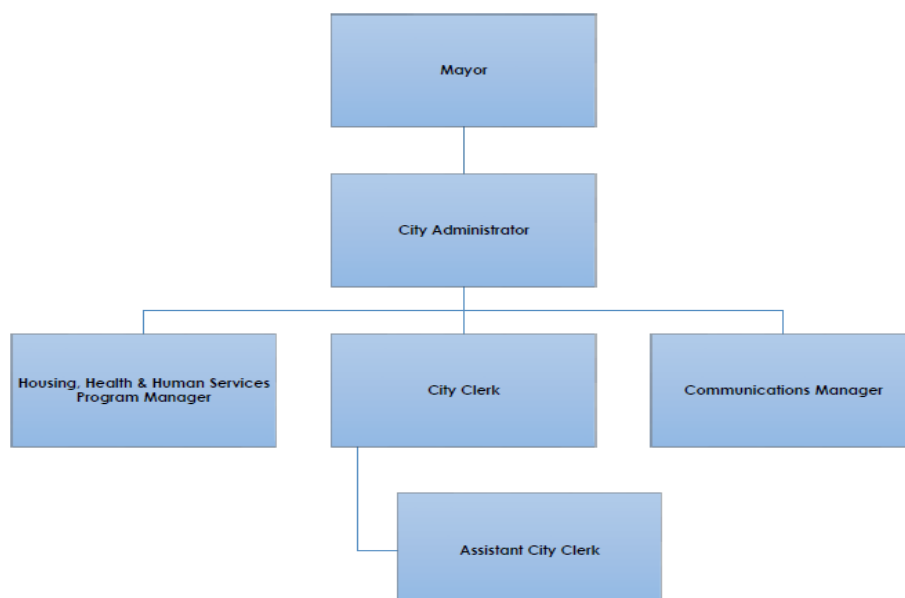
Housing, Health, and Human Services

- Identify grant funded opportunities to establish, support, and sustain a Designated Co-Response Program. This program would fall under the leadership of the Housing, Health, and Human Services Program Manager in partnership with Gig Harbor Police Department and Gig Harbor Fire & Medic One.
- Implement City Youth Council. **\$5,000 annually**
- Community, Diversity, and Equity Mayoral Committee. **\$5,000 annually**
- Maintain H3 program high level of service.
- Research and develop the city's response to homeless encampments.
- Update income guidelines for Senior Discount Utility Program.

Communications and Community Relations

- Create a citywide Communications Strategy and Plan. **\$50,000 (2025)**
- Develop a city social media policy to avoid violations of OPMA.
- Launch City of Gig Harbor Instagram account. Consider other social media opportunities.
- Collaborate with all departments to share city project information with the public in an interactive manner. Utilize electronic and paper methods. **\$50,000 (2025-26)**
- Develop and maintain a Community Advisory Committee Program to increase communication and interaction with neighborhoods. **\$20,000 (2025-26)**
- Maintain and enhance the Gig-A-Byte newsletter.

ORG CHART



HUMAN RESOURCES

WHAT WE DO

It is the mission and purpose of the Human Resources team to support service and operational excellence and impact for the City of Gig Harbor through its most valuable resource – staff. The team designs and/or supports strategies utilizing the unique strengths, experience, and contributions of a dedicated and skilled workforce to serve the community. Aligned with the city's strategic plan, key areas of focus are:

- Attracting and retaining talent.
- Career development.
- Compensation and benefit management.
- Compliance with local, state, and federal law.
- Diversity, equity, inclusion, and belonging (DEIB).
- Managing and mitigating risk, with a priority of staff safety.
- Optimizing organizational performance.
- Organizational development.
- Payroll processing.
- Performance coaching and management.
- Resolving employee relations.
- Staff wellness, engagement, rewards, and recognition.
- Supervisor coaching and development.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
				Dept.
Account Title	Actual	Budget	YE Estimate	Request
Salaries	\$ 166,194	\$ 224,923	\$ 242,162	\$ 335,900
Benefits	53,417	95,800	93,229	130,000
Supplies	21,177	32,655	31,199	39,244
Services	39,889	216,003	204,414	238,270
Total expenditures	\$ 280,677	\$ 569,381	\$ 571,004	\$ 743,414

2023-24 HIGHLIGHTS

- Contributed to staff culture through reward and recognition program, coaching supervisors, supporting staff, etc.
- Worked with vendor to facilitate the 2023 staff engagement survey, which resulted in improved participation over the prior year by 4%.

- Continued to build and enhance a productive and effective relationship with each union representative.
- Negotiated contracts – police (3-year) and general and supervisor units (1-year).
- Developed a high functioning, productive, efficient, cohesive HR/payroll team.
- Contributed to significant progress with employee retention efforts as driven by improved culture, ensuring clear job expectations, timely performance evaluations, intentional reward and recognition efforts, and meaningful staff engagement events.
- Completed a full-scale wage study (except for officer and sergeant positions, which were benchmarked in 2023).
- Practice and policy updates – bereavement leave, leave request form, alternative work arrangement (AWA), commercial driver's license (CDL) reimbursement, etc.
- System efficiencies and automation – digital recording keeping, timekeeping, onboarding enhancements/improvements, file purging according to state retention schedule.
- Comprehensive evaluation and update of all job descriptions.
- Improved performance evaluation process, generating tremendous progress with timely completion.
- Strengthened and enhanced recruiting presence on city website and multiple social media outlets.
- Supported and/or facilitated numerous staff learning and development events – active shooter, customer service, CPR/first aid, DEIB lunch and learns, harassment and discrimination, incident command system, leadership retreat, supervisory skills, various conferences, and special events.

2025-26 GOALS

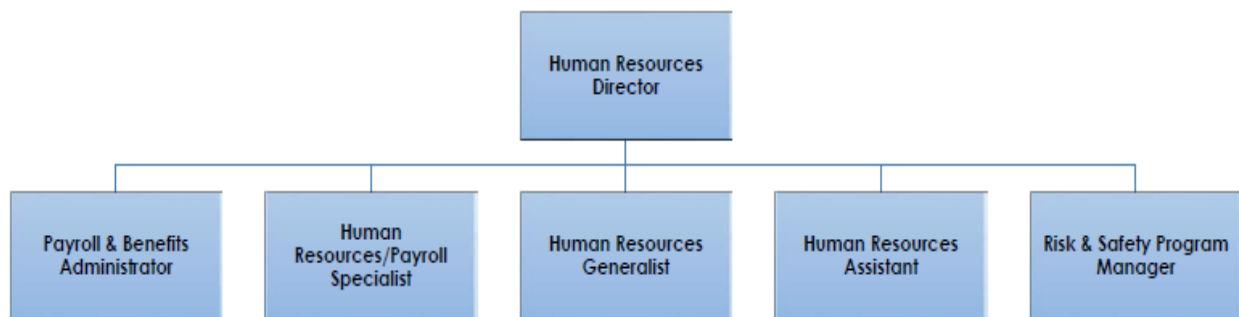
- Productivity and efficiency – a priority focus in this budget cycle is identifying a Human Resources Information System (HRIS) solution supporting the effective administration and reporting of attendance, benefit management, payroll, performance management, talent acquisition, timekeeping, training, and more.
- Rewards and recognition – enhance staff engagement by developing a framework for celebrating and rewarding special projects, achievements, service excellence, teamwork, and overall performance.
- Safety and risk – engage with and utilize full scope of services and standards established by Risk Management Service Agency (RMSA), mitigate risk factors by prioritizing timely staff safety training.
- Staff experience – improve onboarding with an enhanced New Employee Orientation Program, sustain Well City and Better Commuter Business awards, assess and implement wage study recommendations as the budget allows, further integrate DEIB in support of creating an atmosphere where everyone has an equal opportunity to thrive, feels valued, respected, and empowered to contribute their unique perspectives and talents.
- Staff training and development – performance evaluations, supervisory training, leadership academy.

- Update safety manual and accident prevention program.

LONG-RANGE PLANS

- Integrate data-driven decisions.
- Fully migrate to digital record-keeping.
- Implement a cohort learning and development model.
- Reduce cost associated with employee turnover.

ORG CHART



INFORMATION TECHNOLOGY SERVICES

WHAT WE DO

Continuously improve constituent services, ensure data-driven decision-making, and deliver innovative, user-friendly technology that empowers city departments and improves the quality of our community.

Our Guiding Principles:

- Strive for Simplicity
- Embrace the Divergent Perspective
- Be Innovative
- Focus on Outcomes

The Information Technology Services Department provides internal technology services to all city departments to meet the needs and services being provided to the City of Gig Harbor community members. We govern the policies, processes, practices, and tools to align the most appropriate technology infrastructure. We manage, acquire, develop, test, and deploy applications, data, hardware, services, and software resources. We are responsible for procuring all technology-related hardware, software, services, telephony, licenses, and coordinating citywide system conversions compatible with our industry and compliance standards. We perform the surplus of expired and obsolete asset-related equipment through strict accounting and environmental principles.

The Information Technology Services Department handles all aspects of managing and supporting the city's network and technology infrastructure services. The scope of these responsibilities encompasses:

- Budget and Planning.
- Information Technology Procurement.
- Cloud-Based Technologies.
- Development.
- Ongoing Technical Support.
- Programming.
- Telephony.
- WAN/LAN/WLAN Infrastructure.
- Web Implementation.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
				Dept.
Account Title	Actual	Budget	YE Estimate	Request
Salaries	\$ 90,211	\$ 124,500	\$ 87,048	\$ 132,700
Benefits	21,606	37,100	29,322	36,000
Supplies	39,014	71,433	120,926	50,000
Services	99,713	324,652	283,610	713,560
Total expenditures	\$ 250,544	\$ 557,685	\$ 520,906	\$ 941,876

2023-24 HIGHLIGHTS

- Building facilities:
 - Completed network infrastructure, computers, printers, phones, interactive display setup for Public Works Operations Center building.
 - Collaborated with Public Works Department to implement new door control security access system citywide.
- Additional technical projects completed:
 - Upgrade to backend phone system equipment and deployed new phones citywide to close this project.
 - Upgraded Mitel phone system software.
 - Implementation of Network and System Operations Monitoring to monitor physical, virtual, and cloud-based IT infrastructure.
 - Leased Printer Replacement citywide.
 - FBI Criminal Justice Information Services (CJIS) 2024 Audit.

2025-26 GOALS

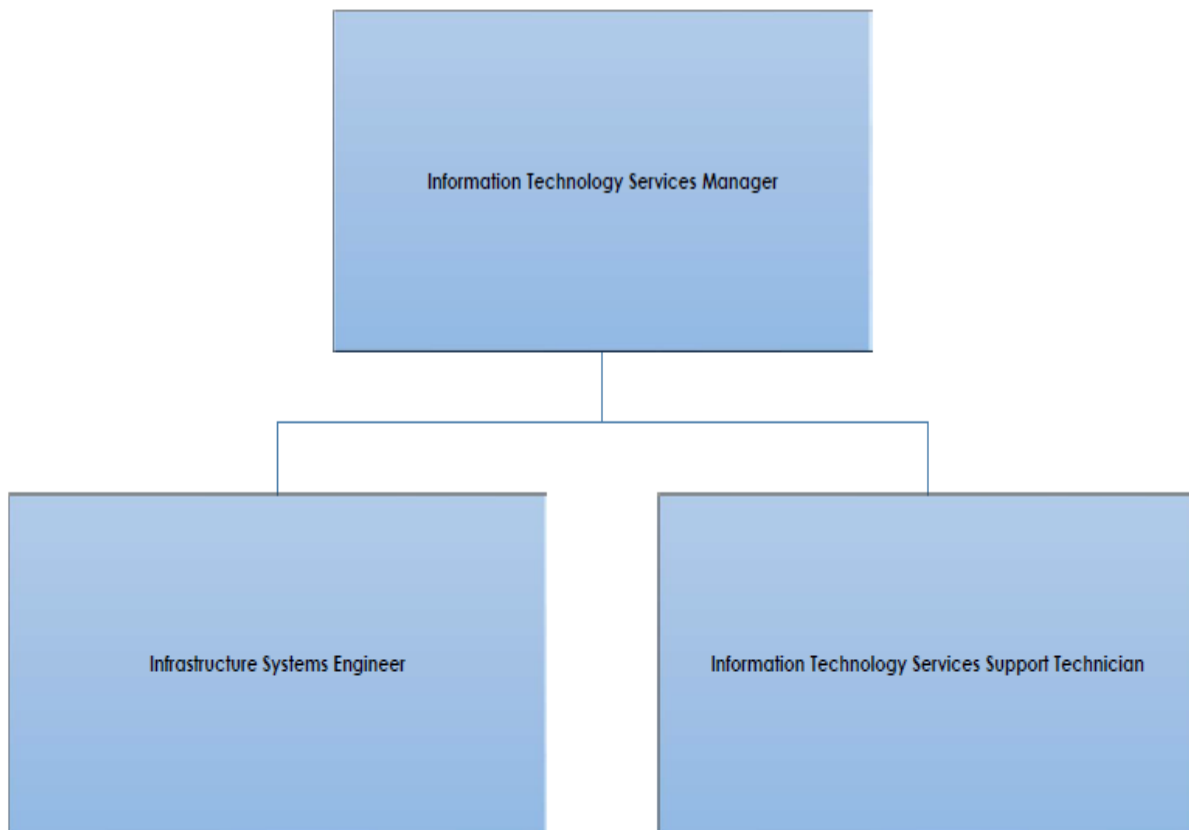
- Fund Management:
 - Establish ITS internal service fund.
- Data Management:
 - Migration of data from box.com to Microsoft 365 to align the city's data with the productivity products used by city staff.
 - Equipment refreshes server and storage hardware citywide due to vendor planned obsolescence.
 - Continue to migrate services that rely on legacy plain old telephone systems (POTS) to more cost-effective options.
- Cyber Security:
 - Cyber Security Penetration Testing and Remediation.
 - Implementation of Multi-factor Authentication (MFA) at Windows logon.
- Building Facilities:
 - Collaborate with Public Works to implement fire protection/detection systems in the server room.

- Collaborate with Public Works to upgrade fiber optic cables that feed the Public Works Operations and Wastewater Division buildings from Civic Center.

LONG-RANGE PLANS

- Collaborate with departments in the development of a long-range technology roadmap to leverage new and progressive technologies and streamline processes throughout the city.
- Continue to maintain and adjust the city's cyber security posture to mitigate the business impact of operational information security vulnerabilities and incidents.

ORG CHART



FINANCE WHAT WE DO

The Finance Department is responsible for managing the city's financial resources and providing support for city operations. The Finance Department provides the following services for city government:

- **Treasury**
 - Receive and deposit monies into the city's bank accounts.
 - Maintain the city's banking relationships.
 - Manage investments.
 - Provide financing arrangements for capital projects.
 - Administer the city's debt program.
 - Monitor city compliance with federal tax code and bond covenants.
- **Budget Preparation and Administration**
 - Prepare and manage the budget throughout the budget cycle.
 - Monitor city revenue sources and provide periodic forecasts.
- **Accounting Services**
 - Prepare the city's annual financial reports.
 - Manage the city's financial accounting system.
 - Provide departmental accounting support.
 - Process accounts payable and audit expense vouchers.
 - Monitor grant expenditures and prepare grant reimbursement requests.
 - Maintain the city's internal control systems.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
				Dept.
Account Title	Actual	Budget	YE Estimate	Request
Salaries	\$ 451,691	\$ 582,073	\$ 541,110	\$ 634,200
Benefits	168,637	214,000	191,902	247,100
Supplies	31,582	20,185	25,944	31,000
Services	94,528	122,644	138,692	157,000
Total expenditures	\$ 746,438	\$ 938,902	\$ 897,648	\$ 1,069,300

2023-24 HIGHLIGHTS

- Maintained city's premium bond rating of Aa2 for general obligation bonds and AA for revenue bonds.
- Managed the city's outstanding long-term debt and related debt service and

arranged financing for city's conservation property purchases.

- Worked with city administrator and city leadership providing and updating financial estimates throughout the 2023-24 biennium and assisted in development of new revenue streams for the city to maintain a stable financial outlook.
- Successfully assisted the city throughout the 2023-24 fiscal period to end with adequate ending fund balances.
- Effectively applied State and Local Government Fiscal Recovery Funds (SLFRF) to city expenditures receiving a clean audit and closing out the program.
- Received a clean audit for the 2022 financial statements, successfully implementing accounting standards relating to lease reporting.
- Receipted \$82.8 million and processed 12,000+ invoices totaling more than \$50 million.

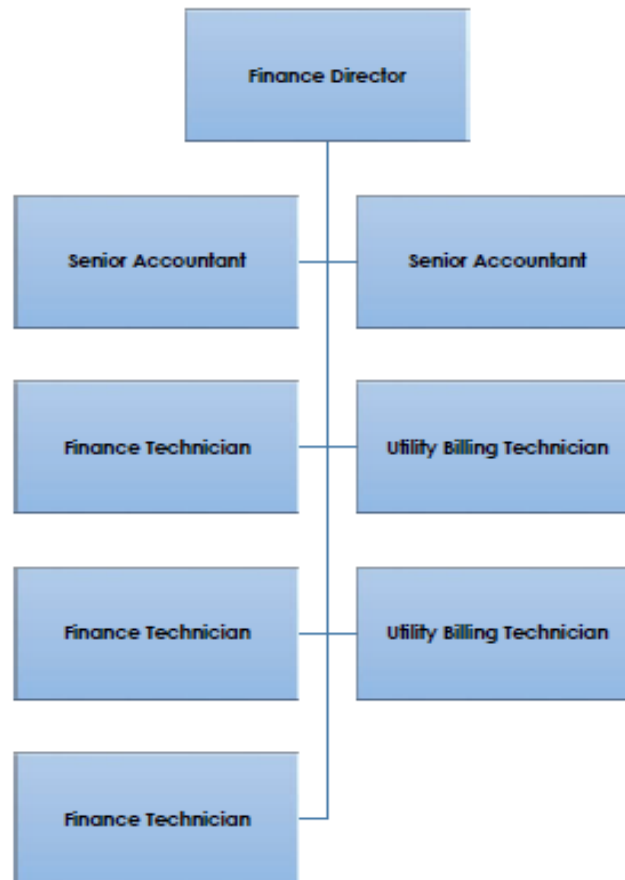
2025-26 GOALS

- **Internal Accounting Controls.** As the city has grown, so have the demands on the staff employed to support operations. Historical procedures may not meet current needs. The finance team is reviewing and updating internal control systems and processing related to internal functions such as accounts payable, cash receipting, budgeting, accounting, and financial reporting. This will ensure sound financial operations into the future.
- **6-Year Financial Forecasts.** In the past, the city's 6-year forecasts did not include capital projects out into years 3-4 and 5-6. The goal is to incorporate these projects into the forecasts, thereby enhancing their usefulness.
- **Internal services fund - Information and Technology Services.** Develop and implement an Internal Services fund for Information Technology Services. This fund will account for all shared technology services centrally. The costs will then be charged back to the departments as an annual fee.
- **Credit Card Fee Analysis.** Review fees from processing companies. Review fee charges that the city may charge for credit card usage.
- **Indirect Cost Allocation.** Review and refine the city's Indirect Cost Allocation Plan to equitably distribute costs among benefitted departments. Continue Emergency Management Program.
- **General Controls – Federal Grants.** Ensure systems are documented and working as designed.

LONG-RANGE PLANS

- Maintain the city's Aa2 and AA investment grade bond ratings from Moody's and Standard and Poor's.
- Maintain strong and effective internal controls over financial and grant processes.

ORG CHART



POLICE WHAT WE DO

Provide the **best possible** public safety and **service** to our community.

- Partner with residents and businesses to maintain a safe and resilient community.
- Conduct routine patrols to serve as crime deterrent and traffic safety enforcement element.
- Respond to all calls for service related to public safety, crime, and community assistance.
- Investigate all crimes reported and hold those responsible accountable.
- Operate Marine Services Unit to preserve and promote boating safety and education upon city waters.
- Plan for and respond to emergency situations to preserve public peace and safety.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
				Dept.
Account Title	Actual	Budget	YE Estimate	Request
Salaries	\$ 5,104,547	\$ 6,658,091	\$ 6,437,083	\$ 8,009,300
Benefits	1,775,154	2,217,034	2,083,159	2,598,500
Supplies	284,062	542,992	543,812	495,665
Services	1,154,790	1,636,900	1,471,934	1,783,048
Capital Outlay	242,416	481,000	468,000	873,900
Total expenditures	\$ 8,560,969	\$ 11,536,017	\$ 11,003,988	\$ 13,760,413

Budget note: Capital outlay includes 5 hybrid SUVs and 1 sedan (4 - new officers; 2 - replacement vehicles).

2023-24 HIGHLIGHTS

- Reduced total Group A crimes.
- Reduced crime rate by 32% from 2023 to 2024.
- Received zero sustained public complaints.
- Hired two of four budgeted new officers and one property and evidence technician.
- Increased self-sufficiency to address major crimes and reduce need for contracted services with other agencies.

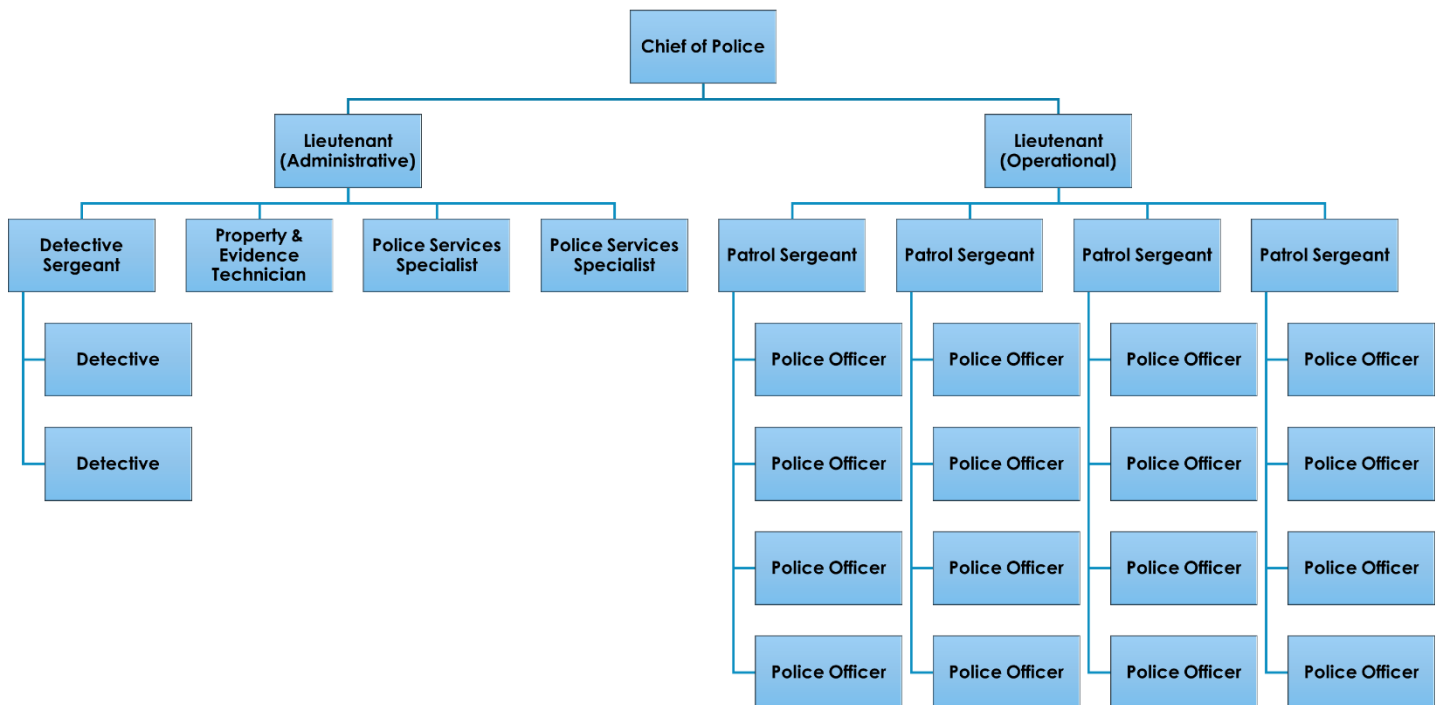
2025-26 GOALS

- Maintain low crime rate.
- Add administrative lieutenant position.
- Complete hiring process of two budgeted police officer positions.
- Replace five patrol cars (with hybrid options).
- Increase traffic enforcement through increased staffing.
- Achieve full state accreditation.

