

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, October 28, 2024 - 5:30 PM
Council Chambers

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

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

PRESENTATIONS

1. **Code Compliance Month Proclamation**
Presented to Code Compliance Officer Adam Blodgett

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

1. **City Council Minutes: October 14, 2024**
2. **Approval of Vouchers: Check Numbers 107114 through 107222 and ACH payments in the amount of \$2,305,850.34**
3. **Approval of Payroll: Check Numbers 8531 through 8533 and direct deposit transactions in the amount of \$608,895.40.**
4. **Professional Services Contract Amendment #2 – Lift Station 1A Rehabilitation**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

BUSINESS ITEMS

1. Professional Services Contract Amendment #1 for Crescent Creek Park Master Plan

Suggested Motion: Move to authorize the mayor to execute Amendment 1 to the professional services contract for HBB Landscape Architecture for completion of the master plan for Crescent Creek Park

- a. Staff Report: Parks Manager Jennifer Haro
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

2. Professional Services Contract for City of Gig Harbor Decant Facility

Suggested Motion: Move to authorize the mayor to execute a professional services contract with Gray and Osborne, Inc. for the city's Decant Facility Project in an amount not to exceed \$342,040.00.

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

3. Public Works Construction Contract Award for Shurgard Water Tank Repainting Project

Suggested Motion: Move to authorize the mayor to execute a public works construction contract with Coatings Unlimited in an amount not to exceed of \$766,329.30 and the public works director to approve additional public works construction contract expenditures up to \$50,000 for the Shurgard water tank repainting project.

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

STAFF REPORTS

1. Quarterly Financial & Budget Updates

Finance Director Dave Rodenbach

PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

EXECUTIVE SESSION - To Discuss Potental Litigation per RCW 42.30.110(1)(i)

ADJOURN

PUBLIC COMMENT & DECORUM

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

Oral comments may be made in person or by remote connection using the Zoom meetings platform. All persons giving oral public comment will be asked to state their name and whether or not they reside within Gig Harbor city limits. Commenters may verify if their home address is in city limits by visiting <https://www.gigharborwa.gov/451/City-Limits> or by consulting the city limits maps located on the podium or in the back of Council Chambers.

Speakers will be allotted 3 minutes per individual, unless revised by the mayor. In-person comments shall be made from the microphone. Anyone making "out of order" comments may be subject to removal from the meeting.

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

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

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

There will be no demonstrations during or at the conclusion of any public comment.

These guidelines are intended to promote an orderly system of holding public meetings, to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by voicing their opinions.

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

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

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

WHEREAS, Code Enforcement Officers provide for the safety and welfare of citizens throughout the United States through the enforcement of local codes or ordinances regarding various issues like building, zoning, housing, animal control, environmental, health, and life safety; and

WHEREAS, Code Enforcement Officers often have a challenging and demanding role and often do not receive recognition for the job that they do in improving living and working conditions for residents and businesses of local communities; and

WHEREAS, Code Enforcement Officers are dedicated and highly qualified professionals who share the goals of preventing neighborhood deterioration, enhancing and ensuring safety, and preserving property values through knowledge and application of housing, zoning, and nuisance codes and ordinances; and

WHEREAS, Code Enforcement Officers often have a highly visible and interactive role in their communities and are called upon to provide quality customer service and excellence to the residents and businesses of the communities in which they serve; and

WHEREAS, the American Association of Code Enforcement wants to recognize and honor Code Enforcement Officers and Professionals all across the United States and bring awareness to the importance of code enforcement to all communities;

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

National Code Compliance Month

in the City of Gig Harbor and call upon municipalities and communities to join in recognizing and expressing their appreciation for the dedication and service of the individuals who serve as our Code Enforcement Officers.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Gig Harbor to be affixed this 28th day of October, 2024.

Mayor Tracie Markley
City of Gig Harbor

MINUTES
GIG HARBOR CITY COUNCIL MEETING
Monday, October 14, 2024 - 5:30 PM
Council Chambers

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

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

PRESENTATIONS

1. **Administration Appreciation Week Proclamation** Mayor Markley presented the proclamation to City Administrator Katrina Knutson.
2. **Community Conflict Resolution Day Proclamation** Mayor Markley presented the proclamation to Center for Resolution Executive Director Maralise Hood Quan.
3. **Peninsula Emergency Preparedness Coalition, Inc. (PEP-C) Update** PEP-C Chair Tuuli Messer-Bookman gave the presentation.

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

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

VOTE: Unanimously approved.

1. **City Council Minutes: September 19, 23, and 26, 2024**
2. **Approval of Vouchers: Check numbers 106971 through 107113 and ACH payments in the amount of \$2,967,965.69.**
3. **Approval of Payroll: Checks numbers 8527 through 8530 and direct deposit transactions in the total amount of \$614,763.20.**
4. **Public Works Construction Contract Change Order - Burnham Drive Half-Width Improvements Phase 1A**
5. **Lease Amendment #4 - Skansie Netshed Foundation**
6. **Resolution 1322 Adopting Contracting and Purchasing Policies and Procedures**

7. Donation Agreement for Flagpole and Welcome Sign – Morning Rotary

8. Resolution 1323 Adopting Employee Recognition Policy

MAYOR'S REPORT Mayor Markley reported on the upcoming Comprehensive Plan Open House and public hearing, coffee with the mayor on October 21 at 7:30 a.m. at Uptown Cutters Point, and attending the Junior Sail Auction.