LONG-RANGE PLANS

- Continue to evaluate operational efficiencies, seek alternative funding sources, and lead the way in new technologies.
- Develop enhanced recruiting and retention practices with consideration of succession planning.

ORG CHART



COMMUNITY DEVELOPMENT

WHAT WE DO

Building & Fire Safety Division

- **Policy Guidance.** Advise city officials on policy matters related to building construction, fire and life safety, emergency management, and code enforcement.
- **Construction Permitting/Code Compliance.** Advance safety and durability in the city's built environment through review, permitting, inspection, approval, and enforcement of all work regulated under GHMC Title 15.
- **Community Activities.** Promote community health and safety by providing information and education on matters related to building construction, fire, and life safety.
- **Fire Prevention.** Reduce hostile fires through fire code enforcement, fire/explosion investigation, and inspection of commercial occupancies.
- **Intra/inter-jurisdictional Cooperation.** Promote coordination between departments by participating in pre-application conferences and reviewing land use, annexation, and civil construction proposals.
- **City Facilities.** Conduct annual fire code inspections of all city facilities.
- **Historic Structure Codes.** Promote preservation of the city's heritage and sustainable development through the adoption and application of codes addressing the unique aspects of historic structures.

Planning Division

- **Professional Policy Guidance.** Provide professional policy guidance to the mayor, city council, planning commission, design review board, historic preservation commission, and other city departments on all matters related to land use and long-range comprehensive planning within the city and its unincorporated urban growth area (UGA).
- **Community Planning Activities.** Provide direction for community planning efforts, including the downtown and shoreline planning efforts, economic and community development, future capital facility needs, and facilitation of community participation in city planning efforts.
- **Land Use Permit Process.** Administer the City of Gig Harbor's land use permit process, including all private-party applications and public capital improvements.
- **Hearing Examiner.** Provide administrative services for the Office of the Hearing Examiner. Prepare staff reports for hearings.
- **Urban Growth Area Project Review.** Review applications and environmental assessment reports on projects within unincorporated Pierce County lying within the city's urban growth area to provide comment on the impacts and recommended mitigation measures to the Pierce County Planning & Public Works Department.
- **Long Range Planning.** Review and update city land use development codes

and maps, as appropriate. Update the Gig Harbor Municipal Code to reflect changes in state law.

- **Annexation Guidance.** Provide guidance to landowners or interest groups who desire to annex unincorporated areas into the City of Gig Harbor, consistent with state law and the city’s annexation policy. This includes conducting the required census of newly annexed areas and the submittal of data to the Office of Financial Management. Census for large areas will typically be contracted out to a professional team.
- **Code Enforcement.** Provide enforcement of the city’s land-use development, environmental, and nuisance codes in a fair, equitable, and timely manner.
- **Inter-governmental Relations.** Act as liaison between city, county, regional, state, tribal, and federal governmental organizations and agencies, representing the interests of the City of Gig Harbor and its residents. This includes continued involvement in inter-jurisdictional coordination under the Growth Management Act through participation and attendance at the Growth Management Coordinating Committee meetings, appropriate Puget Sound Regional Council committee meetings, and participation in the West Central Local Integrating Organization’s salmon restoration planning efforts for WRIA 15.
- **Annual Population Changes.** Evaluate and inventory population changes within the city and its urban growth area. Provide data to the state Office of Financial Management and provide maps of annexed areas to the U. S. Census Bureau. **Annually in April.**
- **Capital Facility Planning.** Work with the Public Works and Finance Departments to identify capital facility needs and funding mechanisms. As necessary, prepare amendments to the capital facilities element of the comprehensive plan for adoption with annual budget. **Annually.**
- **Land Use Fees.** Review land use fees to determine if they are current. **Annually.**
- **Historic Preservation.** Continue to implement the Certified Local Government (CLG) Program under the Washington State Department of Archaeology and Historic Preservation (DAHP) to identify, evaluate, designate, and protect designated historic resources within the boundaries of the City of Gig Harbor for future generations including the implementation of special valuations, a property tax incentive, as provided in Chapter 84.26 RCW.
- **Grants.** Track, apply for, and administer local, state, and federal grants specific to the department’s functions.

Code Enforcement

- **Policy Guidance.** Advise city officials on policy matters related to code enforcement and code amendments.
- **Construction Permitting/Code Compliance.** Conduct on-site inspections and follow-ups to ensure compliance with applicable zoning, building, critical areas, and shoreline regulations, and other city codes and ordinances and issues “stop work” orders and violation notices on behalf of the city. Conduct or assist with

inspection of dangerous buildings and assist with coordinating the condemnation process as needed.

- **Community Activities.** Communicate with residents, neighborhood/homeowner associations, business owners, other agencies, and the public regarding city code, policies, procedures, rules, and regulations.
- **Inter-jurisdictional Cooperation.** Promote coordination between departments by participating in pre-application conferences and reviewing land use, annexation, and civil construction proposals. Coordinate code enforcement activities with government agencies and other city departments and divisions.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
				Dept.
Account Title	Actual	Budget	YE Estimate	Request
Salaries	\$ 2,625,693	\$ 2,666,654	\$ 2,528,797	\$ 3,169,200
Benefits	901,943	1,056,800	915,549	1,253,300
Supplies	59,658	40,427	19,460	55,000
Services	647,880	1,255,351	1,369,579	1,292,400
Capital Outlay	-	63,032	63,032	42,800
Total expenditures	\$ 4,235,174	\$ 5,082,264	\$ 4,896,417	\$ 5,812,700

2023-24 HIGHLIGHTS

- Formed a historic preservation commission via Ordinance 1513.
- Established processes and procedures for Code Compliance Program, including adoption of applicable updates to GHMC.
- Updated Title 15 GHMC Buildings and Construction in compliance with state law.
- Began electrifying the department's fleet.
- Updated Title 17 for greater efficiency based on Kaizen outcomes.
- Digitized the permit application, review, and issuance process across all divisions.
- Adopted a Climate Action Plan.
- Conducted a Housing Needs Assessment.
- Completed an Urban Forestry Management Plan.
- Completed an Urban Growth Area Analysis.
- Adopted Ordinance 1516 – Interim Zoning Controls Relating to Site Specific Rezones and Height Restriction Area Variances and Amendments.
- Adopted Ordinance 1507 – Relating to Short-term Rental Regulations.
- Hosted 1st Annual Homeowner's Association and Neighborhood Fair.
- Completed amendments to code compliance chapters and adoption of new code compliance specific chapter 2.60 via Ordinance 1523.
- Developed Code Compliance Client Assistance Memo and Code Compliance Process Flow Chart.

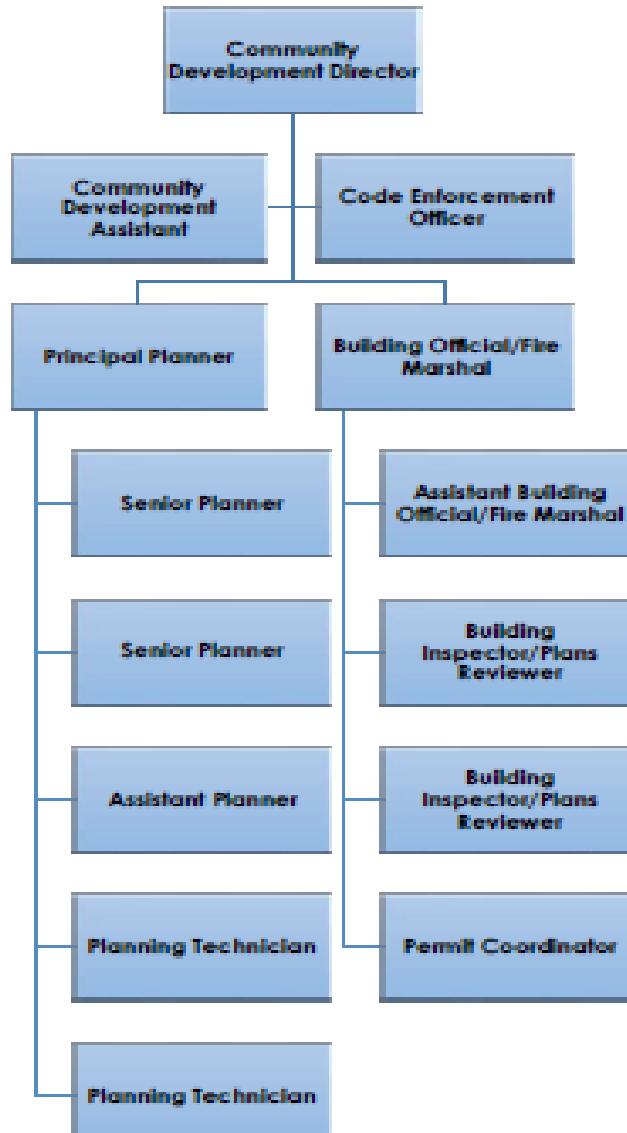
2025-26 GOALS

- Establish a Planning Intern Program.
- Continue 2024 Comprehensive Plan Periodic Update – includes Design Manual review and update and critical areas review and update.
- Records management planning.
- Update the GHMC Zoning and Environment titles as necessary based on needs and to reflect changes necessary to implement 2024 comprehensive plan update.
- Increased staff access to training and education.
- Review and update GHMC Section 12.12 to further clarify the city's Historic Street Name list.
- Fully develop the SmartGov Portal and Dashboard for permit management and data reporting.
- Draft an accessory dwelling unit (ADU) ordinance per House Bill 1337.
- Draft a STEP (Emergency Shelters, Transitional Housing, Emergency Housing, Permanent Supportive Housing) ordinance per RCW's 35A21.430, 35.21.683 & 36.70A.070(2)).
- Adopt a tree preservation ordinance.
- Draft ordinance related to downtown parking regulations.
- Evaluate measures to permit processing efficiencies and process improvements.
- Draft a dangerous building abatement code ordinance.
- Draft a Landlord / Tenant Act Client Assistance Memo.
- Draft a Landlord / Tenant Act Inspection Request form.
- Draft Standard Operating Procedure or process guidelines for the code enforcement officer position.
- Evaluate benefits of bringing the fire inspection program in house to the Building Division.
- Develop work plan to improve permit process, efficiencies, and permit processing times by establishing processing goals and metrics to track improvements to meet established goals.
- Work with Community Development staff and the Public Works Department to reimagine our lobby space to improve the customer experience and access to information and help.

LONG-RANGE PLANS

- Form an urban forestry/tree board or commission.
- Digitize all archival records.

ORG CHART



PUBLIC WORKS

WHAT WE DO

The Public Works Department is responsible for a wide variety of infrastructure services to the public. Primarily, this involves streets, storm drains, potable water, wastewater, parks and recreation, building maintenance, and lighthouse maintenance and meets the city's strategic plan priorities by ensuring a sustainable future for public services and facilities. These services are generally provided by four divisions – Administration, Operations, Engineering, and Wastewater. Below is a more detailed description of each section's function under the Public Works umbrella.

Administration

The administrative function of the Public Works Department has many roles, including budget development, management of the city's right of way and properties, consistency in capital planning, Geographic Information Systems (GIS) for the entire city, parks management, and a central clearing house for interaction regarding all city facilities with city administration, city council, and the public.

Operations

The Operations Division utilizes General fund revenues along with enterprise funds to maintain and operate the city's infrastructure, including streets, storm drains, parks, water utility, building maintenance, and city-owned equipment. This requires coordination with multiple jurisdictions and of staff to meet the needs of the city. The Operations Division is a collection of solutions-oriented and nimble staff that perform routine maintenance while also responding to emergency situations.

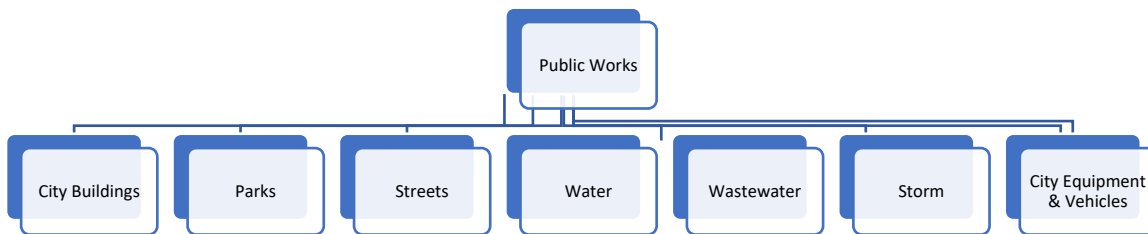
Engineering

The Engineering Division is considered a General fund division of Public Works that is also supported by other Public Works funds. Engineering is primarily responsible for carrying out city infrastructure improvements, supporting the operations of all city facilities, and reviewing all public, city capital, and private developer funded development projects. This includes various permit reviews of all development that affects public infrastructure. Engineering also implements citywide studies to identify and implement improvements to infrastructure, as well as perform long-range infrastructure planning duties.

Wastewater

The Wastewater Division is an enterprise fund that is primarily responsible for collecting and treating wastewater. This wastewater is collected from residences, businesses, and other users located both inside and outside city limits. With one exception, the wastewater is collected and safely conveyed to the city's central wastewater treatment

facility for treatment, then discharged in a safe, efficient, and environmentally sound manner in accordance with state and federal permit requirements.



2023-24 HIGHLIGHTS

- Completed the construction of the city's new Public Works Operations Center.
- Inspected sewer pipes utilizing sonar technology and GIS streamlined inspections, reducing it from a month+ long process to days.
- Updated city's Stormwater Rate structure based on citywide, accurate Light Detection and Ranging data (LiDAR) and utilizing spatial analysis capabilities of GIS.
- Conducted multiple staff GIS trainings across departments.
- Developed and implemented the public GIS mapping.
- Developed and implemented Public Parking Map which is available and used by multiple businesses and associations.
- Performed significant updates to existing GIS layers and developed new GIS layers.
- Ordered and outfitted new city vehicles and equipment.
- Completed numerous updates of Cartegraph to include known city assets, and creation of custom assets to better facilitate Public Works Operations workflow.
- Utilized high-accuracy data collection for city's assets to improve maintenance by having higher data quality.
- Developed and implemented a web-based GIS viewer that will be available to the public.
- Maintained capital project schedules and public outreach methods for approximately 24 capital projects.

- Managed consultants and designed, permitted, and obtained necessary easements for more than 20 capital projects.
- Led the city's annual utility coordination meeting to allow a two-way dialogue between the city and all franchise holders regarding upcoming capital projects.
- Reviewed and commented on Public Works-related items for multiple private development projects.
- Inspected private development projects that connect to or impact Public Works-related facilities.
- Managed the assessment of Public Works-related fees, including review fees, impact fees, and general facility charges.
- Reviewed and inspected right of way encroachment permits.
- Supported the Operations Division on water projects and the Wastewater Division on sewer projects.
- Emergency replacement of the School House Lane/GHHS signal detection system.
- Installed the 50th Street crosswalk.
- Successfully managed the annual roadway striping work.
- Performed utility billing policy and rate management, including implementing the deferred COVID-19 payment program, establishing tiered water rate options, and presenting proposed utility rate adjustments to city council and the public.
- Tracked and managed expenses from the 2023-24 budget and developed mid-biennial budget requests.
- Managed applications for multiple utility extension agreements and provided recommendation to council.
- Managed and coordinated the ordering and installation of furnishings and fixtures in the new Public Works Operations Center.
- Performed hundreds of hours of mandated safety training and courses for staff to acquire continuing education units.

2025-26 GOALS

- Update the city's 2018 Public Works Standards.
- Procure and maintain all city vehicles and equipment. Consider new vehicle procurement method(s).
- Increase the positional accuracy of our assets in our GIS by utilizing high-accuracy global positioning systems (GPS) technologies.
- Increase opportunity to work across departments to utilize online GIS mapping to communicate with the public. GIS will work to develop additional applications to support construction, police, and tourism, among other specific uses as identified.
- Develop standards for GIS data management in conjunction with the update of the Public Works Standards. This will standardize the way the city obtains and imports data from other agencies.
- Develop a strategy to continue our partnership with the Washington State Reference Network. This network provides the city with access to a set of

reference towers allowing for high-accuracy, mobile data collection. Our current agreement ends in late 2026.

LONG-RANGE PLANS

- Maintain the established partnerships and develop additional partnerships with other local and federal agencies.
- Use GIS to gather and update Public Works data, such as infrastructure and utilities, engineering designs, asset management, work order tracking, and resident reporting.
- Implement GIS Standards, including standard operating procedures for obtaining, managing, and updating GIS data.
- Review plans for and perform construction inspection of the public portion of private development projects to ensure they meet the city's standards.

The organizational chart for the City of San Jose Public Works Department is structured as follows:

- Public Works Director**
 - Executive Assistant**
 - GIS Coordinator**
 - City Engineer**
 - Senior Engineer
 - Associate Engineer
 - Project Engineer
 - Engineering Tech (Dev Rev)
 - Construction Supervisor
 - Construction Inspector
 - Public Works Assistant
 - Wastewater Superintendent**
 - Lead Operator
 - Operator Series
 - Operator Series
 - Operator Series
 - Collection Systems Tech II
 - Maintenance Tech
 - Maintenance Tech
 - Maintenance Tech
 - Public Works Assistant
 - Seasonal Worker (2 @ 0.33 FTE)
 - Assistant Public Works Director**
 - Public Works Assistant
 - Public Works Assistant
 - Public Works Assistant
 - Field Supervisor (Parks)**
 - Building Maintenance Tech
 - Maintenance Tech
 - Maintenance Tech
 - Custodian
 - Laborer
 - Laborer
 - Laborer
 - Seasonal Worker (8 @ 0.33 FTE)
 - Field Supervisor (Street/Storm)**
 - Mechanic
 - Maintenance Electrician
 - Maintenance Tech
 - Maintenance Tech
 - Maintenance Tech
 - Maintenance Tech
 - Maintenance Tech
 - Laborer
 - Field Supervisor (Water)**
 - Operator Series
 - Operator Series
 - Operator Series
 - Operator Series
 - Operator Series
 - Operator Series
 - Operator Series
 - Operator Series *2026*
 - Parks Manager**

PARKS OPERATING WHAT WE DO

The Parks Operating fund is responsible for providing resources to operate and maintain a variety of quality outdoor recreational opportunities and facilities for the residents and visitors of Gig Harbor. Our parks help to enhance small town character and preserve historic land and structures while growing responsibly. Additionally, our park spaces and park facilities help to provide a safe, healthy, and inclusive space for the community. Staff provides services for acquisition, development, planning, maintenance, and enhancement of parks, natural areas, open spaces, trails and trailheads, streetscapes, and conservation areas. This function addresses maintenance and support for:

- More than 136 acres of park land and 17.6 miles of trails.
- Street trees, street planters, and landscape improvements.
- Hanging flower baskets and banners.
- The city's special event permit process and events such as Maritime Gig Festival, weekly concerts at Skansie Brothers Park, and the annual holiday tree lighting ceremony.
- Planning and preparing for the city's Park, Recreation, and Open Space system.

The goals and long-range plans for this fund meet the city's strategic plan priorities by ensuring a sustainable future for public services and facilities.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
				Dept.
Account Title	Actual	Budget	YE Estimate	Request
Salaries	1,013,397	1,270,243	1,212,615	1,385,800
Benefits	515,306	612,080	573,003	663,300
Supplies	240,602	376,530	226,862	445,500
Services	641,380	1,311,582	701,941	1,159,200
Capital Outlay	74,845	339,500	312,394	392,750
Total expenditures	\$ 2,485,530	\$ 3,909,935	\$ 3,026,815	\$ 4,046,550

2023-24 HIGHLIGHTS

- Furnished the Eddon Boat Park Brickyard House.
- Developed and awarded a Small Public Works Contract to resurface and re-stripe the tennis/pickleball court (including replacing the court net) at Crescent Creek Park and the basketball court at Veterans' Memorial Park.

- Operated the water feature at the Skansie Park Welcome Plaza (de-winterize, operate, then winterize).
- Performed tree maintenance and replacements at multiple city parks (Ancich, Skansie, Old Ferry Landing, etc.) and along city right of way.
- Performed general grounds maintenance in city parks and streetscapes (mowing, fertilizing, maintaining irrigation systems, overseeding, weed eating, edging, placing beauty bark, etc.).
- Completed numerous ad hoc requests from the public and from city staff across all departments.
- Removed numerous instances of graffiti around the city.
- Repaired a portion of the Finholm View Climb.
- Processed and implemented special event permits and facility rentals.
- Completed general preparations for multiple city-sponsored events (Maritime Gig Festival, Summer Arts Festival, summer concerts, National Night Out, etc.).
- Operated and maintained four piers and float systems and two separate overwater structures.
- Performed daily collection of garbage and cleaned restrooms at multiple sites throughout the city.
- Replaced a damaged buoy at Jerisich Dock.
- Replaced two existing drinking fountains at city parks with modern drinking fountains containing water bottle filling stations.
- Performed pressure washing on sidewalks at various parks and facilities.
- Responded to multiple alarms and emergency issues.
- Resurfaced gravel parking lots.
- Performed inspections of the city's commercial vehicles with support from the Washington State Patrol.
- Refurbished the infield at the Crescent Creek Park baseball diamond.
- Managed leases for the city's leased buildings (Eddon BoatShop, Boatyard house at Eddon Park, GHCKRT at Ancich Park, GHCKRT at Skansie Park, Harbor WildWatch at Skansie house, Skansie Netshed, Wilkinson Park Farmhouse, and 7601 Soundview house.)
- Updated and renewed the Eddon Boat Park aquatic lease.
- Managed and oversaw the parks commission.
- Represented the city on a tour of more than 80 attendees for the States Organization for Boating Access.
- Managed the city's annual Parks Appreciation Day.
- Updated the city's municipal code and some lease agreements to allow alcohol in parks under limited circumstances.
- Replaced spinner toy at Civic Center Park.
- Installed new security and camera system at existing Operations Shop facility.

2025-26 GOALS

- Install native trees and shrubs at various parks, streetscapes, and other city grounds.
- Per PROS Plan, identify priorities and processes to guide the city's land conservation interests.
- Establish Park Standards that address park safety, desired outcomes, and maintenance expectations.
- Develop Open Space Management Plan(s) to identify public lands and conserved critical lands for coordinated management approaches.
- Develop a pilot recycling program in Skansie Park during events through participation, education, and support from local businesses and interest groups.
- Start a program to replace/update fixtures and amenities at public restrooms to include hand dryers, sinks/faucets, toilets, and urinals, and standardize what components are used.
- Start a program to replace aging aggregate surfaced drinking fountains that do not offer bottle filling.
- Resurface the pebble flex surface with artificial turf at Crescent Creek Park, including relocating the sand box play feature. The sand continues to cause early failure of surfacing. This retrofit/resurface will be similar to the new design of the Phase 1B playground.
- Develop and award a Small Public Works Contract to clean and resurface the floors of public restrooms with a professional non-skid coating that is chemical resistant.
- Start a program to replace outdated and broken picnic tables and benches in parks and streetscapes and standardize the furniture that is used.
- Start a program to replace worn out trash receptacles and standardize the trash receptacles that are used.
- Purchase and outfit a second standard duty truck with a Dumper Dogg bed for use in parks and in restroom cleaning activities.
- Replace lawn mowers in our fleet with more robust equipment that can handle the heavy use seasonally. Currently over half of our mower fleet is 10+ years old.
- Replant and reclaim many areas at the Civic Center Green that have become grass as plants have died or been removed. Replant with native plants that match the original landscape design.

LONG-RANGE PLANS

- Support the maintenance of the city's existing art collection and encourage collaboration with the arts commission to achieve multiple forms of art in parks, including creative placemaking activities.
- Disseminate city parks information through interactive GIS mapping.
- Create a donation list for desired and common park amenities.
- Provide exemplary public participation programs and customer-oriented park

activation and services.

- Begin a park furnishing upgrade to improve ADA compliance.

ORG CHART



CITY BUILDINGS

WHAT WE DO

The City Buildings function is to maintain, preserve, and enhance city buildings, including leased buildings within city parks, in accordance with city codes and community standards. This will provide a safe, pleasant, attractive, and productive environment for city activities, for both the public and tenants. (Note: Grounds maintenance and improvements around city buildings are incorporated under the Parks Operating and Parks Development funds.) The goals and long-range plans for this fund meet the city’s strategic plan priorities by ensuring a sustainable future for public services and facilities.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
				Dept.
Account Title	Actual	Budget	YE Estimate	Request
Salaries	256,618	304,900	301,776	443,300
Benefits	102,670	111,100	108,440	177,100
Supplies	39,333	107,434	81,951	92,875
Services	412,200	491,372	547,744	319,251
Capital Outlay	61,128	2,375,000	2,212,147	-
Total expenditures	871,949	3,389,806	3,252,058	1,032,526

2023-24 HIGHLIGHTS

- Completed the feasibility study to identify Civic Center HVAC system replacement alternatives.
- Managed and oversaw the replacement of the access control system at the Civic Center.
- Installed the Civic Center fleet electric vehicle charging stations.

2025-26 GOALS

- Improve the management and maintenance of the city’s brass key mechanisms and inventory. This includes purchasing a key cutter as well as management software to better and more securely organize and manage the city’s brass keys.
- Replace the entire security fencing around the Operations Center. This fence was installed decades ago and has sustained significant damage in its life due to downed trees and limbs.
- Purchase workout equipment for the available workout room at the Public Works Shop.

- Install a new dust collection system at the Public Works Wood Shop to improve safety and overall working conditions.

LONG-RANGE PLANS

- Establish a Building Maintenance Division to focus on the expanding number of city buildings and their associated maintenance needs.
- Develop energy savings for plans for all city buildings through programs such as LED light replacement, HVAC upgrades, and solar panel installations.

ORG CHART – See Public Works

CITY BUILDINGS CAPITAL WHAT WE DO

This fund accumulates resources for major city buildings capital projects that are paid by multiple funds in the city budget and accounts for their purchase, construction, and financing. This fund would also include resources for leased city buildings that are fully within city parks. Sources of revenue for the fund may include Hospital Benefit Zone, real estate excise tax, grants, enterprise funds, and General fund. The goals and long-range plans for this fund meet the city's strategic plan priorities by ensuring a sustainable future for public services and facilities.

BUDGET OVERVIEW

	2025-26 Dept. Request
Beginning Fund Balance	\$ -
Total Intergov't Revenues	800,000
Total Miscellaneous Revenues	-
Transfers In	1,112,500
Total Revenues	1,912,500
Total Resources	1,912,500
Expenditures	
Capital expenditures	1,912,500
Total expenditures	1,912,500
Ending fund balance	-
Total Uses	\$ 1,912,500

2023-24 HIGHLIGHTS

- Completed more than 60% of Civic Center HVAC upgrades.
- Designed and installed Civic Center electric vehicle charging stations.
- Rehabilitated the Bogue Visitor's Center building.

2025–26 GOALS

See 2025-26 City Buildings Capital Budget Appendix for goals and objectives.

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SPECIAL REVENUE FUND

DESCRIPTION OF FUND TYPE

Special revenue funds are used to account for revenues derived from specific taxes or other sources that are designated to finance particular activities of the city. These funds include Street Operating, Street Capital, State Drug Investigation, Federal Drug Investigation, Hotel - Motel Tax, Public Art Capital Project, Park Development, Strategic Reserve, Equipment Replacement Reserve, General Government Capital Development, General Government Capital Improvement, Impact Fee Trust, and Hospital Benefit Zone Revenue.

STREET OPERATING

WHAT WE DO

The function of the Streets Operating fund is to ensure a sustainable future for public services and facilities by providing a safe, functional, efficient, and aesthetic transportation system for the movement of people, goods, and services through efficient maintenance and construction of improvements to the city's streets, pedestrian corridors, and bicycle routes. The emphasis as a "pedestrian friendly" community is on preservation and enhancement of pedestrian access in the city's residential and commercial areas. The goals and long-range plans for this fund meet the city's strategic plan priorities by ensuring a sustainable future for public services and facilities.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Resources	-			
Beginning Fund Balance	\$ 1,227,808	\$ 732,993	\$ 732,993	\$ 452,952
Total Licenses & Permits	39,400	40,000	53,650	40,000
Total Intergovt Revenues	477,941	492,420	484,322	482,540
Total Charges For Services	127,421	143,363	165,580	140,700
Total Miscellaneous Revenues	13,424	55,100	38,797	79,596
Transfers In	5,400,000	4,700,000	4,350,000	6,000,000
Total Revenues	6,058,186	5,430,883	5,092,349	6,742,836
Total Resources	\$ 7,285,994	\$ 6,163,876	\$ 5,825,342	\$ 7,195,788
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Expenditures				
Salaries	\$ 1,798,709	\$ 2,341,959	\$ 2,337,004	\$ 2,832,800
Benefits	699,619	1,007,000	977,103	1,205,600
Supplies	595,749	876,026	683,114	1,197,270
Services	3,352,682	1,029,101	974,520	1,072,540
Capital expenditures	106,242	250,667	400,649	492,350
Total expenditures	6,553,001	5,504,753	5,372,390	6,800,560
Ending Balance	732,993	659,123	452,952	395,228
Total Uses	\$ 7,285,994	\$ 6,163,876	\$ 5,825,342	\$ 7,195,788

2023-24 HIGHLIGHTS

- Purchased a material/asphalt spreader.
- Purchased one F350 pickup with snowplow and salt spreader package.
- Purchased two sets of rectangular rapid flashing beacons (RRFBs) for use as needed and as identified by city council and/or the mayor.
- Prepared for and successfully performed snow and ice removal throughout the city.
- Performed roadway crack sealing.
- Completed asphalt roadway repairs and replacement at multiple locations throughout the city.
- Continued on-going repair and replacement of multiple failed LED streetlights.
- Installed with city staff, the new crosswalk along 50th Street at Veteran's Memorial Park.

- Completed annual pavement marking work.
- Installed, maintained, and supported the operation of multiple city digital speed signs.
- Replaced sections of sidewalk around the city to maintain safety and accessibility in accordance with the annual sidewalk replacement program.
- Instituted a comprehensive program to replace older traffic signal lights at intersections around the city with LED devices.
- Replanted appropriate street trees along the frontage of Swift Water Elementary School.
- Installed a new security and camera system at existing Operations Shop facility.

2025-26 GOALS

- Utilize the services of an on-call professional traffic engineer to address various issues that need a solution when city staff are not available or do not have the resources where the city is reimbursed for any such expenditures.
- Complete a comprehensive update to the city's 2018 Public Works Standards (including adding traffic calming measures, sidewalk design, utility updates, etc.) and provide a process to receive input from the public (including an ad hoc pedestrian/cyclist advisory committee to consult on pedestrian/cyclist-related standards). This work will be supported by a consultant.
- Review existing on-street parking standards, develop new parking standards and codes, consider new locations and draft a program for ADA parallel parking stalls in the right of way, create an implementation plan and receive input from other city departments and external stakeholders.
- Continue to replace sections of sidewalk around the city to maintain safety and accessibility in accordance with the annual sidewalk replacement program.
- Install upgrades to pedestrian signal crossings along the Cushman Trail at Hollycroft Street and Olympic Drive.
- Develop and institute a roadway shoulder maintenance program.
- Relocate power to streetlights in front of 3025 Harborview Drive so they are energized from city power supply.
- Coordinate with WSDOT to upgrade signal traffic controllers for signal cabinets at eight intersections along Olympic Drive and Pt Fosdick Drive.
- Begin a streetlight LED replacement program to remove our existing LED streetlights that were replaced as part of the 2017 LED replacement project and install with the city's current standard.
- Begin a vehicle leasing program to reduce vehicle maintenance costs and reduce the city's carbon footprint by utilizing alternative fuels where applicable.
- Institute a comprehensive program to purchase and install a battery backup system for the Point Fosdick Drive/Olympic Drive traffic signal, in conjunction with WSDOT.
- Complete a citywide pavement coring analysis to prioritize future pavement maintenance project locations. Hot mix asphalt (HMA) cores and road base samples will be taken citywide, on classified roadways, and determine which are

deficient, which are good HMA overlay candidates, and which will require full roadway section rebuild.

- Consider and implement updates to the transportation impact fee and the active transportation plan based on the updated and adopted transportation element.

LONG-RANGE PLANS

- Initiate a more comprehensive fleet maintenance program to perform routine maintenance activities utilizing the existing Cartegraph asset management system for city-owned vehicles and equipment.
- Develop a policy within the Public Works Standards that will provide guidance to residents regarding traffic calming strategies for city neighborhoods.
- Perform engineering and traffic investigations as necessary to reevaluate or establish speed limits in accordance with RCW 46.61.415 (WAC 468-95-045).
- Analyze and update the city's roadway classification through WSDOT.
- Continue to require traffic impact mitigation to intersections and/or streets when a proposed development would degrade an intersection and/or street below the city's adopted level of service for that intersection and/or street segment.

ORG CHART – See Public Works

STREET CAPITAL WHAT WE DO

This fund accumulates resources for major street capital projects and accounts for their design, permitting, infrastructure purchasing, construction, and financing. Sources of revenue for the fund include the city's General Fund, Transportation Benefit District, transportation impact fees, Hospital Benefit Zone, grants, and private contributions. The goals and long-range plans for this fund meet the city's strategic plan priorities by ensuring a sustainable future for public services and facilities.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 388,572	\$ 527,146	\$ 527,146	\$ 129,792
Total Intergovt Revenues	1,743,901	3,152,800	40,800	2,930,000
Total Miscellaneous Revenue	5,655	153,343	154,391	1,388,155
Transfers In/Other	5,980,900	10,566,000	6,689,300	13,811,845
Total Revenues	7,730,456	13,872,143	6,884,491	18,130,000
Total Resources	\$ 8,119,028	\$ 14,399,289	\$ 7,411,637	\$ 18,259,792
Expenditures				
Salaries	458,794	487,300	543,955	640,600
Benefits	180,369	196,500	215,452	248,100
Supplies	-	-	-	-
Services	-	-	26	-
Capital expenditures	6,954,719	12,461,000	6,522,412	16,880,000
Transfers Out	-	-	-	219,500
Total expenditures	7,593,882	13,144,800	7,281,845	17,988,200
Ending fund balance	525,146	1,254,489	129,792	271,592
Total Uses	\$ 8,119,028	\$ 14,399,289	\$ 7,411,637	\$ 18,259,792

2023-24 HIGHLIGHTS

- Completed construction of the Public Works Operations Center building.
- Completed the Burnham Drive/SR 16 RAB metering study.
- Completed design and permitting of the Burnham Drive Half-Width Improvements Phase 1A project and commenced construction of the project.
- Installed a mid-block rectangular rapid flashing beacon system and crosswalk along 50th Street adjacent to Veteran's Memorial Park.

- Completed design and permitting of the Prentice Avenue/Fennimore Street Half-Width Frontage Improvement project and completed construction of the project.
- Initiated the design, permitting, and right of way phases of the 38th Avenue Phase 2 Improvement project.
- Initiated the design and right of way phases for Peacock Hill Half-Street Improvement project.
- Completed the design and permitting of the Wollochet Drive/Wagner Way Intersection Improvement project and commenced construction of the project.
- Initiated design of the Harbor History Museum Driveway Entrance project.
- Initiated design and permitting of the Wollochet Drive/SR 16 WB On-ramp Right Turn Lane project.
- Initiated design and permitting of the Wollochet Drive/SR 16 EB Off-ramp Right Turn Lane project.
- Initiated design and permitting of the Olympic Drive/Pt Fosdick Drive Right Turn Lane Extension project.
- Completed design and construction of 14 electric vehicle charging stations at the Civic Center and the Operations Center, paid in part with grants from the Department of Ecology.
- Installed five streetlights on Olympic Drive (west of Pt Fosdick Drive).
- Installed Peacock Hill Avenue streetlights.
- Initiated the design of Harbor Hill Drive landscape mitigation.
- Prepared and presented to city council a complete streets ordinance, which was adopted by council.

2023-24 GRANT HIGHLIGHTS

- Awarded \$1,524,574.00 in TIB funds for the Burnham Drive Phase 1A Half-Street Improvements project.
- Awarded \$1,227,050.00 in TIB funds for the Wollochet Drive/Wagner Way Intersection Improvements project.
- Awarded \$1,680,000.00 in State WSDOT funds for both Wollochet/SR 16 Interchange projects.
- Awarded \$64,000 from WAEVCP Grant for electric vehicle fleet charging stations.

2025-26 GOALS

See 2025-26 Street Capital Budget Appendix for goals and objectives.

LONG-RANGE PLANS

- Continue to prioritize design and construction of necessary capital and operational improvements as outlined in the transportation element of the city's comprehensive plan.

- Continue to maintain and update the city's intersection level of service and roadway capacities and construct those capital projects that will help improve intersections.
- Continue to implement projects to enhance pedestrian and cyclist facilities consistent with our Public Works Standards and Complete Streets Ordinance.
- Work with Peninsula Light Company to identify and install at optimal locations more Level 2 vehicle charging stations throughout the city.
- Review and update the transportation element capital project list, then consider any updated project list to coincide with the transportation improvement program (TIP) project list and the transportation impact fee (TIF) project list. This work will be completed in conjunction with the city's 2024 comprehensive plan update.
- Review and update the Active Transportation Plan. The update will include consideration of a citywide plan for rapid flashing beacons at crosswalks. This work will be completed in conjunction with the city's 2024 Comprehensive Plan Update.
- Continue to review and update the city's Six-Year TIP on an annual basis to be consistent with the city's adopted budget, comprehensive plan, impact fee, and concurrency ordinance.

ORG CHART – See Public Works

SENIOR SERVICES FUND

WHAT WE DO

This fund was established to provide funding for senior facilities and activities.

BUDGET OVERVIEW

	2021-23	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 100,000	\$ 202,109	\$ 202,109	\$ 223,490
Total Miscellaneous Revenues	2,109	18,701	21,381	14,761
Total Transfers In	100,000	-	-	-
Total Revenues	102,109	18,701	21,381	14,761
Total Resources	202,109	220,810	223,490	238,251
Expenditures				
Total expenditures	-	-	-	-
Ending fund balance	202,109	220,810	223,490	238,251
Total Uses	\$ 202,109	\$ 220,810	\$ 223,490	\$ 238,251

PEDESTRIAN SAFETY FUND

WHAT WE DO

This fund was established to provide funding for construction of pedestrian safety facilities, such as crosswalks, flashing crosswalks, sidewalks, and other pedestrian facilities.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Dept. Request	Actuals	Dept. Request
Beginning Fund Balance	\$ 215,027	\$ 218,803	\$ 218,803	\$ 124,599
Total Miscellaneous Revenues	3,776	20,188	22,796	4,361
Total Transfers In	-	-	-	-
Total Revenues	3,776	20,188	22,796	4,361
Total Resources	218,803	238,991	241,599	128,960
Expenditures				
Transfers Out	-	-	117,000	128,960
Total expenditures	-	-	117,000	128,960
Ending fund balance	218,803	238,991	124,599	-
Total Uses	\$ 218,803	\$ 238,991	\$ 241,599	\$ 128,960

2023-24 HIGHLIGHTS

- Design and permit half-street improvements along the west side of Peacock Hill Avenue from just north of Ringold Street to just north of 107th Street Court.

2025-26 GOALS

- Install various crosswalks with rectangular rapid flashing beacons (RRFBs) as necessary and/or install sidewalks at the direction of the mayor or council that are identified in the city's current Transportation Improvement Program, transportation element, or Active Transportation Plan.

LONG-RANGE PLANS

- This fund will be depleted in the upcoming biennium and the functions rolled into the Street Operating and Capital funds.

STATE DRUG INVESTIGATION FUND

WHAT WE DO

Proceeds from the sale of property seized during drug investigations and forfeited pursuant to state law are accumulated in this fund. These monies are used to pay for overtime, equipment, and supplies related to drug investigations and related activities.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Dept. Request	Actuals	Dept. Request
Beginning Fund Balance	\$ 17,071	\$ 17,168	\$ 17,168	\$ 19,068
Total Fines & Forfeits	-	-	-	-
Total Miscellaneous Revenues	97	1,503	1,900	1,259
Total Revenues	97	1,503	1,900	1,259
Total Resources	17,168	18,671	19,068	20,327
Expenditures				
Supplies	-	-	-	-
Total expenditures	-	-	-	-
Ending fund balance	17,168	18,671	19,068	20,327
Total Uses	\$ 17,168	\$ 18,671	\$ 19,068	\$ 20,327

FEDERAL DRUG INVESTIGATION FUND

WHAT WE DO

Proceeds from the sale of property seized during drug investigations and forfeited pursuant to federal law are accumulated in this fund. These monies are used to pay for overtime, equipment, and supplies related to drug investigations and related activities.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 14,916	\$ 11,523	\$ 11,523	\$ 7,273
Total Miscellaneous Revenues	176	828	757	500
Total Revenues	176	828	757	500
Total Resources	15,092	12,351	12,280	7,773
Expenditures				
Services	3,569	3,800	5,007	6,000
Total expenditures	3,569	3,800	5,007	6,000
Ending fund balance	11,523	8,551	7,273	1,773
Total Uses	\$ 15,092	\$ 12,351	\$ 12,280	\$ 7,773

HOTEL-MOTEL TAX FUND

WHAT WE DO

Lodging tax is collected by the city upon nightly rentals of all types of lodging. Revenues generated by this tax may be used for the following:

- Tourism promotion/marketing.
- Operation of a tourism promotion agency.
- Operation of a tourism-related facility owned or operated by a non-profit organization.
- Operation and/or capital costs of a tourism-related facility owned by a municipality.

Lodging tax grants are awarded annually by council based on recommendations made by the lodging tax advisory committee (LTAC). All lodging tax grant recipients (including the city) are required to apply to LTAC for funding for the above uses. LTAC reviews the applications and makes recommendations to council on whether an application should be funded and how much the funding amount should be.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actual	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 996,196	\$ 1,258,786	\$ 1,290,589	\$ 450,589
Total Taxes	956,901	1,005,000	1,042,042	1,052,896
Total Miscellaneous Revenues	44,084	97,039	114,185	30,477
Total Revenues	1,000,985	1,102,039	1,156,227	1,083,373
Total Resources	1,997,181	2,360,825	2,446,816	1,533,962
Expenditures				
Salaries	135,606	14,133	14,132	-
Benefits	44,410	7,472	7,472	-
Supplies	27,980	1,194	1,396	-
Services	457,928	1,969,654	1,970,667	1,000,000
Capital expenditures	2,372	1,601	2,560	-
Total expenditures	668,296	1,994,054	1,996,227	1,000,000
Ending fund balance	1,328,885	366,771	450,589	533,962
Total Uses	\$ 1,997,181	\$ 2,360,825	\$ 2,446,816	\$ 1,533,962

2023-24 HIGHLIGHTS

- Transitioned Destination Marketing Organization services to the Gig Harbor Chamber of Commerce in 2023. The Chamber now functions as the primary tourism promotion agency for the city.
- 2023 Grants Funded:

Applicant	Event/Activity	Amount Awarded
Asia Pacific Cultural Center	Korean Chuseok Festival	\$10,200.00
Downtown Waterfront Association	Operations & Events	\$100,000.00
Gig Harbor BoatShop	Operations	\$15,000.00
Gig Harbor Canoe and Kayak Racing Team	Paddlers Cup	\$12,000.00
Gig Harbor Film Festival	Film Festival	\$20,000.00
Gig Harbor Kiwanis	Veterans Day Celebration	\$7,500.00
Gig Harbor Quilters	Quilts Ahoy 2023	\$5,000.00
Gig Harbor Senior Center	Shamrock'n the Harbor Run and Walk	\$1,000.00
Gig Harbor Sportsman's Club	Sea Food Shoot	\$5,000.00
Gig Harbor Yacht Club Junior Sail Program	2023 Sail Camp and Narrows Race	\$15,000.00
Greater Gig Harbor Foundation	Rattle Dem Bones	\$2,000.00
Greater Gig Harbor Foundation	Summer Sips	\$5,000.00
Harbor History Museum	Marketing, Exhibits and Operations	\$70,000.00
Harbor WildWatch	2023 SVIC Operations	\$20,000.00
Key Peninsula Farm Council	Key Peninsula Farm Tour	\$5,000.00
Peninsula Art League	2023 Summer Art Festival	\$5,000.00
Peninsula Art League	Open Juried Show	\$6,000.00
Permission to Start Dreaming Foundation	Prayer Breakfast & Race for a Soldier	\$30,000.00
Rotary Club of Gig Harbor Foundation	Galloping Gertie	\$8,500.00
	TOTAL	\$342,200.00

- 2024 Grants Funded:

Applicant	Event/Activity	Amount Awarded
GH Canoe and Kayak Racing Team	Paddlers Cup/Narrows Challenge	\$15,000.00
GH Film Festival	Film Festival	\$20,000.00
GH Kiwanis	Veterans Day Celebration	\$2,000.00
Greater GH Foundation	Rattle Dem Bones	\$2,000.00
Peninsula Art League	Summer Art Festival	\$5,000.00
Permission to Start Dreaming Foundation	Prayer Breakfast & Race for a Soldier	\$25,000.00
Downtown Waterfront Association	Operations	\$100,000.00
GH BoatShop	Operations	\$20,000.00
Harbor History Museum	Operations	\$70,000.00
Harbor WildWatch	Operations	\$30,000.00
	TOTAL	\$289,000.00

2025-26 GOALS

- Fund the Destination Marketing Organization efforts of the Chamber of Commerce (\$480,00 annually – 2025-26 contract executed in August 2024).
- Continue to fund other applications as recommended by LTAC.

LONG-RANGE PLANS

- None.

PUBLIC ART CAPITAL PROJECTS WHAT WE DO

This fund, established in 2004, will be used to accumulate unspent appropriations of the Arts Commission Project Support Program. These funds will be used for public art capital projects as recommended by the arts commission and approved by city council.

BUDGET OVERVIEW

	2020	2023-24	2023-24	2025-26
	Actual	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 126,657	\$ 25,382	\$ 25,382	\$ 28,028
Total Miscellaneous Revenues	907	2,340	2,674	1,851
Transfers In	-	-	-	-
Total Revenues	907	2,340	2,674	1,851
Total Resources	127,564	27,722	28,056	29,879
Expenditures				
Capital expenditures	112,756	-	28	-
Total expenditures	112,756	-	28	-
Ending fund balance	14,808	27,722	28,028	29,879
Total Uses	\$ 127,564	\$ 27,722	\$ 28,056	\$ 29,879

2025-26 GOALS

- Harborview/Stinson Roundabout Sidewalk art. **\$25,000**

PARKS DEVELOPMENT - CAPITAL

WHAT WE DO

The resources accumulated through transfers from the General fund, park impact fees, capital grants, and interest earnings have been used for the purchase and development of civic properties. Park development is prioritized through the adopted Parks, Recreation, and Open Space Plan and assists the city in meeting Growth Management Act goals and is implemented through the annual budget process. The currently adopted PROS Plan identifies specific recommendations to meet the needs of the growing community over the course of the next twenty years. The objectives outlined in this fund will be implemented by the Public Works Department, managing the planning, design, permitting, and construction of capital park projects. This fund would include resources for city buildings that are (1) fully within city parks; and (2) not leased buildings. The goals and long-range plans for this fund meet the city's strategic plan priorities by ensuring a sustainable future for public services and facilities.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actual	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 520,545	\$ 205,690	\$ 205,690	\$ 22,514
Total Intergovt Revenues	25,000	1,001,700	823,022	1,167,000
Total Miscellaneous Revenues	305,607	204,098	11,466	553,918
Transfers In	7,527,300	8,805,000	4,615,000	6,973,000
Other	-	1,050,000	-	-
Total Revenues	7,857,907	11,060,798	5,449,488	8,693,918
Total Resources	\$ 8,378,452	\$ 11,266,488	\$ 5,655,178	\$ 8,716,432
Expenditures				
Salaries	241,521	349,100	305,749	339,000
Benefits	92,934	139,200	129,301	131,100
Supplies	-	-	-	-
Services	13,032	-	9,102	-
Capital expenditures	13,032	10,709,332	5,188,512	7,755,820
Transfers Out	-	-	-	119,500
Total expenditures	360,519	11,197,632	5,632,664	8,345,420
Ending fund balance	8,017,933	68,856	22,514	371,012

2023-24 HIGHLIGHTS

- Initiated, performed, and adopted the Sports Complex Phase 2 & 3 Master Plan.
- Completed the Gig Harbor Sports Complex Phase 1B design and permitting. Construction is underway and scheduled to be completed in early 2025.
- Achieved 90% completion of design and permitting of the Ancich Waterfront Park's Commercial Fishing Homeport floats, pending approval from NMFS.
- Completed the Ancich Park Paver Replacement project that was initiated by volunteers and primarily completed using donated funds.
- Created and adopted a property management plan for the tx^waalqəł conservation Area Phases 1 & 2 properties.
- Began the Crescent Creek Master Plan process, including oversight of the Masonic Lodge considerations.

2025-26 GOALS

See 2025-26 Parks Capital Budget Appendix for goals and objectives.

LONG-RANGE PLANS

- Prioritize properties for improvements as historic-related grants are available, including the Wilkinson Farm Park.
- Support the YMCA for the design, permitting, construction, and funding of Phase 1A of the Gig Harbor Sports Complex.
- Study the logistics and next steps toward developing Cushman Trail Phase 5 and seek grant funding to build the preferred alignment of the Cushman Trail Phase 5 within city limits.
- Expand park facilities for youth in new and redeveloped park properties, including facilities for teens.
- Study and provide pedestrian trail opportunities along Harborview between the Old Ferry Landing Park and the Pioneer intersection, enhancing access to the shoreline.
- Develop a master plan for Wilkinson Farm Park, including plans for phased improvements.
- Study and design where and how to accommodate a BMX and/or pump track facility.
- Develop a funding plan and design for phases 2 and 3 of the Sports Complex.
- Remove the existing, dilapidated Grandview Forest restrooms and construct new restrooms in a more strategic location on the Civic Center campus.

STRATEGIC RESERVE WHAT WE DO

The Strategic Reserve fund was established to:

- Take advantage of strategic opportunities as they arise (key land purchases or matching funds for capital grants, for example); and
- Insulate the city from revenue fluctuations, economic downturns (i.e., “rainy days”), and other contingencies such as emergencies and disasters, uninsured losses, or tax refunds.

The city may use General fund operating revenues and undesignated fund balances to build up this fund. Each budget cycle, the city council will establish a target amount for this fund based on a percentage of operating expenditures or some other method at the city council’s discretion. If drawn down, the Strategic Reserve fund should be replenished back to the targeted amount within three years. Spending from this fund requires city council authorization.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 2,599,220	\$ 2,642,350	\$ 2,642,350	\$ 2,896,997
Total Miscellaneous Revenues	44,790	244,139	254,647	165,847
Transfers In	1,000,000	-	-	-
Total Revenues	1,044,790	244,139	254,647	165,847
Total Resources	3,644,010	2,886,489	2,896,997	3,062,844
Expenditures				
Transfers Out	-	-	-	850,000
Total expenditures	-	-	-	850,000
Ending fund balance	3,644,010	2,886,489	2,896,997	2,212,844
Total Uses	\$ 3,644,010	\$ 2,886,489	\$ 2,896,997	\$ 3,062,844

EQUIPMENT RESERVE WHAT WE DO

The Equipment Replacement Reserve fund was established in order to provide the city a method to save for significant purchases. This systematic savings process will level out the financial peaks and valleys that come from replacing expensive vehicles and equipment. This proposed fund is not intended to be an equipment rental fund, nor is it intended to fully fund equipment or vehicle purchases at the time of acquisition. Rather, this fund is intended to establish a reserve that will fund at least a portion of vehicles and equipment as they are replaced, thereby reducing the expenditure spikes that can otherwise occur. Only the General fund will contribute to this fund.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 440,363	\$ 498,914	\$ 498,914	\$ 546,795
Total Miscellaneous Revenues	8,551	45,904	47,881	19,138
Transfers In	50,000	-	-	-
Total Revenues	58,551	45,904	47,881	19,138
Total Resources	498,914	544,818	546,795	565,933
Expenditures				
Transfers Out	-	-	-	565,933
Total expenditures	-	-	-	565,933
Ending fund balance	498,914	544,818	546,795	-
Total Uses	\$ 498,914	\$ 544,818	\$ 546,795	\$ 565,933

CAPITAL DEVELOPMENT WHAT WE DO

This fund accounts for the proceeds of the first one-quarter percent of the locally imposed real estate excise tax. State law restricts the use of these funds to financing capital projects specified in the capital facilities plan element of a comprehensive plan.

The fund balance is available for acquisition of parks properties as identified by the city council in the City of Gig Harbor Parks, Recreation, and Open Space Plan.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 764,152	\$ 1,869,490	\$ 1,854,682	\$ 2,894,181
Total Taxes	1,979,872	1,143,694	1,013,618	1,011,591
Total Miscellaneous Revenues	23,483	162,533	375,881	137,964
Total Revenues	2,003,355	1,306,227	1,389,499	1,149,555
Total Resources	2,767,507	3,175,717	3,244,181	4,043,736
Expenditures				
Transfers Out	963,000	1,300,000	350,000	2,276,500
Total expenditures	963,000	1,300,000	350,000	2,276,500
Ending fund balance	1,804,507	1,875,717	2,894,181	1,767,236
Total Uses	\$ 2,767,507	\$ 3,175,717	\$ 3,244,181	\$ 4,043,736

2025-26 GOALS

Park Development

• Gig Harbor Sports Complex-Phase 1B	\$ 29,000
• Cushman Trail Connection to Harborview Drive	80,000
• Crescent Creek Restroom Remodel	95,000
• Jerisich Park Dock – Design, Permitting, and Re-decking	33,000
• Splash Pad Replumbing and Rewiring	100,000
	\$ 337,000

CAPITAL IMPROVEMENT WHAT WE DO

This fund accounts for the proceeds of the second one-quarter percent of the locally imposed real estate excise tax. The law governing the use of these funds is more restrictive than for the first one-quarter percent. Permitted uses are defined as "public works projects for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks".

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 379,481	\$ 1,151,105	\$ 1,259,733	\$ 2,052,311
Total Taxes	1,504,004	1,067,048	992,116	1,011,591
Total Miscellaneous Revenues	15,435	107,092	150,482	95,559
Total Revenues	1,519,439	1,174,140	1,142,598	1,107,150
Total Resources	1,898,920	2,325,245	2,402,331	3,159,461
Expenditures				
Transfers Out	639,187	1,200,000	350,020	1,836,500
Total expenditures	639,187	1,200,000	350,020	1,836,500
Ending fund balance	1,259,733	1,125,245	2,052,311	1,322,961
Total Uses	\$ 1,898,920	\$ 2,325,245	\$ 2,402,331	\$ 3,159,461

2025-26 GOALS

Park Development

• Gig Harbor Sports Complex-Phase 1B	\$ 29,000
• Cushman Trail Connection to Harborview Drive	80,000
• Commercial Fishing Homeport Design, Permitting, Const.	1,000,000
• Crescent Creek Restroom Remodel	95,000
• Jerisich Park Dock – Design, Permitting, and Re-decking	33,000
• Splash Pad Replumbing and Rewiring	100,000
	\$1,337,000

IMPACT FEE TRUST

WHAT WE DO

This fund accounts for the parks and transportation impact fees that are paid to the city. As projects that are eligible for impact fee funding are appropriated by city council, the impact fees allocated for that project are transferred to the construction fund.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 4,443,814	\$ 3,381,043	\$ 3,245,061	\$ 3,167,114
Total Charges For Services	2,781,014	146,931	847,747	1,077,756
Total Miscellaneous Revenues	62,239	314,296	308,306	156,274
Total Revenues	2,843,253	461,227	1,156,053	1,234,030
Total Resources	7,287,067	3,842,270	4,401,114	4,401,144
Expenditures				
Transfers Out	3,898,200	2,025,000	1,234,000	2,300,000
Total expenditures	3,898,200	2,025,000	1,234,000	2,300,000
Ending fund balance	3,388,867	1,817,270	3,167,114	2,101,144
Total Uses	\$ 7,287,067	\$ 3,842,270	\$ 4,401,114	\$ 4,401,144

2023-24 HIGHLIGHTS

Streets/Transportation

• 38th Avenue Phase 2 Half-Width Roadway Improvements	\$ 364,000
• Olympic/Pt Fosdick Drive RT	63,300
• Wollochet Drive Rt Turn Lane	581,000
	<u>\$1,234,000</u>

2025-26 GOALS

Streets/Transportation

• Wollochet Drive Rt Turn Lane @ SR 16 WB On-ramp	500,000
• 38th Ave Phase 2 Half-Width Roadway Improvements	1,650,000
• Wollochet Drive/Wagner Way Intersection Improvements	150,000
	<u>\$2,300,000</u>

HOSPITAL BENEFIT ZONE WHAT WE DO

The Hospital Benefit Zone Revenue fund was established by Ordinance 1201 to receive the sales tax imposed by the city within the Hospital Benefit Zone (HBZ). In accordance with the enabling legislation, the taxes received from the HBZ are capped at \$2,000,000 per year and may only be applied to eligible projects. The eligible projects are identified in Ordinance 1057, which established the HBZ. The project list is subject to amendment by the city.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 5,166,036	\$ 2,566,678	\$ 2,566,229	\$ 6,767,626
Total Taxes	4,000,000	4,000,000	4,000,000	4,000,000
Total Miscellaneous Revenues	77,193	616,109	712,537	401,813
Total Revenues	4,077,193	4,616,109	4,712,537	4,401,813
Total Resources	9,243,229	7,182,787	7,278,766	11,169,439
Expenditures				
Transfers Out	6,677,000	8,588,140	4,759,140	4,668,080
Total expenditures	6,677,000	8,588,140	4,759,140	4,668,080
Ending fund balance	2,566,229	(1,405,353)	2,519,626	6,501,359
Total Uses	\$ 9,243,229	\$ 7,182,787	\$ 7,278,766	\$ 11,169,439

2023-24 HIGHLIGHTS

Streets/Transportation

• Prentice/Fennimore Improvements	\$ 904,000
• Burnham Drive Half-Width Roadway Improvements	<u>869,000</u>
	\$ 1,773,000

Park Development

• Gig Harbor Sports Complex-Phase 1B	\$ 2,620,000
• Commercial Fishing Homeport Design & Permitting	90,000
• Skansie Netshed	60,000
• Crescent Creek	121,000
• PW Operations Center	<u>35,000</u>
	\$2,925,000

2025-26 GOALS

Streets/Transportation

• Burnham Drive Half-Width Roadway Improvements	\$ 223,000
• Harbor Hill Drive Landscape Mitigation	110,000
• Peacock Hill Streetlights	60,000
• Peacock Hill Half-Street Improvements	<u>220,000</u>
	\$ 613,000

Park Development

• Gig Harbor Sports Complex-Phase 1A	\$ 2,000,000
• Gig Harbor Sports Complex-Phase 1B	775,000
• Commercial Fishing Homeport Design, Permitting, Const.	1,130,000
• Trail Construction and Signage at tx ^w aalqəł Conservation Area	40,000
• Cushman Trail Connection to Harborview Drive	50,000
• Crescent Creek Park Master Plan	110,000
• Splash Pad Replumbing and Rewiring	<u>50,000</u>
	\$ 4,155,000

4. DEBT SERVICE FUND TYPE

Limited Tax General Obligation Bond Redemption – Fund 208.....	79
2005 Bond Redemption – Fund 211	80

DESCRIPTION OF FUND TYPE

Debt service funds account for the accumulation of resources to pay principal, interest, and related costs on general long-term bonded debt.

These funds include LTGO Bond Redemption and UTGO Bond Redemption funds. General obligation debt does not include debt for the water, sewer, or storm utilities.

LIMITED TAX GENERAL OBLIGATION BOND REDEMPTION WHAT WE DO

The Limited Tax General Obligation (LTGO) Bond fund accounts for debt service on the city's outstanding, non-voted general obligation debt. Debt service consists of principal and interest payments and other miscellaneous charges related to the LTGO debt.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actual	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 78,563	\$ 181,298	\$ 181,298	\$ 1,211
Total Miscellaneous Revenues	1,731	10,239	16,349	4,000
Transfers in/Other	7,006,604	4,025,000	4,062,334	2,118,395
Total Revenues	7,008,335	4,035,239	4,078,683	2,122,395
Total Resources	7,086,898	4,216,537	4,259,981	2,123,606
Expenditures				
Transfers Out	-	-	2,100,000	-
Debt Service	6,905,600	2,092,995	2,158,770	2,101,734
Total expenditures	6,905,600	2,092,995	4,258,770	2,101,734
Ending fund balance	181,298	2,123,542	1,211	21,872
Total Uses	\$ 7,086,898	\$ 4,216,537	\$ 4,259,981	\$ 2,123,606

2005 BOND REDEMPTION WHAT WE DO

This fund was created to account for the payment of the principal and interest on the voted bond issued to purchase the Eddon Boatyard.

This is a 20-year, \$3,500,000 bond and carries a fixed interest rate of 3.79%. The final installment is payable in 2024.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 292,189	\$ 263,914	\$ 326,935	\$ 168,395
Taxes	497,756	308,760	313,888	-
Miscellaneous	6,705	30,009	59,338	-
Total Revenues	504,461	338,769	373,226	-
Total Resources	796,650	602,683	700,161	168,395
Expenditures				
Debt Service	532,736	531,766	531,766	-
Total expenditures	532,736	531,766	531,766	-
Ending fund balance	263,914	70,917	168,395	168,395
Total Uses	\$ 796,650	\$ 602,683	\$ 700,161	\$ 168,395

5. ENTERPRISE FUND TYPE

Water Operating – Fund 401	83
Wastewater Operating – Fund 402	86
Shorecrest Sewer Operating Fund - Fund 403	89
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Utility Bond Redemption – Fund 408	92
Wastewater Capital Construction – Fund 410	93
Stormwater Operating – Fund 411	95
Stormwater Capital – Fund 412	98
Water Capital Assets – Fund 420	100

DESCRIPTION OF FUND TYPE

Enterprise funds are used to account for operations that provide goods or services to the public and are supported primarily through user charges.

Gig Harbor's enterprise funds are broken down into operating funds, debt service, and capital construction funds.

The operating funds include water, sewer, and stormwater funds that account for the operation and maintenance of those utilities.

The debt service funds include the Utility Bond Redemption and Utility Reserve funds that accumulate resources for the payment of various revenue bonds and satisfy the bond covenants.

The capital construction funds include Sewer Capital Construction, Water Capital Assets, and Stormwater Capital that account for the accumulation of connection fees and other resources for the purchase or construction of major assets.

WATER OPERATING WHAT WE DO

The function of the Water Division is to provide a water supply, storage, transmission, and distribution system conforming with federal and state requirements, and meeting or exceeding customer expectations in terms of safety, quality (taste and aesthetics), and quantity (fire flow) consistent with the city's Water System Plan and to ensure a sustainable future for public services and facilities. Specific functions include providing an annual Consumer Confidence Report to all customers, replacing outdated watermains and fire hydrants, performing routine water system maintenance, preparing and submitting required system reports, routinely testing the water supply to ensure compliance with DOH and EPA quality requirements, responding to utility locate requests for watermains and services, starting and stopping water service, responding to water customer's questions and concerns, fire flow testing, review of private development plans for conformance with the most current version of the city's Water System Plan and applicable rules and regulations, ensuring staff is current on training as required by state law, and updating the city's Water System Plan as required.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 1,963,587	\$ 4,781,476	\$ 3,554,235	\$ 1,257,909
Total Taxes	264,860	291,058	287,453	286,684
Total Charges For Services	5,413,783	6,205,770	6,032,071	6,015,578
Total Miscellaneous Revenues	52,461	224,883	260,864	76,420
Transfers In	-	-	-	-
Other	-	-	2,769	-
Total Revenues	5,731,104	6,721,711	6,583,157	6,378,682
Total Resources	7,694,691	11,503,187	10,137,392	7,636,591
Expenditures				
Salaries	1,493,028	1,990,866	1,988,344	2,736,700
Benefits	560,501	853,749	809,194	1,195,800
Supplies	420,389	456,363	400,569	812,000
Services	1,128,307	2,029,290	1,514,984	1,518,258
Capital expenditures	36,000	84,577	245,925	404,550
Transfers out	502,231	990,100	3,920,467	489,277
Total expenditures	4,140,456	6,404,945	8,879,483	7,156,585
Ending fund balance	3,554,235	5,098,242	1,257,909	480,006
Total Uses	\$ 7,694,691	\$ 11,503,187	\$ 10,137,392	\$ 7,636,591

2023-24 HIGHLIGHTS

- Completed the systematic servicing and maintenance for all emergency backup generators at production wells.
- Installed a new vent on the Grandview water tank and new safety ladder system on Shurguard water tank per Washington State Department of Health requirements.
- Purchased and installed a new 300Kw emergency backup generator, transfer switch, and load bank for Well #3A.
- Removed, inspected, cleaned, rehabilitated, and reinstalled the existing pumps and motor assemblies at Well #5 and Well #6 (North Creek Lane).
- Verified the accuracy of all source meters located at all production wells.
- Replaced the old, antiquated Backflow (Cross Connection) software with new web-based management software "SwiftComply".
- Upgraded all the remaining "old" water sampling stations with new.
- Installed new Variable Frequency Drive (VFD) at Well #3A.
- Performed routine watermain flushing.
- Managed minor contracts necessary for facility operational needs.
- Installed multiple new water sampling stations.
- Performed Well #5 rehabilitation and repairs.
- Performed generator maintenance, including Well #3 generator replacement.
- Performed Well #6 rehabilitation and repairs.
- Completed the Harbormaster Lane watermain replacement.
- Developed and implemented a hydrant and valve exercising program.
- Tested and maintained the backflow devices at city-owned facilities.
- Performed testing of the city's five pressure reducing valves.
- Managed and maintained the water SCADA system.
- Completed and submitted numerous reports to the Washington State Department of Health.
- Performed well site maintenance, including vegetation trimming, driveway maintenance, and security improvements.
- Initiated the water utility rate study to review the utility's existing rates and charges.

2025-26 GOALS

- Complete the water utility rate study that was initiated in 2023.
- Hire consultant to complete an emergency drought policy.
- Hire contractor to perform comprehensive maintenance on all water system pressure reducing valves.
- Establish on-call service contract with electrician to assist in well site electrical issues as they arise.
- Replace old security fencing around Skansie tank, Well #3A, Well #4, and East

tank site to enhance perimeter security.

- Replace existing asbestos watermain on Foster and Erickson and remove main on no name road and install new water services.
- Install a water filling station at new Operations Center.
- Remove the “pump to waste” feature on Well #6 per DOH requirements.
- Hire consultant to perform arch flash study on all well houses and booster pump station.
- Hire consultant to perform comprehensive leak detection program and train city staff to perform this task in the future.
- Install VFD (variable frequency drive) on Well #2.
- Video Skansie tank.
- Install emergency backup power source (possibly solar battery backup) on the North tank site.
- Inspect and clean the well casing and well screens at Well #2.

LONG-RANGE PLANS

- Conduct an ongoing leak detection program for the water distribution system in conjunction with the city's water conservation program as recommended by the Washington State Department of Health.
- Routinely clean and inspect five reservoirs with 4.75 million gallons of total storage. Upsize specific watermain to increase fire flow in areas where water model shows deficiencies.
- Upsize approximately 568 feet of existing 6” watermain to 8” watermain along Reid Drive NW between 56th and 55th Street NW.
- Evaluate and possibly replace or delete 10” asbestos watermain between Rosedale Street and Foster Lane.
- Perform comprehensive water model analysis to determine deficiencies with supply and fire flow needs.
- Analyze and provide redundancy to the distribution system for the Gig Harbor North area.

ORG CHART – See Public Works

WASTEWATER OPERATING WHAT WE DO

Operation and maintenance of the city's wastewater collection facilities and wastewater treatment plant to provide a reliable, safe, and cost-effective wastewater system with consistent collection treatment and biosolids processing, meeting or exceeding federal and state requirements and guidelines, and the expectations of Gig Harbor residents. Specific functions include monitoring, inspection, maintenance, and repair of the system, coordination of wastewater system repairs with the city's pavement maintenance program and other utility projects, preparing required reports, locating unmapped wastewater pipes, responding to resident requests, regulatory coordination and certification, review of wastewater plans, conducting inflow/infiltration studies, and periodically updating design standards. The goals and long-range plans for this fund meet the city's strategic plan priorities by ensuring a sustainable future for public services and facilities.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 4,486,713	\$ 6,427,991	\$ 6,329,978	\$ 2,248,564
Total Taxes	425,593	467,785	473,647	476,066
Total Charges For Services	11,664,014	12,647,618	12,932,308	13,015,052
Total Miscellaneous Revenues	84,724	351,984	505,108	135,431
Transfers In	97,645	-	-	-
Other	-	-	-	-
Total Revenues	12,271,976	13,467,387	13,911,063	13,626,549
Total Resources	16,758,689	19,895,378	20,241,041	15,875,113
Expenditures				
Salaries	2,354,400	2,667,931	3,066,828	3,693,000
Benefits	921,078	1,187,801	1,320,859	1,554,600
Supplies	782,772	998,233	737,559	1,185,280
Services	1,932,093	3,411,518	2,223,399	3,146,785
Capital expenditures	375,874	178,082	178,082	389,700
Transfers out	4,062,494	4,014,500	10,465,750	5,040,192
Other	-	-	-	-
Total expenditures	10,428,711	12,458,065	17,992,477	15,009,557
Ending fund balance	6,329,978	7,437,313	2,248,564	865,556
Total Uses	\$ 16,758,689	\$ 19,895,378	\$ 20,241,041	\$ 15,875,113

2023-24 HIGHLIGHTS

- Completed the ARC Flash Analysis.
- Financially supported Pierce County's vessel pump-out services program.
- Began implementation of the Puget Sound Nutrient General Permit.
- Performed the wastewater outfall video inspection.
- Performed sewer model updates.
- Established on-call engineering services.
- Completed Lift Station 14 wet well I&I repairs.
- Completed an emergency gravity main repair along Harborview Drive.
- Completed repairs at Manholes 9-12.
- Completed significant maintenance items at the WWTP due to aging equipment (installed 10+ years ago).
- Maintained the odor scrubber system.
- Repaired some diffusers in aerobic digesters.
- Initiated the fabrication of a replacement headworks screen.
- Successfully managed the collection and disposal of the city's biosolids.
- Operated and maintained the certification of the city's lab.
- Managed and maintained the wastewater SCADA system.
- Prepared and submitted numerous reports to the Department of Ecology.
- Maintained high volume air delivery to aerobic digesters, requiring a significant amount of labor. Any time the turbo blowers have any electrical disruption they cause the air diffusers in the digesters to become filled with grit, which takes days (and sometimes weeks) to clear. This already occurred more than four times this year and staff is working with a consultant to design a permanent fix to this issue.
- Rebuilt or replaced multiple pumps and motors at various sewer lift stations.
- Inspected 8.5 miles of gravity sewer main using the Sewer RAT technology.
- Completed the inspection of the underwater sewer outfall (performed every 10 years).
- Maintained the city's two vessel pump-out facilities.
- Inspected and rectified sewer cross connection issues.
- Responded to multiple alarms and emergency issues.
- Regularly removed grease build-up that occurs in most lift stations.

2025-26 GOALS

- Software upgrades to SCADA system with computer replacement (the existing SCADA software and computers which were installed in 2009 need upgrading and replacement).
- Complete more sewer hydraulic model updates.
- Replace pump at Lift Station 3A. This will add redundancy and provide a backup pump in case of failure.

- Remove accumulated grit from digester tanks at the WWTP. This grit is also creating operational problems within the digester aeration system.
- Install a backup Hidrostal pump at Lift Station 4B to add redundancy in case of pump failure.
- Purchase gravity main line inspection equipment which will be more cost effective and will allow staff to perform gravity main line inspections throughout the year as time allows.
- Purchase a new dishwasher for the lab if repair is not feasible or cost effective.

LONG-RANGE PLANS

- Continue the city's reclaimed water study and explore potential water reclamation and reuse sites within the city and the urban growth area (UGA).
- Develop a comprehensive pretreatment ordinance to protect the city's Publicly Owned Treatment Works (POTW) and receiving waters.
- Update the demographics forecasting allocation model (DFAM) to forecast population growth on the parcels within the city's UGA.

ORG CHART – See Public Works

SHORECREST SEWER OPERATING WHAT WE DO

The Shorecrest Sewer System is actually a large on-site septic system located in Rosedale that was established by Pierce County in 1980 to mitigate individual residential on-site septic systems from negatively impacting Lay Inlet. In 1988, Pierce County requested the City of Gig Harbor take over the operation and maintenance of the system due to the city's proximity to the facility and because one day the effluent from the system may connect to the city's gravity sewer main in Rosedale Street.

This fund was established in February 2012 to account for all Shorecrest Sewer revenues and expenditures. Both regular maintenance and operations and capital replacements are accounted for in this fund. The goals and long-range plans for this fund meet the city's strategic plan priorities by ensuring a sustainable future for public services and facilities.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 198,711	\$ 244,063	\$ 244,063	\$ 313,757
Total Taxes	1,683	1,833	1,831	1,850
Total Charges For Services	43,699	47,629	47,392	47,392
Total Miscellaneous Revenues	6,222	23,228	25,504	21,354
Total Revenues	51,604	72,690	74,727	70,596
Total Resources	250,315	316,753	318,790	384,353
Expenditures				
Salaries	51	-	-	-
Benefits	29	-	-	-
Services	6,172	4,400	5,033	7,200
Total expenditures	6,252	4,400	5,033	7,200
Ending fund balance	\$ 244,063	\$ 312,353	\$ 313,757	\$ 377,153
Total Uses	\$ 250,315	\$ 316,753	\$ 318,790	\$ 384,353

2023-24 HIGHLIGHTS

- The Shorecrest Community Septic System requires monthly and semi-annual maintenance to the sewage tanks, pump chamber, controls, electrical panel, and drain field. This maintenance is required by the Washington State Department of

Health to complete the annual Large On-Site Sewage System (LOSS) operating permit.

- The WWTP maintenance crew continues to successfully complete the maintenance that is required for this permit each year.

2025-26 GOALS

- Continue to complete the maintenance tasks on time to comply with the Department of Health and receive the annual LOSS operating permit.

LONG-RANGE PLANS

- Potentially connect to the city sewer system, if the drain field were to fail, which would require the installation of a lift station and a four-mile long force main.

UTILITY RESERVE WHAT WE DO

The Utility Reserve fund is required under the covenants of Water and Sewer Revenue Bonds.

The reserve account is required to be funded to the lesser of (A) % of the net proceeds of each series of Parity Bonds, (B) Annual Debt Service, (C) .25 times average Annual Debt Service, or (D) amount as shall be required to maintain the exemption of interest of any series of Parity Bonds from taxation under the code.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 1,435,247	\$ 1,454,426	\$ 1,454,426	\$ 1,556,694
Total Miscellaneous Revenues	19,293	84,593	102,347	102,818
Total Revenues	19,293	84,593	102,347	102,818
Total Resources	1,454,540	1,539,019	1,556,773	1,659,512
Expenditures				
Other	114	228	79	100
Total expenditures	114	228	79	100
Ending fund balance	\$ 1,454,426	\$ 1,538,791	\$ 1,556,694	\$ 1,659,412
Total Uses	\$ 1,454,540	\$ 1,539,019	\$ 1,556,773	\$ 1,659,512

UTILITY BOND REDEMPTION WHAT WE DO

This fund accounts for Water and Sewer fund debt service.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 254,041	\$ 264,580	\$ 113,316	\$ 111,250
Miscellaneous Revenues	4,577	24,419	26,724	26,000
Transfers in	4,564,725	4,504,600	4,527,275	4,529,469
Total Revenues	4,569,302	4,529,019	4,553,999	4,555,469
Total Resources	4,823,343	4,793,599	4,667,315	4,666,719
Expenditures				
Other	4,710,027	4,548,066	4,556,065	4,530,967
Total expenditures	4,710,027	4,548,066	4,556,065	4,530,967
Ending fund balance	\$ 113,316	\$ 245,533	\$ 111,250	\$ 135,752
Total Uses	\$ 4,823,343	\$ 4,793,599	\$ 4,667,315	\$ 4,666,719

WASTEWATER CAPITAL WHAT WE DO

This fund accumulates resources for major wastewater capital projects, and accounts for their purchase, construction, and financing. Sources of revenue for the fund include wastewater connection fees, transfers from the wastewater operating fund, and interest earnings. The goals and long-range plans for this fund meet the city's strategic plan priorities by ensuring a sustainable future for public services and facilities.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 10,286,451	\$ 7,522,712	\$ 7,522,712	\$ 13,017,606
Total Charges For Services	3,775,635	251,250	594,812	901,220
Total Miscellaneous Revenues	189,330	655,869	500,501	673,127
Transfers In	-	-	6,364,000	1,000,000
Other	-	-	-	728,000
Total Revenues	3,964,965	907,119	7,459,313	3,302,347
Total Resources	14,251,416	8,429,831	14,982,025	16,319,953
Expenditures				
Salaries	6,623	581,696	573,202	783,600
Benefits	2,866	236,100	228,072	302,700
Services	75,894	5,500	11,395	13,519
Capital expenditures	6,643,321	5,518,866	1,151,750	14,885,000
Transfers out	-	1,050,000	-	119,500
Total expenditures	6,728,704	7,392,162	1,964,419	16,104,319
Ending fund balance	7,522,712	1,037,669	13,017,606	215,634
Total Uses	\$ 14,251,416	\$ 8,429,831	\$ 14,982,025	\$ 16,319,953

2023-24 HIGHLIGHTS

- Completed the Lift Station 2A (Bogue Viewing Platform) Generator Replacement project.
- Initiated the Lift Station 1A (Crecent Creek Park) improvements design and permitting.
- Completed the Lift Station 5A (2800 block of Harborview Drive) improvements feasibility and initiated design and permitting.
- Completed the design of the wastewater treatment plant digester upgrades.

- Completed the influent screen replacements in the headworks building at the wastewater treatment plant.
- Replaced the digester odor control at the wastewater treatment plant.

2025-26 GOALS

See 2025-26 Wastewater Capital Budget Appendix for goals and objectives.

LONG-RANGE PLANS

- Lift Station 2A controls replacement and improvements (North Harborview).
- WWTP ultraviolet system upgrade (add two UV modules).
- Upsize gravity main on Burnham Drive (dependent on modeling).
- Harborview Drive gravity main improvements (Lift Station 3A south to Westshore Marina).
- Lift Station 11 improvements (38th Avenue/48th Street).
- Lift Station 10 improvements (56th Street/36th Ave).
- Harborview Drive gravity main bypass at Burnham Drive (LS#3A flows to LS#2A).
- Remove sag in gravity main in North Harborview.
- Lift Station 17 design and construction (Skansie Avenue/89th Street).
- Lift Station 17 force main design and construction (Skansie Avenue/89th Street).
- Complete the reuse and reclamation study (phase 2).

STORMWATER OPERATING WHAT WE DO

The Stormwater Operating fund is responsible for providing resources to maintain, operate, and improve the city's stormwater collection, treatment, and discharge system. The intent of this fund is to ensure a sustainable future for public service and facilities by providing cost-effective conveyance and disposal of urban runoff from within the public right of way consistent with federal, state, and local regulations and guidelines to minimize pollution and physical impacts to downstream properties, groundwater, surface water, and sensitive aquatic life. This function also includes administration of the NPDES Phase 2 permit, continuing to manage a Local Source Control Program, review of private development stormwater systems, and periodic update of the city's stormwater management manual. The goals and long-range plans for this fund meet the city's strategic plan priorities by ensuring a sustainable future for public services and facilities.

BUDGET OVERVIEW

	2021-22	2023-24	2023	2025-26
	Actuals	Budget	Actual	Dept. Request
Beginning Fund Balance	\$ 1,276,126	\$ 2,762,020	\$ 2,269,333	\$ 923,202
Total Charges For Services	2,185,185	2,767,682	1,606,902	4,337,183
Total Miscellaneous Revenues	280,591	129,460	131,323	64,943
Transfers In	-	-	-	-
Other	-	-	(6,023)	-
Total Revenues	2,465,776	2,897,142	1,732,202	4,402,126
Total Resources	3,741,902	5,659,162	4,001,535	5,325,328
Expenditures				
Salaries	790,002	983,500	525,533	1,335,000
Benefits	297,433	442,680	206,144	578,420
Supplies	67,061	160,284	60,876	156,134
Services	392,081	883,064	197,723	992,408
Capital expenditures	242,549	179,667	165,195	537,850
Transfers out	-	2,000,000	-	1,000,000
Other	47,623	-	-	-
Total expenditures	1,836,749	4,649,195	1,155,471	4,599,812
Ending fund balance	1,905,153	1,009,967	2,846,064	725,516
Total Uses	\$ 3,741,902	\$ 5,659,162	\$ 4,001,535	\$ 5,325,328

2023-24 HIGHLIGHTS

- Developed and implemented a new Local Source Control Program that provides for pollutant source control inspections and outreach to businesses.
- Adopted the city's new stormwater management and site development manual.
- Awarded a \$130,000 stormwater capacity grant by Department of Ecology for permit compliance activities.
- Partnered with Department of Fish and Wildlife Science Division Habitat Program to evaluate habitat provided by municipal stormwater ponds.
- Performed ongoing street sweeping and clean-up both prior to and following storm events.
- Completed maintenance of city-managed storm ponds. This work includes vegetation removal and control structure cleaning.
- Performed annual storm pipe and catch basin cleaning.
- Completed pressure washing of public pervious sidewalks.

2025-26 GOALS

- Begin the process of updating the stormwater management and site development manual as required by the 2024-2029 NPDES permit.
- Update the storm section of the Public Works Standards as necessary to reflect the design manual and current policies and procedures as needed.
- Provide inspection and reporting support for the city's newly implemented Local Source Control Program.
- Complete the stormwater utility rate study that was initiated in 2022.
- Develop and implement a new Storm Drain Art Program.
- Maintain compliance throughout the city's NPDES Stormwater permit, thus resulting in no G20 Non-compliance letters during the upcoming permit cycle.
- Implement the enhanced maintenance stormwater program as required per our agreement with Department of Ecology.
- Develop and implement a citywide ditch facility cleaning program. This program will assess ditch facilities capturing the degree of degradation. A cleaning and repair schedule will then be implemented to bring these facilities into compliance.

LONG-RANGE PLANS

- Continue the implementation of a comprehensive citywide Stormwater Management Program in accordance with the city's current NPDES Phase 2 Municipal Stormwater permit.
- Purchase and implement computer software to better manage the various aspects of the stormwater program.
- Partner with the Puget Sound Partnership and other regional and local groups to proactively preserve and enhance the quality of adjoining Puget Sound waters.
- Perform routine inspections of stormwater outfalls into the Puget Sound and replace or improve outfalls that have deteriorated due to tidal action or lack of

maintenance.

- Prioritize and address storm facility repairs to maintain high quality stormwater facilities, utilizing Operations Division staff wherever feasible.

ORG CHART – See Public Works

STORMWATER CAPITAL WHAT WE DO

This fund accumulates resources for major stormwater capital projects and accounts for their purchase, construction, and financing. Sources of revenue for the fund include connection fees and storm rates. The goals and long-range plans for this fund meet the city's strategic plan priorities by ensuring a sustainable future for public services and facilities.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 2,746,001	\$ 2,893,596	\$ 2,937,545	\$ 5,406,633
Total Charges For Services	740,263	26,186	113,442	148,467
Total Miscellaneous Revenues	51,785	265,983	229,945	286,748
Transfers In	-	2,000,000	3,000,000	1,000,000
Total Revenues	792,048	2,292,169	3,343,387	1,435,215
Total Resources	3,538,049	5,185,765	6,280,932	6,841,848
Expenditures				
Salaries	91,014	103,400	56,144	73,300
Benefits	35,493	46,400	21,042	28,900
Services	11,484	-	10,732	-
Capital expenditures	462,513	4,960,000	786,381	2,700,000
Transfers out	-	-	-	219,500
Total expenditures	600,504	5,109,800	874,299	3,021,700
Ending fund balance	2,937,545	75,965	5,406,633	3,820,148
Total Uses	\$ 3,538,049	\$ 5,185,765	\$ 6,280,932	\$ 6,841,848

2023-24 HIGHLIGHTS

- Completed the design and permitting of the 96th Culvert Replacement project and initiated a construction contract for this work.
- Completed the feasibility study for the North Creek Culvert Replacement project and initiated the design and permitting of the project.

2025-26 GOALS

See 2025-26 Stormwater Capital Budget Appendix for goals and objectives.

LONG-RANGE PLANS

- Annually identify and replace under capacity storm drain lines within the city.
- Identify and replace culverts identified by the Washington State Department of Fish and Wildlife as barriers or partial barriers.

WATER CAPITAL WHAT WE DO

This fund accumulates resources for major water capital projects and accounts for their purchase, construction, and financing. Sources of revenue for the fund include water connection fees, transfers from the Water Operating fund, and interest earnings. The goals and long-range plans for this fund meet the city's strategic plan priorities by ensuring a sustainable future for public services and facilities.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 6,308,016	\$ 7,294,056	\$ 8,090,983	\$ 5,452,826
Total Charges For Services	3,358,563	342,997	380,000	283,382
Total Miscellaneous Revenues	114,468	510,456	444,452	140,000
Transfers In	-	500,000	3,000,000	-
Total Revenues	3,473,031	1,353,453	3,824,452	423,382
Total Resources	9,781,047	8,647,509	11,915,435	5,876,208
Expenditures				
Salaries	203,072	249,100	238,776	295,300
Benefits	82,825	104,100	90,984	107,300
Services	58,230	33,290	6,387	5,668
Capital expenditures	1,345,937	7,896,000	6,126,462	3,705,500
Transfers out	-	-	-	219,500
Total expenditures	1,690,064	8,282,490	6,462,609	4,333,268
Ending fund balance	8,090,983	365,019	5,452,826	1,542,940
Total Uses	\$ 9,781,047	\$ 8,647,509	\$ 11,915,435	\$ 5,876,208

2023-24 HIGHLIGHTS

- Continued with the design and permitting of the Canterwood Drive emergency water system intertie.
- Completed the design and construction of the Reid Drive (55th Street) watermain improvements.

2025-26 GOALS

See 2025-26 Water Capital Budget Appendix for goals and objectives.

LONG-RANGE PLANS

- Continue to implement a program to identify and replace aging and/or vulnerable portions of the asbestos-cement water transmission and distribution system. Priority will be given to lines within areas identified for other capital improvements, such as pavement replacement or street reconstruction, and especially lines more than 40 years old where high ground water is present and/or areas where lines have historically ruptured.
- Further develop the preliminary groundwater recharge feasibility report to explore the feasibility of recharging groundwater in the future. This refinement to the preliminary report would explore in more specific detail recharge sites, sources of recharge water, and other potential benefits, including mitigation for future water rights that may result from performing groundwater recharge.
- Construct the much-needed intertie in the vicinity of St. Anthony's Hospital. Currently the hospital and surrounding area are served by a single trunk waterline that crosses under SR 16 and should a rupture to this primary line occur, it would cut off the supply of water to the entire Gig Harbor North area.
- Continue to provide a supply of high-quality potable water in a timely and reasonable manner, with a focus on system reliability and source redundancy.
- Continue to provide a reliable water system and protect the security of its water system.
- Develop the city's water infrastructure in accordance with the city's water system plan such that the city has sufficient facilities available to meet its maximum day demand and storage tanks are sized to meet the current and proposed system demands.
- Re-initiate the development of a new well source in Gig Harbor North (Well#9) associated with a previous water right permit application. The new well source will improve operation of the city's water system and will be required to meet storage capacity standards required by the Washington State Department of Health. This well source is anticipated to reallocate existing water rights.

TRANSPORTATION BENEFIT DISTRICT

WHAT WE DO

The Transportation Benefit District Revenue fund was established by Ordinance 1392 to receive the sales tax imposed by the city within the Traffic Benefit District for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district. These improvements include some of the projects contained in the transportation element of the city's comprehensive plan, including the investment in new or existing arterials of regional significance and other transportation projects of regional or statewide significance.

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actual	Dept. Request
Beginning Fund Balance	\$ 1,043,555	\$ 4,988,657	\$ 4,988,657	\$ 6,869,923
Taxes	4,041,131	4,054,465	2,950,010	6,166,591
Total Miscellaneous Revenues	54,109	340,753	373,256	391,310
Total Revenues	4,095,240	4,395,218	3,323,266	6,557,901
Total Resources	\$ 5,138,795	\$ 9,383,875	\$ 8,311,923	\$ 13,427,824
Expenditures				
Transfers out	150,000	4,875,000	1,442,000	10,268,765
Total expenditures	150,000	4,875,000	1,442,000	10,268,765
Ending fund balance	4,988,795	4,508,875	6,869,923	3,159,059
Total Uses	\$ 5,138,795	\$ 9,383,875	\$ 8,311,923	\$ 13,427,824

2025-26 GOALS

• Burnham Drive Half-Width Roadway Improvements	\$ 638,765
• Wollochet Drive Rt Turn Lane @ SR 16 WB On-ramp	560,000
• Wollochet Drive Rt Turn Lane @ SR 16 EB On-ramp	710,000
• 38th Ave Phase 2 Half-Width Roadway Improvements	2,850,000
• Wollochet Drive/Wagner Way Intersection Improvements	100,000
• Pavement Maintenance and ADA Improvements – 38 th Ave	200,000
• Pavement Maintenance and ADA Improvements – Soundview	1,000,000
• Peacock Hill Ave Half-Street Improvements	400,000
• 38 th Ave Phase 2 Half-Width Roundabout Improvements	<u>3,310,000</u>
	\$ 9,768,765

CITY OF GIG HARBOR

2025-26 CAPITAL BUDGET

This budget document is intended to provide a summary of current proposed budget objectives while also identifying the adopted 6-year capital improvement programs (CIPs) for each over the city's main capital funds. Each 6-year CIP is based on the specific capital planning document described in each fund. This document also further describes the anticipated 2025-26 expense(s) and funding source(s) for each objective. Included at the end of this document is a map identifying the approximate location of each objective.

CITY BUILDINGS

6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST

The projects provided in the city buildings 6-year CIP list below is based on the proposed 2025-26 Budget objectives (Obj #) and projects identified by city staff. This version of the 6-year CIP list includes updated proposed project funding allocation across the next six years and does not include projects that have already been completed.

Obj #	Project Name	Project Funding Allocation					
		2025	2026	2027	2028	2029	2030
1	Civic Center HVAC Upgrade	\$150,000					
2	Civic Center Fire System and Intrusion Upgrades	\$87,500					
3	Operations Center Decant Facility	\$250,000	\$850,000				
4	Operations Center Fueling Station	\$500,000					
5	Civic Center Security Upgrades at Reception Areas	\$30,000					
6	Civic Center Police Department Security Gate Upgrades	\$75,000					
7	Operations Shop Re-siding and Expansion - Design and Permitting			\$100,000			
8	Civic Center Backup Generator Replacement			\$50,000	\$50,000	\$300,000	
9	City Staff Wide Area Network - Feasibility Study and Design			\$50,000	\$200,000	\$1,000,000	
10	Civic Center LED Lighting Improvements			\$10,000	\$30,000		
11	Skansie House HVAC Improvements			\$32,000			
Annual Totals =		\$1,092,500	\$850,000	\$242,000	\$280,000	\$1,300,000	\$0

2025-26 City Building Capital Fund Projects Funding Sources															
Project #	Description	Department Request		Gen Fund	HBZ	REET1	REET2	Dept. of Commerce Grant	Dept. of Ecology Grant	Pierce County FCZD Opportunity Fund	Parks	Streets	Water	Sewer	Storm
1	Civic Center HVAC Upgrade	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Civic Center Fire System and Intrusion Upgrades	87,500	87,500								17,500	17,500	17,500	17,500	17,500
3	Public Works Operations Decant Facility	1,100,000	1,100,000						400,000	400,000		100,000	100,000	-	100,000
4	Operations Center Fueling Station	480,000	480,000								96,000	96,000	96,000	96,000	96,000
5	Civic Center Security Upgrades at Reception Areas	30,000	30,000								6,000	6,000	6,000	6,000	6,000
6	Civic Center Police Department Security Gate Upgrades	65,000	65,000	-	-	-	65,000	-	-	-	-	-	-	-	0
	Totals	\$ 1,912,500	\$ 1,912,500	\$ 150,000	\$ -	\$ -	\$ 65,000	\$ -	\$ 400,000	\$ 400,000	\$ 119,500	\$ 219,500	\$ 219,500	\$ 119,500	\$ 219,500

CITY BUILDINGS

2025-26 PROPOSED BUDGET OBJECTIVES

Staff Supported Objectives

1. **Civic Center HVAC Upgrade.** The city completed a feasibility study in 2022 to identify Civic Center HVAC replacement alternatives that reduce the city's carbon emissions, reduce energy costs, and reduce future maintenance costs. Based on the outcome of the feasibility study, the city initiated a construction contract in 2023 with MacDonald Miller, as a Washington State Department of Enterprise Services Energy Services Company, to replace the Civic Center's HVAC system. This work will be completed in early 2025.

2025-26 Expense Summary		
Construction (Contract/Testing/Change Order Auth.)	\$150,000	
Total	\$150,000	
2025-26 Funding Summary		
General Fund	\$150,000	
Total	\$150,000	
Estimated Decreased Annual Maintenance (for life of facility) =		\$15,000

2. **Civic Center Fire System and Intrusion Upgrades.** The current building fire system at the Civic Center was installed when the building was constructed over 19 years ago. The current equipment and software are no longer supported by the vendor. Additionally, per updated requirements of the Federal Bureau of Investigation (FBI), this system must have fire suppression installed by 2026. The proposed new equipment will include new fire control panel, smoke beam sensors, emergency door closing units, a fire suppression system for the computer server room, and access card readers to certain interior double doors. This project also will replace the outdated intrusion system in the Civic Center with new door/motion sensors and keypads and add security cameras at various locations throughout the Civic Center.

2025-26 Expense Summary		
Design and Permitting	\$2,500	
Construction (Contract/Testing/Change Order Auth.)	\$85,000	
Total	\$87,500	
2025-26 Funding Summary		
Streets Capital	\$17,500	
Water Capital	\$17,500	
Parks Capital	\$17,500	
Storm Capital	\$17,500	
Waste water Capital	\$17,500	
Total	\$87,500	
Estimated Decreased Annual Maintenance (for life of facility) =		\$2,000

3. **Operations Center Decant Facility.** The City of Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard's decant facility for Gig Harbor's vector waste. While this agreement provides a less expensive alternative than other regional disposal facilities, trucking waste to Port Orchard is expensive and time consuming. Additionally, the ability to wash and maintain vehicles, including the street sweeper, does not exist at our current facility. The city has space and infrastructure at the Operations Center to install a decant facility. This objective will complete the design, permitting, and construction of a new decant facility in 2025 at the existing Operations Center. The city will review funding sources, including a grant through Department of Ecology, by way of an enhanced stormwater maintenance plan and the city's Opportunity fund through Pierce County Flood Control Zone District.

2025-26 Expense Summary		
Design and Permitting	\$250,000	
Construction (Contract/Testing/Change Order Auth.)	\$850,000	
Total	\$1,100,000	
2025-26 Funding Summary		
Pierce County FCZD Opportunity Fund	\$400,000	
Department of Ecology Grant	\$400,000	
Storm Water Capital	\$100,000	
Water Capital	\$100,000	
Streets Capital	\$100,000	
Total	\$1,100,000	
Estimated Increased Annual Maintenance (for life of facility) =		\$5,000

4. **Operations Center Fueling Station.** The city currently relies on retail fueling for all vehicles and equipment. These retail facilities are unreliable, often provide poor fuel quality, and increase the possibility of fraud. Adding a fueling station at the Operations Center for both diesel and unleaded fuel will provide the city with fuel during emergency responses, reduce fuel costs, provide greater accountability, and help the city meet its climate goal by providing a climate-friendly R99 diesel option that will also reduce maintenance costs over time with reduced emissions.

2025-26 Expense Summary

Design and Permitting	\$100,000
Construction (Contract/Testing/Change Order Auth.)	\$380,000
Total	\$480,000

2025-26 Funding Summary

Water Capital	\$96,000
Streets Capital	\$96,000
Storm Water Capital	\$96,000
Wastewater Capital	\$96,000

5. **Civic Center Security Upgrades at Reception Areas.** The Civic Center has four counters that have no separation between the public and staff. This proposed work would provide improved security features, including placing a security barrier between staff and the public.

2025-26 Expense Summary

Vendor Design, Fabrication, and Installation	\$30,000
Total	\$30,000

2025-26 Funding Summary

Water Capital	\$6,000
Streets Capital	\$6,000
Storm Water Capital	\$6,000
Wastewater Capital	\$6,000
Parks Capital	\$6,000

6. **Civic Center Police Department Security Gate Upgrades.** This work consists of replacing the two original security gates at the Civic Center with new security gates. The original gates are worn and require routine maintenance, for which most parts are no longer available. Additionally, the original gates do not meet the current safety standards and vendors are no longer willing to fabricate replacement parts due to liability reasons. This work was originally anticipated to be completed in 2024.

2025-26 Expense Summary	
Vendor Design, Fabrication, and Installation	\$75,000
Total	\$75,000
2025-26 Funding Summary	
Real Estate Excise Tax - Capital Improvement	\$75,000
Total	\$75,000
Estimated Decreased Annual Maintenance (for life of facility) =	\$2,000

Deferred Objectives

1. **Operations Shop Re-siding and Expansion – Design and Permitting.** The current operations shop buildings are over 30 years old and are undersized to support existing operations needs. This requires staff to leave equipment out in the weather, thus degrading it faster. Also, additional material storage is not available and requires the use of steel shipping containers. Lastly, staff has had to significantly increase the maintenance necessary to keep the garage doors operational, as the doors are well past their life expectancy. This project would extend the existing upper shop building's three bays, replace the siding on the existing buildings, and replace the existing shop doors with new insulated doors with windows in the upper sections allowing natural light to enter the buildings.
2. **Civic Center Backup Generator Replacement – Feasibility Study.** The current Civic Center backup generator equipment was installed when the building was constructed over 19 years ago. This equipment and automatic transfer switch are aging and are undersized for the building. The proposed new equipment will include a larger generator and automatic transfer switch with load bank. This feasibility study will be completed to identify existing and future loads and will recommend the size of a new generator to operate all vital equipment and outlets in an emergency. **\$45,000**
3. **City Staff Wide Area Network – Feasibility Study and Design.** The city's facilities beyond the Civic Center are operating on a fraction of the broadband needs. We are now so web-based that the pipeline doesn't function properly. This proposal will identify locations, verify capacity/demand, cost estimate, return on investment, and design.
4. **Civic Center LED Lighting Improvements.** The Civic Center has a mix of light bulb types, including high pressure sodium, fluorescent, and LED. This project will start the process of systematically changing both lighting fixtures and bulbs to energy efficient LED. This project will be managed and implemented by city staff.
5. **Skansie House HVAC Improvements.** The city currently leases the Skansie house to Harbor WildWatch, who opens the house to the public for marine educational programming and uses the house for staff offices. The house has a central heating system but no air conditioning. During summer periods of extreme heat, the interior of the house is very uncomfortable for visitors and staff. This project would modify the existing central heating system to include a heat

pump that would provide for cooling in the summer. This project will likely require the development of a site plan and consideration before the historic preservation commission due to the need to add an outdoor enclosure to house the outdoor unit.

STREET DIVISION

6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST

The projects provided in the Streets Division 6-year CIP list below are based on the proposed 2025-26 Budget objectives (Obj #) and the city's adopted 2025-2030 Transportation Improvement Program (TIP). Please note, not all projects on the TIP are included on this 6-year CIP. This version of the 6-year CIP list includes updated proposed project funding allocation across the next six years and does not include projects on the TIP that have already been completed.

Obj #	Project Name	Project Funding Allocation					
		2025	2026	2027	2028	2029	2030
1	Burnham Drive Half-Width Roadway Improvements Phase 1A –Construction	\$3,000,000					
2	Wollochet Dr/Wagner Wy Intersection Improvements	\$750,000					
3	Pavement Maintenance and ADA Improvements - Soundview Dr. (Hollycroft to Magnolia)	\$300,000	\$1,480,000				
4	Grandview Street/Pioneer Way Signal Loop Replacement	\$250,000					
5	Pavement Maintenance and ADA Improvements - 38th Ave. (City limits to 41st St)	\$20,000	\$180,000				
6	38th Avenue Phase 2 Half-Width Roadway Improvements	\$1,500,000	\$3,000,000				
7	38th Avenue Phase 2 Half-Width Roundabout Improvements	\$310,000	\$3,000,000				
8	New Streetlight Installations – Peacock Hill Ave and Borgen Blvd (West End)	\$60,000					
9	Wollochet Dr/SR 16 Westbound On-ramp Right Turn Lane	\$250,000	\$1,200,000				
10	Wollochet Dr/SR 16 Eastbound Off-ramp Right Turn Lane	\$350,000	\$1,650,000				

11	Harbor Hill Drive Landscape Mitigation	\$110,000					
12	Peacock Hill Ave Half-Street Improvements - Design and Permitting	\$180,000	\$440,000				
13	Harbor History Museum Driveway Entrance Revision	\$100,000					
*	Civic Center Fire and Intrusion Upgrades (Street Capital Share)	\$17,500					
*	Operations Center Decant Facility (Street Capital Share)	\$20,000	\$80,000				
*	Operations Center Fueling Station (Street Capital Share)	\$96,000					
*	Civic Center Security Upgrades at Reception Areas (Street Capital Share)	\$6,000					
14	Pavement Maintenance and ADA Improvements - Harborview Dr. (Pioneer to Stinson)			\$300,000	\$1,600,000		
15	Intersection Improvements at Grandview Street/Pioneer Way			\$120,000	\$460,000		
16	Pavement Maintenance and ADA Improvements - Pt Fosdick Dr. (at Briarwood Ln, Cement Panel Replacements)			\$50,000	\$230,000		
17	Pavement Maintenance and ADA Improvements - Stinson Ave. (Pioneer to Grandview)			\$70,000	\$270,000		
18	Pavement Maintenance and ADA Improvements - Borgen Blvd. (Peacock Hill to Burnham)			\$250,000	\$850,000		
19	Roundabout Striping and Signage Analysis (Borgen Blvd/Burnham Dr Corridor)			\$280,000			

20	Olympic Dr./Point Fosdick Dr. Right Turn Lane Extension			\$400,000			
21	Grandview St Half-Width frontage improvements – Phase 1					\$260,000	\$2,100,000
22	Wagner Wy Sidewalk Improvements					\$50,000	\$150,000
23	North Harborview Drive Sidewalk ADA improvements					\$30,000	\$75,000
24	38th Ave Phase 1B Half-Street Improvements (Briarwood Ln to 50th St)			\$400,000	\$2,100,000		
25	38th Ave Phase 1C Half-Street Improvements (50th St to 56th St)			\$50,000	\$2,300,000		
26	Harborview Dr/Pioneer Wy Intersection Improvements			\$140,000			
27	Hunt St/Skansie Ave Intersection Improvements			\$430,000	\$1,500,000		
28	Hunt St/38th Ave Intersection Improvements			\$600,000	\$1,400,000		
29	50th St Ct Improvements				\$100,000	\$1,900,000	
30	Soundview Dr/Hunt St Intersection Improvements					\$500,000	\$1,100,000
31	Burnham Dr Phase 1B Half-Street Improvements (Austin St to Eagle's Club)					\$400,000	\$2,500,000
32	Burnham Dr Overpass - Restripe to 4 Lanes					\$100,000	\$305,000
33	Burnham Dr Phase 2 Improvements (McCormick Crk Dr to Borgen Blvd)					\$1,000,000	\$5,500,000

*See Building Capital Fund for more information.

Annual Totals = \$7,319,500 \$11,150,000 \$3,090,000 \$10,690,000 \$4,240,000 \$11,730,000

2025-26 Street Projects Funding Sources													
Project #	Account Title	Department Request		Gen Fund	TIF	HBZ	TBD	TIB	REET 2	State Funding	Puget Sound Energy	Burnham Drive Apartments	Storm Capital
1	Burnham Dr Half-width Roadway Improvements Phase 1A - Construction	\$ 3,000,000	\$ 3,000,000	\$ -		\$ 223,080	\$ 638,765	\$ 750,000			\$ 76,700	\$ 61,455	\$ 1,250,000
2	Wollochet Drive/Wagner Way Intersection Improvements	750,000	750,000	-	150,000		100,000	500,000					
3	Pavement Maintenance & ADA Improvements	1,780,000	1,780,000	-			1,000,000		780,000				
4	Grandview Street/Pioneer Way Signal Loop Replacement	250,000	250,000						250,000				
5	Pavement Maintenance and ADA improvements – 38 th Ave (City limits to 41 st)	200,000	200,000				200,000						
6	38th Avenue Phase 2 Half-width Roadway Improvements	4,500,000	4,500,000	-	1,650,000		2,850,000						
7	38th Avenue Phase 2 Half-width Roundabout Improvements	3,310,000	3,310,000				3,310,000						
8	New Streetlight Installations – Peacock Hill Ave and Borgen Blvd (West End)	60,000	60,000			60,000							
9	Wollochet Dr Westbound On-Ramp Rt Turn Lane @ SR-16	1,450,000	1,450,000		50,000		560,000			840,000			
10	Wollochet Dr/SR-16 Eastbound Off-ramp Rt Turn Lane	2,000,000	2,000,000		450,000		710,000			840,000			
11	Harbor Hill Dr Landscape	110,000	110,000			110,000							
12	Peacock Hill Ave Half Street Improvements – Design and Permitting	620,000	620,000			220,000	400,000						
13	Harbor History Museum Driveway Entrance Revision	100,000	100,000						100,000				
		\$ 18,130,000	\$ 18,130,000	\$ -	\$ 2,300,000	\$ 613,080	\$ 9,768,765	\$ 1,250,000	\$ 1,130,000	\$ 1,680,000	\$ 76,700	\$ 61,455	\$ 1,250,000

STREET DIVISION

2025-26 PROPOSED BUDGET OBJECTIVES

Staff Supported Objectives

1. **Burnham Drive Half-Width Roadway Improvements Phase 1A – Construction.**
Complete the construction of approximately 1,400 LF of pedestrian and roadway improvements along the east side of Burnham Drive, between 96th Street and the northerly Eagles driveway, where a sidewalk gap exists. This work will also replace a storm culvert with a bridge to enhance fish passage (identified separately in Storm Capital, fund 412). The bridge and the roadway project were awarded as one contract with two bid schedules. This project was also awarded a Transportation Improvement Board (TIB) grant in their 2023 call for projects.

2025-26 Expense Summary		
Construction (Contract/Testing/Change Order Auth.)	\$3,000,000	
Total	\$3,000,000	
2025-26 Funding Summary		
Storm Capital	\$1,250,000	
Transportation Benefit District	\$638,765	
Hospital Benefit Zone	\$223,080	
Puget Sound Energy	\$76,700	
Burnham Drive Apartments	\$61,455	
Transportation Improvement Board Grant - Sidewalk	\$750,000	
Total	\$3,000,000	
Estimated Increased Annual Maintenance (for life of facility) =		\$6,000

2. **Wollochet Drive/Wagner Way Intersection Improvements.** Complete the construction of a traffic signal at the intersection of Wollochet Drive and Wagner Way. This project will include ADA upgrades and will interconnect this signal to the remaining signals in the Wollochet Drive corridor. This project was awarded a TIB grant in the 2023 call for projects.

2025-26 Expense Summary		
Construction (Contract/Testing/Change Order Auth.)	\$750,000	
Total	\$750,000	
2025-26 Funding Summary		
Transportation Benefit District	\$100,000	
Transportation Impact Fees	\$150,000	
Transportation Improvement Board Grant	\$500,000	
Total	\$750,000	
Estimated Increased Annual Maintenance (for life of facility) =		\$6,000

3. **Pavement Maintenance and ADA Improvements – Soundview Drive (Hollycroft to Magnolia).** The city's Water Division completed the Soundview Drive Watermain Replacement project in 2024. However, with this project the city only completed an asphalt trench patch, which is interim and does not meet the city's standard. The existing patch must be replaced with a full pavement replacement for the lane in which the watermain was placed. Further, due to existing pavement conditions, the entirety of Soundview Drive along the limits of the watermain project is a top candidate for pavement maintenance by means of an asphalt overly. However, the Water Division cannot pay for street improvements per RCW. Therefore, this objective would design and construct ADA improvements along Soundview Drive and complete asphalt overlay in the same project limits as the 2024 watermain project using funds from both Water Capital and Street Capital. From a previously deferred objective, this work will include installation of a new rectangular rapid flashing beacon near the 5600 block of Soundview Drive. The estimate for this project is \$2,780,000, of which \$1,780,000 is identified in Street Capital and \$1,000,000 is identified in Water Capital.

2025-26 Expense Summary	
Design and Permitting	\$400,000
Construction (Contract/Testing/Change Order Auth.)	\$1,380,000
Total	\$1,780,000
2025-26 Funding Summary	
Real Estate Excise Tax - Capital Improvement	\$780,000
Transportation Benefit District	\$1,000,000
Total	\$1,780,000

4. **Grandview Street/Pioneer Way Signal Loop Replacement.** The loops at the Grandview Street/Pioneer Way intersection have failed and can no longer detect vehicles approaching the intersection. This signal is temporarily set in a timed mode and regularly gives a set amount of green time per intersection leg. There are multiple trench patches throughout the intersection which have contributed to the poor pavement condition. This objective will design and construct new signal loops.

2025-26 Expense Summary

Design and Permitting	\$50,000
Construction (Contract/Testing/Change Order Auth.)	\$200,000
Total	\$250,000

2025-26 Funding Summary

Real Estate Excise Tax - Capital Improvement	\$250,000
Total	\$250,000

5. **Pavement Maintenance and ADA improvements – 38th Avenue (city limits to 41st Street).** This project will perform pavement maintenance on 38th Avenue based on the city's pavement maintenance ratings. When the city moves forward with the overlay project, all impacted ADA pedestrian facilities along the corridor are required to be brought into compliance with current standards.

2025-26 Expense Summary

Design and Permitting	\$20,000
Construction (Contract/Testing/Change Order Auth.)	\$180,000
Total	\$200,000

2025-26 Funding Summary

Transportation Benefit District	\$200,000
Total	\$200,000

Estimated Decreased Annual Maintenance (for life of facility) =	\$3,000
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6. **38th Avenue Phase 2 Half-Width Roadway Improvements.** This objective will construct half-width roadway improvements along the east side of 38th Avenue from 56th Street to Hunt Street. The project will also convert the signal at 38th and 56th into a roundabout. The city is prioritizing saving mature trees in the corridor and using low impact development stormwater practices where soil infiltration rates allow. The project design is anticipated to be complete in 2024, while the right of way and construction phase will extend into the 2025-26 budget cycle. The city is applying for TIB grants for this project via TIBs 2024 call for projects.

2025-26 Expense Summary		
Construction (Contract/Testing/Change Order Auth.)	\$4,500,000	
Total	\$4,500,000	
2025-26 Funding Summary		
Transportation Impact Fees	\$1,650,000	
Transportation Benefit District	\$2,850,000	
Total	\$4,500,000	
Estimated Increased Annual Maintenance (for life of facility) =		\$3,000

7. **38th Avenue Phase 2 Half-Width Roundabout Improvements.** This objective will construct a roundabout at the intersection of 56th Street and 38th Ave. A traffic impact analysis was conducted by the city that demonstrates the need for a roundabout instead of a signal at this location as a long-term intersection control. A roundabout will improve vehicular level of service and enhance vehicular safety, while accommodating for pedestrians and cyclists.

2025-26 Expense Summary		
Design and Permitting	\$310,000	
Construction (Contract/Testing/Change Order Auth.)	\$3,000,000	
Total	\$3,310,000	
2025-26 Funding Summary		
Transportation Benefit District	\$3,310,000	
Total	\$3,310,000	
Estimated Increased Annual Maintenance (for life of facility) =		\$5,000

8. **New Streetlight Installations – Peacock Hill Avenue and Borgen Blvd (West End).** Consultant to perform illumination analysis. Operations staff to purchase and install nine new 20-foot streetlights along the east side of Peacock Hill Avenue from Vernhardson Street to Ringold Street. Along Borgen Blvd this work will occur between the western Target entrance and the lower roundabout. This will fill in a gap of streetlights along this section of roadway and is mostly located along the city's own property.

2025-26 Expense Summary		
Design and Permitting	\$10,000	
Construction (Contract/Testing/Change Order Auth.)	\$50,000	
Total	\$60,000	
2025-26 Funding Summary		
Hospital Benefit Zone	\$60,000	
Total	\$60,000	
Estimated Increased Annual Maintenance (for life of facility) =		\$1,000

9. **Wollochet Drive/SR 16 Westbound On-ramp Right Turn Lane.** Complete the design and construction of a right turn lane along eastbound Wollochet Drive to the SR 16 westbound on-ramp. This project has been awarded state funds and requires coordination with WSDOT. Design and/or construction of this project may be combined with staff supported objective #6.

2025-26 Expense Summary	
Design and Permitting	\$350,000
Construction (Contract/Testing/Change Order Auth.)	\$1,100,000
Total	\$1,450,000
2025-26 Funding Summary	
Transportation Benefit District	\$560,000
Transportation Impact Fees	\$50,000
State Funding	\$840,000
Total	\$1,450,000

10. **Wollochet Drive/SR 16 Eastbound Off-ramp Right Turn Lane.** Complete the design and construction of a right turn lane on the SR 16 eastbound off-ramp approaching the signal. This project has been awarded state funds and requires coordination with WSDOT. Design and/or construction of this project may be combined with staff supported objective #5.

2025-26 Expense Summary

Design and Permitting	\$200,000
Construction (Contract/Testing/Change Order Auth.)	\$1,800,000
Total	\$2,000,000

2025-26 Funding Summary

Transportation Benefit District	\$710,000
Transportation Impact Fees	\$450,000
State Funding	\$840,000
Total	\$2,000,000

11. **Harbor Hill Drive Landscape Mitigation.** As part of the Harbor Hill Drive extension project constructed in 2017, the city removed some native vegetation within a portion of Northharbor Business Park. This objective will complete the installation of landscape mitigation associated with the removal of this native vegetation.

2025-26 Expense Summary		
Design and Permitting	\$0	
Construction (Contract/Testing/Change Order Auth.)	\$110,000	
Total	\$110,000	
2025-26 Funding Summary		
Hospital Benefit Zone	\$110,000	
Total	\$110,000	
Estimated Increased Annual Maintenance (for life of facility) =		\$2,000

12. **Peacock Hill Avenue Half-Street Improvements – Design and Permitting.** The city initiated a design contract in 2024 to install city standard half-street frontage improvements along the west side of Peacock Hill Avenue between the 9900 block and Apollo Way. Due to topography, the project will require property acquisition to install slopes and/or walls behind sidewalk. Additionally, in conjunction with this street improvement project, the city is installing a new watermain along the limits of the street improvements in the 450 Zone to add redundancy to a large area of the zone that is supplied by a dead-end watermain. The Water Capital fund is providing additional funding to pay for the watermain design and construction.

2025-26 Expense Summary

Design and Permitting	\$620,000
Total	\$620,000

2025-26 Funding Summary

Hospital Benefit Zone	\$220,000
Transportation Benefit District	\$400,000
Total	\$620,000

13. **Harbor History Museum Driveway Entrance Revision.** In 2012, as part of the city's Donkey Creek Daylighting project, the city installed new sidewalk at the entrance to the Harbor History Museum driveway. The back of the new driveway, despite meeting standards at the time, has a vertical curve that causes some vehicles to scrape along the asphalt driveway. This proposed objective will revise the sidewalk and driveway grade at the entrance to the Harbor History Museum to reduce the large change in grade that exists. This objective has been in the city's budget since 2017 but due to other priorities it has not been completed. This objective is proposed to be designed by Engineering Division staff and put out to bid for construction through a Small Public Works Contract.

2025-26 Expense Summary

Construction (Contract/Testing/Change Order Auth.)	\$100,000
Total	\$100,000

2025-26 Funding Summary

Real Estate Excise Tax - Capital Improvement	\$100,000
Total	\$100,000

Deferred Objectives

1. **Pavement Maintenance and ADA Improvements – Harborview Drive (Pioneer to Stinson).** This project will perform pavement maintenance on Harborview Drive based on the city's pavement maintenance ratings. When the city moves forward with the overlay project all impacted ADA pedestrian facilities along the corridor are required to be brought into compliance with current standards.
2. **Intersection Improvements at Grandview Street/Pioneer Way.** This objective would follow the Grandview Street/Pioneer Way Signal Loop Replacement project by completing the reconstruction of the intersection, including full pavement replacement and all necessary ADA improvements.

3. **Pavement Maintenance and ADA Improvements – Pt Fosdick Drive (at Briarwood Ln).** This project will perform pavement maintenance on Pt Fosdick Drive where existing concrete panels failed in 2023 and were temporarily replaced by Operations staff with hot mix asphalt (HMA). The intent of this project is to replace the temporary HMA with new concrete panels.
4. **Pavement Maintenance and ADA Improvements – Stinson Avenue (Pioneer to Grandview).** This project will perform pavement maintenance on Stinson Avenue based on the city's pavement maintenance ratings. When the city moves forward with the overlay project all impacted ADA pedestrian facilities along the corridor are required to be brought into compliance with current standards.
5. **Pavement Maintenance and ADA Improvements – Borgen Blvd (Peacock Hill to Burnham).** This project will perform pavement maintenance on Borgen Blvd based on the city's pavement maintenance ratings. When the city moves forward with the overlay project all impacted ADA pedestrian facilities along the corridor are required to be brought into compliance with current standards.
6. **Roundabout Striping and Signage Analysis (Borgen Blvd/Burnham Drive Corridor).** The city routinely receives comments from the public that the signage and striping for the roundabouts in this corridor are misleading and dangerous. It has been years since these roundabouts were constructed and the striping and signage should be compared to current standards and practices. This objective would hire a consultant to analyze the signage and striping in the corridor to investigate potential low-cost safety and vehicular efficiency striping and signage enhancements. Further, the city would work with WSDOT to review and update the striping and signage for the roundabouts at the SR 16/Burnham Drive interchange.
7. **Olympic Drive/Pt Fosdick Drive Right Turn Lane Extension.** Construct an extension to the right turn lane approaching Pt Fosdick Drive traveling eastbound on Olympic Drive. This project will increase the right turn lane vehicle storage length on Olympic Drive while decreasing the queue length of the through lanes, thereby improving overall intersection efficiency.
8. **Grandview Street Half-Width Frontage Improvements – Phase 1 (Soundview Drive to McDonald Ave) and Phase 2 (McDonald Avenue to Stinson Ave).** This project was initiated by the city in 2014 through a feasibility study and has never been completed. This project would formalize curbs, gutters, streetlights, and sidewalks on at least one side of Grandview Street and replace a portion of the vehicular travel lanes.
9. **Wagner Way Sidewalk Improvements.** This objective will add sidewalk along the west side of Wagner Way between the northern trail entrance to Adam Tallman Park and the southern driveway entrance to Mallards Landing Lot 7.
10. **North Harborview Drive Sidewalk ADA Improvements.** When a private residence was constructed at 8797 North Harborview Drive in 2006, the owner was required to

install the adjacent sidewalk and associated driveway approaches. At this time, the city did not have adopted ADA standards to ensure the sidewalk and driveway slopes met federal ADA standards. The resulting sidewalk and driveway approaches have slopes that far exceed ADA standards. This project would remove the existing sidewalk and driveway approaches to meet the current ADA standards.

PARKS DEVELOPMENT

6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST

The projects provided in the Parks Division 6-year CIP list below is based on the proposed 2025-26 Budget objectives (Obj #) and the CIP identified in the city's adopted 2022 Parks, Recreation, and Open Space (PROS) Plan. This version of the 6-year CIP list includes updated proposed project funding allocation across the next six years and does not include projects that have already been completed.

Obj #	Project Name	Project Funding Allocation					
		2025	2026	2027	2028	2029	2030
1	Gig Harbor Sports Complex Phase 1B - Construction	\$1,000,000					
2	Crescent Creek Restroom Remodel - Design, Permitting, and Construction	\$50,000	\$140,000				
3	Crescent Creek Play Area Resurfacing and Sand Pit Modifications		\$40,000	\$185,000			
4	Soundview Forest Tree Maintenance	\$125,000					
5	Crescent Creek Park - Master Plan	\$110,000					
6	Jerisich Dock Re-decking - Design, Permitting, and Construction	\$66,000					
7	Finhelm View Climb - Structural Analysis, Design and Permitting	\$30,000					
8	Adam Tallman Park - Wetland Review and Trail Improvements	\$50,000					
9	Loop Trail Construction and Signage at tx ^w aalqø Conservation Area (Phase 2)	\$10,000	\$30,000				
10	Splash Pad Replumbing and Rewiring - Design and Construction	\$250,000					
11	Basketball Court at Civic Center Skate Park – Design and Permitting		\$45,000	\$110,000			
12	Commercial Fishing Homeport - Design, Permitting, and Construction	\$2,480,000	\$1,000,000				

13	Gig Harbor Sports Complex Phase 1A	\$2,319,820					
*	Civic Center Fire and Intrusion Upgrades (Parks Capital Share)	\$17,500					
*	Operations Center Fueling Station (Parks Capital Share)	\$96,000					
*	Civic Center Security Upgrades at Reception Areas (Parks Capital Share)	\$6,000					
14	Grandview Forest/Skate Park Restroom Remodel - Construction			\$40,000	\$190,000		
15	Cushman Trail Connection to Harborview Drive (tx'aaalqəł Phase 1)			\$180,000	\$30,000		
16	Crescent Creek Park Phase 1A - Design, Permitting and Construction				\$35,000		
17	Gig Harbor Sports Complex Phase 2 & 3 – Design and permitting			\$30,000	\$250,000	\$250,000	
18	Masonic Lodge Remodel Design and Engineering				\$250,000		
19	Veteran's Memorial Phase 2 Improvements					\$240,000	
20	Wilkinson Farm Park Master Plan					\$175,000	
21	Shaw Park Analysis and Remediation					\$90,000	
22	Cushman Trail Phase 5A Pedestrian Crossing – Value Engineering Study						\$90,000
23	Old Ferry Landing Park - Master Planning						\$35,000
24	Love Lock Art Project - Design and Installation			\$38,000			
25	7601 Soundview Residence - Visioning and Master Plan			\$45,000			
*See Building Capital Fund for more information.							
Annual Totals =		\$6,620,320	\$1,255,000	\$598,000	\$535,000	\$505,000	\$125,000

2025-26 Park Projects Funding Sources											
Project #	Account Title	Department Request		HBZ	RCO Grant	REET 1	REET 2	WA State Leg Appropriation	Donation	Port Grant	Parks Capital (Dock Fees)
1	Gig Harbor Sports Complex-Ph 1B Construction	\$ 1,000,000	\$ 1,000,000	\$ 775,000	\$ 167,000	\$ 29,000	\$ 29,000	\$ -	\$ -	\$ -	\$ -
2	Crescent Creek Restroom Remodel – Design, Permitting, and construction	190,000	190,000	-		95,000	95,000				
3	Crescent Creek Play Area Resurfacing and Sand Pit Fence or Removal	40,000	40,000				40,000				
4	Soundview Forest Tree Maintenance	125,000	125,000	-			125,000				
5	Crescent Creek Park Master Plan	110,000	110,000	110,000							
6	Jerisich Dock – Design, Permitting and Re-decking	66,000	66,000	-							66,000
7	Finholm View Climb - Structural Analysis, Design, and Permitting	30,000	30,000				30,000				
8	Adam Tallman Park – Wetland Review and Trail Improvements	50,000	50,000	-			50,000				
9	Loop Trail Construction and Signage at tæaalqæ Conservation Area (Phase 2).	40,000	40,000	40,000							
10	Splash Pad Replumbing and Rewiring - Design and Construction	250,000	250,000				250,000				
11	Basketball Court at Civic Center Skate Park – Design and Permitting	45,000	45,000			22,500	22,500				
12	Commercial Fishing Homeport Design, Permitting & Construction	3,480,000	3,480,000	1,130,000		2,000,000			200,000	150,000	
13	Gig Harbor Sports Complex Phase 1A	2,329,820	2,329,820	2,000,000		130,000		199,820			
Totals		\$ 7,755,820	\$ 7,755,820	\$4,055,000	\$ 167,000	\$2,276,500	\$641,500	\$ 199,820	\$200,000	\$ 150,000	\$ 66,000

PARKS DEVELOPMENT

2025-26 PROPOSED BUDGET OBJECTIVES

Staff Supported Objectives

1. **Gig Harbor Sports Complex Phase 1B - Construction.** The city has been proceeding with developing a sports complex in Gig Harbor North since the city acquired park land in this area in 2011. The city then developed a series of master plans for the sports complex and the scope of the complex increased until 2018 when the project developed into the phased development of what we have today. The current Phase 1 consists of two sub-phases that are interrelated but not equivalent. The YMCA will proceed with the Phase 1A project, which consists of two artificial turf fields with associated lighting and parking. The city is proceeding with Phase 1B, which includes a pickleball and bocce ball courts, multiple playgrounds, multiple pavilions, and a natural turf open space. The design and permitting effort for the project was initiated in 2022 with construction beginning in May 2024. The construction is anticipated to be completed by early 2025.

2025-26 Funding Summary		
RCO Grants	\$167,000	
Hospital Benefit Zone	\$775,000	
Real Estate Excise Tax - Capital Improvement	\$29,000	
Real Estate Excise Tax - Capital Development	\$29,000	
Total	\$1,000,000	
Estimated Increased Annual Maintenance (for life of facility) =	\$71,000	

2. **Crescent Creek Restroom Remodel – Design, Permitting, and Construction.** The restrooms at Crescent Creek Park were built in the 1970s and do not fully meet ADA standards. The fixtures inside the restrooms are old and wearing out. This project would improve ADA accessibility and provide modern fixtures to the popular park by hiring a consultant to design and permit for ADA improvements, add a new roof, and provide lockable unisex bathrooms.

2025-26 Expense Summary

Design and Permitting	\$75,000
Construction (Contract/Testing/Change Order Auth.)	\$115,000
Total	\$190,000

2025-26 Funding Summary

Real Estate Excise Tax - Capital Improvement	\$95,000
Real Estate Excise Tax - Capital Development	\$95,000
Total	\$190,000

3. **Crescent Creek Play Area Resurfacing and Sand Pit Modifications.** The pebble flex surface of the playground area at Crescent Creek Park has reached the end of its useful life. This project would install an artificial turf product designed for playground retrofits over the top of the pebble flex, keeping with the water and land themes in colored product. This same material is being used at Phase 1B of the sports complex. Additionally, the sand from the sand pit has caused degradation to the surface faster than expected when the sand inevitably leaves the sand pit. This project would either move the sand pit outside the playground or add a fence to the area.

2025-26 Expense Summary		
Design and Permitting	\$40,000	
Total	\$40,000	
2025-26 Funding Summary		
Real Estate Excise Tax – Capital Improvement	\$40,000	
Total	\$40,000	
Estimated Decreased Annual Maintenance (for life of facility) =	\$4,000	

4. **Soundview Forest Tree Maintenance.** An arborist report was conducted in Soundview Forest in 2018. Many trees were identified as needing to be removed or serviced for the health of the forest. This work would hire a tree service company to implement the recommendations of the arborist report.

2025-26 Expense Summary		
Professional Services	\$10,000	
Tree removal & replanting	\$115,000	
Total	\$125,000	
2025-26 Funding Summary		
Real Estate Excise Tax – Capital Improvement	\$125,000	
Total	\$125,000	

5. **Crescent Creek Park – Master Plan.** The city’s Crescent Creek Park (previously known as “City Park”) has developed, redeveloped, and expanded in a sporadic fashion, with six parcels and four different zones. Staff, with the support of a consultant, will conclude the public visioning that began in 2022 then establish, with Council support, a master plan for Crescent Creek Park. The planning efforts were put on hold for a year to allow a group of area residents to come up with a plan to save the Masonic Lodge.

2025-26 Expense Summary		
Professional Services	\$110,000	
Total	\$110,000	
2025-26 Funding Summary		
Hospital Benefit Zone	\$110,000	
Total	\$110,000	

6. **Jerisich Dock – Design, Permitting, and Re-decking.** During king tides, the decking on the pier portion of Jerisich Dock often lifts up and floats on the water. A structural analysis of the pier is needed to determine the structural integrity of the pier. Additionally, the floats need to be analyzed for structural integrity, along with the dingy dock. Some structural repairs will likely be required along with the associated engineering. A total replacement of the decking materials will be performed after the structural analysis is completed. All repairs will be completed by city staff.

2025-26 Expense Summary		
Design and Permitting	\$46,000	
Materials	\$20,000	
Total	\$66,000	
2025-26 Funding Summary		
Jerisich Dock Moorage Funding	\$66,000	
Total	\$66,000	
Estimated Decreased Annual Maintenance (for life of facility) =		\$3,000

7. **Finholm View Climb - Structural Analysis, Design, and Permitting.** Structural failures in 2023 highlighted the need for a full structural analysis of the city's Finholm View Climb. This work will also include completion of any necessary design and permitting to complete future improvements to the structure.

2025-26 Expense Summary		
Design and Permitting	\$30,000	
Total	\$30,000	
2025-26 Funding Summary		
Real Estate Excise Tax - Capital Improvement	\$30,000	
Total	\$30,000	

8. **Adam Tallman Park – Wetland Review and Trail Improvements.** The wetlands at Adam Tallman Park continue to expand and the trails frequently flood and cause tree mortality. The paved portion of the trail is hazardous due to tree root growth which causes buckling. This project would hire a wetland biologist to review the wetlands and recommend enhancements and management techniques. The pavement would likely be removed and replaced with fine gravel that would be ADA compliant, while also allowing materials to be repositioned when conditions change. Construction of the improvements would be completed by a non-profit work crew to re-establish the trails.

2025-26 Expense Summary		
Wetland Review	\$45,000	
Construction (Contract/Testing/Change Order Auth.)	\$5,000	
Total	\$50,000	
2025-26 Funding Summary		
Real Estate Excise Tax - Capital Improvement	\$50,000	
Total	\$50,000	
Estimated Decreased Annual Maintenance (for life of facility) =		\$4,000

9. Loop Trail Construction and Signage at tx^waalqəł Conservation Area (Phase 2).

The various funding agreements for Phases 1, 2, and 4 of the tx^waalqəł Conservation Area require public access via pedestrian trails. The primary proposed trail is a loop trail on Phase 2. For this loop trail, there is an existing roadbed and bridge that could be opened as a trail. The bridge will need a structural analysis before it can be opened to the public. Vegetation will need to be trimmed back and maintained along the rest of the route along with invasive species removal. The city wishes to contract with a non-profit work crew to develop the trails on these properties. This project will also include marked trails, signage, and a small parking area at the Phase 3 site.

2025-26 Expense Summary		
Design and Permitting	\$15,000	
Construction (Contract/Testing/Change Order Auth.)	\$25,000	
Total	\$40,000	
2025-26 Funding Summary		
Hospital Benefit Zone	\$40,000	
Total	\$40,000	
Estimated Increased Annual Maintenance (for life of facility) =		\$6,000

- 10. Splash Pad Replumbing and Rewiring – Design and Construction.** The splash pad at the Welcome Plaza at Skansie Park was originally designed as an artistic water feature, not a publicly accessible splash pad. This change to a public splash pad led to the primary components being placed in an underground vault in the middle of the plaza. To use the feature as a public splash pad, the vault needs to be accessed daily by staff. With the equipment being placed in a damp, enclosed environment and with staff needing frequent access, the piping and electrical controls have broken down. This project intends to replumb and rewire the splash

pad to make it accessible above ground and allow for longer life of the system, as well as ease of maintenance.

2025-26 Expense Summary		
Design and Permitting	\$60,000	
Construction (Contract/Testing/Change Order Auth.)	\$190,000	
Total	\$250,000	
2025-26 Funding Summary		
Real Estate Excise Tax - Capital Improvement	\$250,000	
Total	\$250,000	
Estimated Decreased Annual Maintenance (for life of facility) =		\$5,000

11. **Basketball Court at Civic Center Skate Park – Design and Permitting.** This project would design and permit an outdoor basketball court at the skate park located at the Civic Center campus. This work could be consolidated with the Grandview Restroom Removal/Construction project.

2025-26 Expense Summary		
Design and Permitting	\$45,000	
Total	\$45,000	
2025-26 Funding Summary		
Real Estate Excise Tax - Capital Improvement	\$22,500	
Real Estate Excise Tax - Capital Development	\$22,500	
Total	\$45,000	

12. **Commercial Fishing Homeport Design, Permitting, and Construction.** In 2012, the city purchased three waterfront parcels along Harborview Drive which eventually became Ancich Waterfront Park. Due to its waterfront location, the city's vision for the site quickly focused on waterfront uses, including access for commercial fishing vessels, human powered craft, and public access. The park vision was adopted through Resolution 949 in 2013 and soon after the city applied for grants and looked for other funding sources. Due to funding constraints, the city decided to develop the site in phases that included upland development, human powered craft launch site, and commercial fishing operation development. The upland development was completed in 2018. The human powered craft launch site was completed in 2021. This proposed objective will complete the design and permitting effort, then initiate a construction contract for the new float system for the commercial fishing homeport at the park.

2025-26 Expense Summary		
Design and Permitting	\$80,000	
Construction (Contract/Testing/Change Order Auth.)	\$3,400,000	
Total	\$3,480,000	
2025-26 Funding Summary		
Hospital Benefit Zone	\$1,130,000	
Port of Tacoma Funding	\$150,000	
Gig Harbor Civic Fishermen's Club Donation	\$200,000	
Real Estate Excise Tax - Capital Development	\$2,000,000	
Total	\$3,480,000	
Estimated Increased Annual Maintenance (for life of facility) =		\$30,000

13. **Gig Harbor Sports Complex Phase 1A.** The YMCA has a lease agreement with the city from 2021 that allows the YMCA to manage and use the Sports Complex Phase 1A site, north of the Phase 1B project. The YMCA must construct Phase 1A, including two lighted, artificial turf fields. The city will be contributing HBZ funds and multiple grants to help construct Phase 1A. The city anticipated using a \$120,000 Pierce County Appropriation as part of the Phase 1A work; however, due to the expenditure timeline this amount was spent on Phase 1B and the remaining \$120,000 in REET funds from Phase 1B are allocated to Phase 1A. The anticipated timeline for completion of Phase 1A is 2026.

2025-26 Expense Summary		
Construction Contribution	\$2,329,820	
Total	\$2,329,820	
2025-26 Funding Summary		
Hospital Benefit Zone	\$2,000,000	
Real Estate Excise Tax - Capital Development	\$130,000	
Legislative Appropriation	\$199,820	
Total	\$2,329,820	

Deferred Objectives

1. **Grandview Restroom Removal and New Restroom Construction – Design and Permitting.** This project would remove and decommission the existing restroom in Grandview Forest and build a new restroom at a more strategic location on the Civic Center campus. The existing restroom was built in the 1980s and does not have good visibility from the rest of the Civic Center facilities, frequently gets vandalized, and has had issues with homeless individuals staying

in them. Moving the restroom will be easier for maintenance and will improve the park experience for visitors.

2. **Cushman Trail Connection to Harborview Drive (txʷaalqəl Phase 1) – Design and Permitting.** In 2009, the city in conjunction with Pierce County Parks constructed Phase 2 of the Cushman Trail from Grandview Street to 96th Street. Since construction of Cushman Trail Phase 2, the city, Morning Rotary, Waterfront Alliance, and multiple individuals have considered a connection trail between the Donkey Creek Park area and Cushman Trail. Due to topographic and critical area constraints, the city and its partners have considered multiple locations and trail cross sections. Now that the city has acquired the txʷaalqəl Conservation Area properties between Harborview Drive and Cushman Trail just north of the city's Wastewater Treatment Plant across the txʷaalqəl Conservation Area Phase 1 property, there is opportunity for a new and improved location for this proposed connection trail. This objective will design and permit this connection to the Cushman Trail.
3. **Crescent Creek Park Phase 1A Design, Permitting, and Construction.** Based on the outcome of the adopted Crescent Creek Park Master Plan, this project will implement initial park improvements based on the momentum of the master plan.
4. **Gig Harbor Sports Complex Phase 2 & 3 – Design and Permitting.** The Phases 2 and 3 Feasibility Study was adopted in March 2024, with a preferred site and sports field layout. The estimated cost in 2024 dollars was \$20,365,745 for both phases. This project would engage a consultant to perform a financial feasibility study, design the improvements based on the adopted master plan, and go through the permitting process to get the project ready for bidding and construction.
5. **Masonic Lodge Remodel Design and Engineering.** In July 2024, a group of volunteers associated with the Harbor History Museum presented city council with a floor plan and site plan for the Masonic Lodge in Crescent Creek Park. The construction costs would be approximately \$4.5 million. That cost did not include design and engineering. The project would provide funds to engage an architect and engineering firm to design the building and associated site improvements.
6. **Veteran's Memorial Park Phase 2 Improvements.** The city acquired the Veteran's Memorial Park property in 2003 under the conceptual name of Westside Park. In 2007, the city developed a two-phased master plan for the park. All the Phase 1 work was completed in 2009 and in 2020 the city performed work on a portion of the Phase 2 plans. This proposed objective further develops the Phase 2 plans and requires three distinct tasks. The first task is to update the

park site plan to accommodate a roller slide as proposed for the site in 2020. The second task requires a consultant to perform conceptual design and permitting for the trail system surrounding the park. The third task would purchase and install the roller slide and required trail system. The trail will demonstrate an all-inclusive design and include amenities for all ages to enjoy the unique terrain and vegetation overlooking the park.

7. **Wilkinson Farm Park Master Plan.** Wilkinson Farm Park is a popular park that is lacking in amenities, such as restrooms and parking. A historic barn and a rental home are also on the property. A master planning process will help determine a master plan and construction phases for this popular park, as well as a restoration and use plan for the barn and future use for the house.
8. **Shaw Park Analysis and Remediation.** Shaw Park is located on Borgen Blvd between the Heron's Key development and the planned commercial Village on Harbor Hill and was partially constructed by a private developer under a development agreement. However, the initial construction lacked park specifications. The resulting first phase of the park is flat terrain that was stripped of topsoil as part of the adjacent site's development projects. The combination of poor soils and the lack of a working drainage system has made it impossible to maintain vegetation or natural turf at the park. At this time, the only amenity available is a cement plaza close to Borgen Blvd with benches and donated outdoor musical equipment from the Gig Harbor Rotary Club. This proposed objective would purchase saplings with a higher survival rate than larger trees to reestablish a healthy diverse forest at Shaw Park. The property would be used to plant trees that are removed at other sites for city projects. **\$90,000**
9. **Cushman Trail Phase 5A Pedestrian Crossing – Value Engineering Study.** The city completed the Cushman Trail Phase 5 Planning Study in May 2020. This study concluded the project should be divided into reasonably sized sub-phases due to the otherwise significant cost to design and construct the entire Phase 5 route identified in the study. This proposed objective would perform a value engineering study for the Cushman Trail crossing at Borgen Blvd, including a cost estimate.
10. **Love Lock Art Project Design and Installation.** For many years, people have been adding "love locks" to both the cable railing at the Old Ferry Landing Park and the bridge over North Creek between Donkey Creek Park and the Harbor History Museum. The addition of locks adds weight to these facilities and could lead to structural concerns. Also, the keys are usually thrown into the creek, causing pollution concerns. This project will determine the location(s) and design for an art installation that will allow people to attach locks and will also provide a receptacle for the keys.

11. **7601 Soundview House and Property – Visioning and Master Plan.** When the city purchased the three properties associated with Soundview Forest, the purchase and sale agreement required the house no longer be used as a rental house by May of 2028, or else the property will revert to the previous owner without compensation. The house can be repurposed for public use or demolished. This visioning process would determine a use for the house and develop a master plan for the property.

WATER DIVISION

6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST

The projects provided in the Water Division 6-year CIP list below is based on the proposed 2025-26 Budget objectives (Obj #) and the CIP identified in the city's adopted 2018 Water System Plan (WSP). This version of the 6-year CIP list includes updated proposed project funding allocation across the next six years and does not include projects that have already been completed.

Obj #	Project Name	Project Funding Allocation					
		2025	2026	2027	2028	2029	2030
1	Shurgard Water Tank Recoating	\$600,000					
2	Soundview Drive Asbestos-Cement Watermain Replacement	\$600,000					
3	Canterwood Drive Water Main Redundancy - Design, Permitting, and Construction	\$200,000	\$800,000				
4	Well House 5 and 6 Well Site Re-development	\$250,000	\$250,000	\$2,000,000			
5	Well #9 (11944 Olympus Way) Development and Water Rights Processing.	\$305,500	\$250,000	\$1,755,000			
6	Peacock Hill Avenue Watermain Loop - Design and Permitting	\$50,000	\$50,000	\$500,000			
7	Manganese Treatment - Feasibility Study, Design, and Permitting	\$200,000	\$150,000				
*	Civic Center Fire and Intrusion Upgrades (Storm Capital Share)	\$17,500					
*	Public Works Decant Facility (Water Capital Share)	\$20,000	\$80,000				
*	Operations Center Fueling Station (Water Capital Share)	\$96,000					
*	Civic Center Backup Generator (Water Capital Portion)			\$9,000	\$10,000	\$60,000	

11	Pavement Maintenance and ADA Improvements - Soundview Dr. (Hollycroft to Magnolia)			\$100,000	\$900,000		
12	Skansie Tank Modifications and Repainting				\$700,000		
13	Asbestos Cement Water Main Replacement Program (In-House Project)			\$210,000			
14	Manganese Treatment - Phase 1 Construction			\$2,500,000			
13	Asbestos Cement Water Main Replacement Program			\$500,000	\$2,240,000		
15	Conjunctive Supply Strategy			\$280,000			
17	Water System Plan Update			\$250,000	\$350,000		
18	Sehmel Dr NW and Burnham Dr NW Water Main Redundancy			\$400,000	\$1,901,000		
16	Deer Creek Lane Water Main Improvements				\$90,000		
19	Reid Drive NW between 56th Street NW and 55th Street NW				\$150,000	\$400,000	
20	Gig Harbor North Tank Repainting						\$1,109,000
21	Satellite Wastewater Reuse Plant (Water Capital Share)						\$984,000
22	Well House 3 Reconstruction						\$450,000

*See Building Capital Fund for more information.

Annual Totals = \$2,339,000 \$1,580,000 \$8,504,000 \$6,341,000 \$460,000 \$2,543,000

WATER DIVISION

2025-26 PROPOSED BUDGET OBJECTIVES

Staff Supported Objectives

1. **Shurgard Water Tank Recoating.** This project will repaint the exterior and interior of the city's Shurgard water tank. Engineering staff will assemble the contract documents and manage the construction.

2025-26 Expense Summary		
Construction (Contract/Testing/Change Order Auth.)	\$600,000	
Total	\$600,000	
2025-26 Funding Summary		
Water Capital	\$600,000	
Total	\$600,000	

2. **Well #9 (11944 Olympus Way) Development and Water Rights Processing.** In accordance with the city's 2018 Water System Plan, the city is proposing to develop Well #9 in the Gig Harbor North area adjacent to the city's Gig Harbor North water tank as a redundant groundwater supply system. Once Well #9 is online, it will mitigate the need for additional standby (emergency) storage in storage tanks. This improvement is consistent with the city's operational goals of investing in its supply sources to make for a more redundant and reliable system. The city will also begin working with the Washington State Department of Ecology to obtain water rights for Well #9.

2025-26 Expense Summary		
Design and Permitting	\$495,000	
Water Rights Processing	\$60,500	
Total	\$555,500	
2025-26 Funding Summary		
Water Capital Fund	\$2,310,000	
Total	\$2,310,000	

3. **Soundview Drive Asbestos-Cement Watermain Replacement.** This project would resolve a series of operational issues for the water system in Soundview Drive, while also removing all the aging and soft asbestos cement watermain within Soundview Drive. This project would also suspend any work on the pedestrian crossing at Hunt Street until such time the watermain replacement work is completed.

2025-26 Expense Summary		
Construction (Contract/Testing/Change Order Auth.)	\$600,000	
Total	\$600,000	
2025-26 Funding Summary		
Water Capital	\$600,000	
Total	\$600,000	
Estimated Decreased Annual Maintenance (for life of facility) =		\$1,000

4. **Soundview Drive Pavement Maintenance.** The city's Water Division completed the Soundview Drive Watermain Replacement project in 2024. However, with this project the city has only completed a short-term asphalt trench patch. This patch must be replaced with a full pavement replacement for the lane in which the watermain was placed. One lane of this pavement maintenance project will be paid by the water capital fund and one lane will be paid by the street capital fund.

2025-26 Expense Summary		
Design and Permitting	\$200,000	
Construction (Contract/Testing/Change Order Auth.)	\$800,000	
Total	\$1,000,000	
2025-26 Funding Summary		
Water Capital	\$1,000,000	
Total	\$1,000,000	

5. **Well House 5 and 6 Well Site Re-development.** Wells #5 and #6 are the city's largest water producing site with two deep aquifer wells located on one parcel in the North Creek subdivision off of Skansie Ave. The well house is undersized for the equipment and piping that's currently in the well building, and the building needs reconstruction due to its age. The well control panels, soft start motor starters, and well house plumbing are outdated and in need of replacement and upgrading to a variable frequency drive (VFD). This project will reconfigure the well head plumbing and provide a new well control building with a separate electrical, plumbing, and chlorine rooms. Additionally, this redevelopment will also consider future accommodations for iron and manganese filtration.

2025-26 Expense Summary		
Design and Permitting	\$500,000	
Total	\$500,000	
2025-26 Funding Summary		
Water Capital	\$2,500,000	
Total	\$2,500,000	
Estimated Increased Annual Maintenance (for life of facility) =		\$2,000

6. **Manganese Treatment Feasibility Study and Design and Permitting.** Per new regulations from the Department of Health Office of Drinking Water, iron and manganese minerals are changing from secondary contaminants to primary and will require treatment before distribution. This project will assess the city well sites, recommend the treatment level and type, prioritize the well site installations, and recommend where treatment facilities should be located at each well site.

2025-26 Expense Summary		
Design and Permitting	\$350,000	
Total	\$350,000	
2025-26 Funding Summary		
Water Capital	\$200,000	
Total	\$200,000	

7. **Canterwood Drive Watermain Redundancy.** Currently, the watermain that feeds the north end of Canterwood Drive is a dead-end main. If something should happen with this water line, there is potential that this area, including St. Anthony's Hospital, could be without water service until the issue is resolved. This project will install a new watermain from the hospital site to the existing city water system located in the Harbor Crossings subdivision located in the Gig Harbor North area. This new watermain will provide the needed redundant loop to this area to ensure that there are multiple feeds in case of an emergency.

2025-26 Expense Summary		
Design and Permitting	\$200,000	
Construction (Contract/Testing/Change Order Auth.)	\$800,000	
Total	\$1,000,000	
2025-26 Funding Summary		
Water Capital	\$500,000	
Hospital Benefit Zone	\$500,000	
Total	\$1,000,000	
Estimated Increased Annual Maintenance (for life of facility) =		\$1,000

8. **Peacock Hill Avenue Watermain Loop.** Currently the watermain that feeds water to Burnham Drive south of 96th, Prentice, Harbor Ridge Middle School, Woodworth, Ringold, Sutherland, and the homes on the west side of Peacock Hill are fed by a dead-end main that runs from 96th Street down Burnham Drive. If something should happen to this main, a large section of Peacock Hill would be without water. This project would analyze the best route to install a new watermain to loop this area of the city and provide for a redundant way to feed water to west Peacock Hill.

2025-26 Expense Summary		
Design and Permitting	\$100,000	
Total	\$100,000	
2025-26 Funding Summary		
Water Capital	\$300,000	
Hospital Benefit Zone	\$300,000	
Total	\$600,000	
Estimated Increased Annual Maintenance (for life of facility) =		\$1,000

Deferred Objectives

1. **Skansie Tank Modifications and Repainting.** The Skansie water tank is located on the 8600 block of Skansie Avenue and is a primary water tower for the 440-water zone. The tank needs new exterior painting due to its age and existing paint condition. Prior to recoating this tank there are exterior piping, venting, and safety ladder modifications that need to be completed to enhance the performance of the tank and provide for safer access to the top of the tank for maintenance staff. This project would identify the plumbing and valving requirements and would design new safety features for maintenance personnel access.

2. **Asbestos Cement Watermain Replacement Program.** In an ongoing effort to replace old, asbestos cement watermain throughout the city's water system, this project would address some areas where these mains exist. The following is a list of mains that would be replaced: Cushman Trail from Rosedale to Foster, Grandview Street from Civic Center to Soundview Drive, Grandview tank site, and Grandview tank site to Erickson Street.

WASTEWATER DIVISION

6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST

The projects provided in the Wastewater Division 6-year CIP list below is based on the proposed 2025-26 Budget objectives (Obj #) and on the CIP identified in the city's adopted 2018 Wastewater Comprehensive Plan (WWCP). This version of the 6-year CIP list includes updated proposed project funding allocation across the next six years and does not include projects that have already been completed.

Obj #	Project Name	Project Funding Allocation					
		2025	2026	2027	2028	2029	2030
1	Wastewater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control	\$500,000	\$3,000,000				
2	Lift Station 5 (Harborview Dr. Ferry Landing Area) Basin Improvements	\$380,000	\$2,600,000				
3	Lift Station 1A (Crescent Creek Park) Rehabilitation	\$1,150,000	\$2,200,000				
4	Lift Stations 13 & 16 Pump Control Upgrades	\$55,000	\$250,000				
5	Centrifuge VFD and Control Component Replacement	\$40,000					
6	Lift Station 14 (Wagner Way) Improvements		\$750,000	\$2,600,000			
7	38 th Ave Dry Sewer - Design and Construction	\$610,000	\$700,000				
*	Civic Center Fire and Intrusion Upgrades (Wastewater Capital Share)	\$17,500					
*	Operations Center Fueling Station (Wastewater Capital Share)	\$96,000					
*	Civic Center Security Upgrades at Reception Areas (Wastewater Capital Share)	\$6,000					
*	Civic Center Backup Generator (Wastewater Capital Share)			\$80,000			

*	City Staff Wide Area Network - Feasibility Study and Design (Wastewater Capital Share)			\$250,000			
8	Lift Station 8 Upgrades			\$750,000	\$3,000,000		
9	Stinson Slip Lining Sewer Main			\$40,000			
10	I&I Repairs of Manholes & Pipelines			\$150,000	\$200,000		
11	Upsize Gravity Pipe on Burnham Dr			\$300,000	\$3,500,000		
12	Wastewater Treatment Plant Ultraviolet Disinfection System Upgrades			\$869,000			
13	Lift Station 10A (56th St./36th Ave.) Improvements (LID)			\$250,000	\$1,000,000		
14	Harborview Dr Gravity Main Improvements (Stinson to Westshore Marina)				\$500,000	\$1,422,000	
15	Lift Station 11 (38th Ave./48th St.) Improvements				\$250,000	\$1,000,000	
16	Lift Station 2A (Harborview Dr at Beach Baskset) Control Upgrades				\$300,000		
17	N. Harborview Dr Gravity Main Improvements					\$300,000	\$1,700,000
18	Lift Station 17 (Skansie Ave/89th St) Design (LID)						\$500,000
19	Burnham Dr/Harborview Dr Gravity Main Bypass						\$190,000
20	Lift Station 16A (McCormick Ridge Condos) Improvements					\$300,000	\$2,200,000

*See Building Capital Fund for more information.

Annual Totals = \$2,354,500 \$6,500,000 \$5,289,000 \$8,750,000 \$3,022,000 \$4,590,000

WASTEWATER DIVISION

2025-26 PROPOSED BUDGET OBJECTIVES

Staff Supported Objectives

- Lift Station 5 (Harborview Drive Ferry Landing Area) Basin Improvements.** The city's existing Lift Station 5 is located along the shoreline of Gig Harbor Bay, adjacent to residential houses in the 2800 block of Harborview Drive. This project was approved to move forward with staff's recommendation (alternative 5) to rehabilitate the existing wet well, relocate vacuum prime pumps and necessary equipment to a safer location, install a backup generator, line the existing gravity main along the beach, and coat manholes.

2025-26 Expense Summary		
Design and Permitting	\$380,000	
Construction (Contract/Testing/Change Order Auth.)	\$2,600,000	
Total	\$2,980,000	
2025-26 Funding Summary		
Wastewater Capital Fund	\$2,980,000	
Total	\$2,980,000	
Estimated Increased Annual Maintenance (for life of facility)		\$5,000

- Lift Station 1 (Crescent Creek Park) Rehabilitation.** In 2023, the design of a new lift station was approved. Design is expected to be completed in early 2025 with construction to begin in 2025 or 2026.

2025-26 Expense Summary		
Design and Permitting	\$150,000	
Construction (Contract/Testing/Change Order Auth.)	\$3,200,000	
Total	\$3,350,000	
2025-26 Funding Summary		
Wastewater Capital Fund	\$3,350,000	
Total	\$3,350,000	
Estimated Increased Annual Maintenance (for life of facility)		\$5,000

- Lift Station 14 (Wagner Way) Improvements.** Lift Station 14 was built in 2001 and receives a high load of hydrogen sulfide laden effluent from the Wollochet Bay Sewer District. This has caused a significant amount of damage to the coating and piping located inside the manhole just prior to the wet well and in the wet well itself. This station also needs a new pump and level control system as the existing

components are over 20 years old and very unreliable. The level control probe has become very problematic to maintenance staff due to fouling caused by grease and wipes. This probe would be replaced with the city's standard ultra sonic transducer. New piping, valving, flow meter, and backup diesel pump are expected to be part of these improvements.

2025-26 Expense Summary		
Design and Permitting	\$750,000	
Total	\$750,000	
2025-26 Funding Summary		
Wastewater Capital Fund	\$3,400,000	
Total	\$3,400,000	

4. Wastewater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control.

The current centrifuge operation at the city's wastewater treatment plant (WWTP) contributes a high proportion of ammonia concentration to the WWTP by way of its discharge. This high concentration severely limits the throughput of the centrifuge without causing detrimental impacts to the treatment plant. The proposed improvements will increase centrifuge capacity and plant efficiency. A side benefit will likely be a reduction in power costs for reduced blower and centrifuge runtime. This project is currently in the design phase and is expected to go out for bid and construction in 2025 or 2026.

2025-26 Expense Summary		
Design and Permitting	\$500,000	
Construction (Contract/Testing/Change Order Auth.)	\$3,000,000	
Total	\$3,500,000	
2025-26 Funding Summary		
Wastewater Capital Fund	\$3,500,000	
Total	\$3,500,000	

5. Lift Stations 13 & 16 Pump Control Upgrades. The pump control equipment that was installed at both lift stations is becoming very unreliable and is no longer manufactured. In 2024, a new control panel and equipment for Lift Station 16 was designed for construction. This request is for the design of a control panel for Lift Station 13 and construction of the new control panel and related equipment at both lift stations.

2025-26 Expense Summary		
Design and Permitting	\$55,000	
Construction (Contract/Testing/Change Order Auth.)	\$250,000	
Total	\$305,000	
2025-26 Funding Summary		
Wastewater Capital Fund	\$305,000	
Total	\$305,000	

6. **Centrifuge VFD and Control Component Replacement.** The electrical drive components and variable frequency drives (VFDs) are now obsolete. Due to the importance of centrifuge operation and biosolids production, replacement of this control equipment is necessary.

2025-26 Expense Summary		
Construction (Contract/Testing/Change Order Auth.)	\$40,000	
Total	\$40,000	
2025-26 Funding Summary		
Wastewater Capital Fund	\$40,000	
Total	\$40,000	

7. **38th Avenue Dry Sewer Design and Construction.** As part of the city's 38th Avenue Phase 2 project, the city is proceeding with designing and permitting a dry gravity sewer main along 38th Avenue from 56th Street to 60th Street.

2025-26 Expense Summary		
Design and Permitting	\$10,000	
Construction (Contract/Testing/Change Order Auth.)	\$1,300,000	
Total	\$1,310,000	
2025-26 Funding Summary		
Wastewater Capital Fund	\$1,310,000	
Total	\$1,310,000	

Deferred Objectives

1. **Reuse and Reclamation Study – Phase 2.** Continue the development of a feasibility report to refine previous reuse and reclaimed water studies to explore specific recharge sites and reuse locations, sources of recharge water, as well as other potential benefits that may result from generating reclaimed water. **\$150,000**
2. **Inflow and Infiltration Repairs of Manholes and Pipelines.** As our underground collection system ages, the potential for leaks and failures increases. These failures

use up capacity at the WWTP and add unnecessary costs to treat clean water. These funds will be used to repair/replace known deficiencies in the collection system. **\$250,000**

3. **Stinson Slip Lining Sewer Main.** This work will coincide with a proposed 2025-26 Public Works contract for storm pipe slip lining repair that staff intends to design in-house and bid using the Small Public Works Roster. The sewer main slip lining work will reduce I&I by repairing a section of sewer main along Stinson Avenue between Grandview Street and Rosedale Street. A longitudinal crack in the sewer main was discovered during pipeline investigation and needs to be repaired. This project is to be completed in conjunction with the inflow and infiltration repairs to be done in #6 above. **\$40,000**
4. **Lift Station 8 Upgrades – Design and Permitting.** Built in 1989 with a wet pit, dry pit configuration, this station needs upgrade/replacement work to the main electrical cabinet, replacement of wet well, and installation of submersible pumps and level control equipment. This station has had some upgrade work, such as installation of variable frequency drives, by-pass piping and vault, and a backup diesel pump in 2010. The electrical cabinet needs to be replaced as it is in poor condition. Replacement of the existing wet well is necessary as it is undersized and leaves very little response time in a high wet well event. The existing pumps are the original pumps installed in 1989 and would be replaced with city standard submersible pumps. **\$750,000**

STORMWATER DIVISION

6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST

The projects provided in the Stormwater Division 6-year CIP list below is based on the proposed 2025-26 Budget objectives (Obj #) and the CIP identified in the city's adopted 2018 Stormwater Comprehensive Plan (SCP). This version of the 6-year CIP list includes updated proposed project funding allocation across the next six years and does not include projects that have already been completed.

Obj #	Project Name	Project Funding Allocation					
		2025	2026	2027	2028	2029	2030
1	Burnham Dr. Culvert Replacement at 96 th Street	\$1,250,000					
2	Storm Pipe Slip Lining	\$50,000	\$300,000				
3	Improvements at Soundview Dr Stormwater Outfall	\$100,000	\$150,000				
4	North Creek Culvert Replacement – Design and Permitting	\$400,000	\$150,000	\$9,050,000			
5	Stormwater Prioritization and Permitting - Outfalls to Marine Waters – Upgrades	\$150,000	\$150,000				
*	Civic Center Fire and Intrusion Upgrades (Storm Capital Share)	\$17,500					
*	Operations Center Decant Facility (Storm Capital Share)	\$20,000	\$80,000				
*	Operations Center Fueling Station (Storm Capital Share)	\$96,000					
*	Civic Center Security Upgrades at Reception Areas (Storm Capital Share)	\$6,000					
*	Operations Shop Re-siding and Expansion (Storm Capital Share)			\$20,000			
*	Civic Center Backup Generator (Storm Capital Share)			\$80,000			
*	City Staff Wide Area Network - Feasibility Study and Design			\$250,000			

5	Culvert Replacement Feasibility Study at the 4300 block of 38th Ave			\$50,000	\$400,000	\$600,000	
6	50th St Culvert Replacement					\$350,000	\$400,000
7	Crescent Creek Culvert Replacement					\$700,000	\$700,000
8	Stinson Ave Replacement and Extension					\$500,000	

*See Building Capital Fund for more information.

Annual Totals = \$2,089,500 \$830,000 \$9,450,000 \$400,000 \$2,150,000 \$1,100,000

STORMWATER DIVISION

2025-26 PROPOSED BUDGET OBJECTIVES

Staff Supported Objectives

1. **Burnham Drive Culvert Replacement at 96th Street.** Due to this culvert being listed by the Washington State Department of Fish and Wildlife as a partial fish barrier, this work requires the culvert be replaced with a new fish-passable culvert. A Public Works contract for construction of this project was awarded in 2024. Construction will likely be completed in 2025. This work is being performed as part of the Burnham Drive Half-Width Roadway Improvements Phase 1A project included in the Streets Capital fund (No. 102).

2025-26 Expense Summary		
Construction (Contract/Testing/Change Order Auth.)	\$1,250,000	
Total	\$1,250,000	
2025-26 Funding Summary		
Storm Capital Fund	\$1,250,000	
Total	\$1,250,000	
Estimated Increased Annual Maintenance (for life of facility) =		\$2,000

2. **Storm Pipe Slip Lining.** This work will perform the slip lining of two storm pipes in the city right of way due to failed pipe connections. These two storm pipes are located at the east end of Mountain View Place and in Vernhardson Street in the vicinity of Crescent Creek. Staff anticipates the design being completed by city staff and constructed through a Small Public Works Contract.

2025-26 Expense Summary		
Design and Permitting	\$16,500	
Construction (Contract/Testing/Change Order Auth.)	\$170,500	
Total	\$187,000	
2025-26 Funding Summary		
Storm Capital Fund	\$187,000	
Total	\$187,000	

3. **North Creek Culvert Replacement – Design and Permitting.** Based on the outcome of the 2022 North Creek Culvert Feasibility Study, this objective will complete the current design and permitting effort for the North Creek Culvert Replacement project. Staff and the consultant will also continue to seek out grants to support the costs for construction, which may begin as soon as 2026.

2025-26 Expense Summary		
Design and Permitting	\$350,000	
Total	\$350,000	
2025-26 Funding Summary		
Storm Capital	\$350,000	
Total	\$350,000	

4. **Stormwater Prioritization and Permitting – Outfalls to Marine Waters – Upgrades.** Per the city's NPDES Stormwater Permit, the city has completed an inventory of all city stormwater outfalls. This objective will verify operational responsibilities and generate a prioritized list of capital improvement projects to correct or replace the deficient outfalls and a maintenance plan for all stormwater outfalls. This objective will utilize city staff and a consultant for conceptual design and permitting and may also include funding for maintenance of at least one outfall, depending on staff capacity. Consultant support may include a survey and environmental reports with maintenance being completed either by staff or a Small Public Works Contract.

2025-26 Expense Summary		
Design and Permitting	\$130,000	
Construction (Contract/Testing/Change Order Auth.)	\$170,000	
Total	\$300,000	
2025-26 Funding Summary		
Storm Capital Fund	\$300,000	
Total	\$300,000	

5. **Improvements at Soundview Drive Stormwater Outfall.** The city's stormwater outfall at the northern terminus of Soundview Drive discharges large volumes of stormwater onto the beach of Gig Harbor at a high velocity during periods of heavy rain. This project aims to dissipate the energy of this stormwater discharge and restore the subsequent beach erosion that has occurred at the outfall. This work may coincide with the city's Commercial Fishing Homeport project.

2025-26 Expense Summary		
Design and Permitting	\$100,000	
Construction (Contract/Testing/Change Order Auth.)	\$100,000	
Total	\$200,000	
2025-26 Funding Summary		
Storm Capital Fund	\$200,000	
Total	\$200,000	

Deferred Objectives

1. **Culvert Replacement Feasibility Study at the 4300 Block of 38th Ave.** The city currently has two parallel existing storm culverts at this location and often observes minor flooding upstream of these culverts during periods of heavy rain. This objective will complete a feasibility study, possibly in conjunction with Pierce County, to determine if the city's culverts are causing any restrictions and provide any proposed solutions. **\$15,000**
2. **50th Street Culvert Replacement.** This proposed objective will design, permit, and construct a fish passable culvert under 50th Street between 33rd Avenue Court and 36th Avenue Court. This project was previously completed to 100% design but was put on hold in 2018.