CITY ADMINISTRATOR'S REPORT City Administrator Katrina Knutson reported on Breast Cancer Awareness Month, the Skansie Netshed lease amendment, winning an AWC RMSA award, upcoming emergency preparedness training events, the new welcoming plaza planned for Wollochet.

1. Department Updates

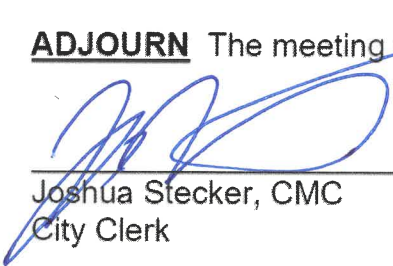
PUBLIC COMMENT ON NON-AGENDA ITEMS Jim Franich, John Skansi, Lita Dawn Ancich Stanton provided public comment on the Ancich Dock hearing examiner decision.

COUNCIL REPORTS/ COMMENTS Councilmember Woock announced the next Jeni Listens and KGI Watershed forum in Gig Harbor. Councilmember Coronado reported that Fircrest's mayor will be the city's representative on the Pierce Transit Board.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

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



Joshua Stecker, CMC
City Clerk



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

Meeting Date: October 28, 2024

SUBJECT: Professional Services Contract Amendment #2 – Lift Station 1A Rehabilitation

SUBMITTED BY: Project Engineer Marcos McGraw

DEPARTMENT: Public Works

PHONE: (253) 853-2647

SUGGESTED MOTION: Move to authorize the mayor to execute Amendment #2 to the professional services contract with Kennedy-Jenks for Lift Station 1A rehabilitation.

BACKGROUND INFORMATION: Sanitary sewer Lift station 1 is located in the southwest corner of Crescent Creek Park. It was built in 1973. Due to the age of the various structures, parts, and components of this lift station it is nearing the end of its usable life.

In November 2023, council approved the consultant, Kennedy-Jenks, to proceed with predesign efforts and prepare documents for improvements to the sewer lift station. Council subsequently approved contract amendment #1 with Kennedy-Jenks in November 13, 2023, to perform final design and permitting. During the final design effort, the consultant discovered that liquifiable soils exist on the project site. As such, the proposed slab foundation for the new lift station is not feasible for these soil conditions.

Amendment #2 will direct the consultant to evaluate the soil conditions to recommend the most viable deep pile foundation options. This amendment also includes addition of a mechanical hoist mounted on an overhead monorail to facilitate future maintenance work on heavy equipment such as the generator and odor control apparatus. The anticipated future construction costs will likely offset this additional design effort by constructing the lift station structure as a pre-engineered metal building in lieu of the currently proposed concrete masonry unit building.

FISCAL CONSIDERATION: The project is included in the 2023-24 Budget, under the Wastewater Capital Fund as objective 4 "Lift Station 1 (Crescent Creek Park) Rehabilitation". While the total design effort will exceed the original proposed budget, there are funds within the ending fund balance of the wastewater capital fund to pay for the additional costs associated with this amendment. Construction costs will be covered in the 2025-26 budget. A budget summary is shown in the table below:

2023-24 Mid-Biennium	
Budget Project Funding:	
Design and Permitting	\$525,000.00
Wastewater Capital ending fund	\$67,154.00
Total 2022 Budget:	\$525,000.00
Total Project Expenses:	

2023 Professional Services (\$31,136.00)
 Contract for Pre-Design –
 Kennedy-Jenks
 2023 Professional Services (\$516,332.00)
 Contract Amend. #1 [final
 design & permitting]
 2024 Professional Service (\$44,686.00)
 Contract Amend. #2
 [unsuitable soils]
**Available 2023-24 Budget \$0.00
 for Construction:**

Expenditure	Amount	Appropriation
Required:	Budgeted:	Required:
\$44,686.00	\$525.000.00	\$0.00

ATTACHMENTS:

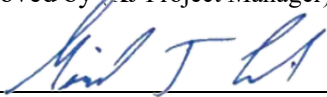
1. Amendment 2 - K-J scope & fee
2. Kennedy Jenks Amend 2 to PSC_10-28-24

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

PCR02 - Scope Change/Budget Augmentation Request

This document is notification of the need for additional work that is outside the contractually agreed-upon project scope, due to unforeseen outside factors, client-requested changes or additions to scope. Effort on the additional work will not proceed until written acknowledgement/authorization is received from client.

Project Name: Gig Harbor LS1A Rehabilitation	Date: 9/13/2024
Client: City of Gig Harbor	Project No.: 2397007*00
Description of Scope Change (refer to correspondence, minutes of meetings, etc.) During design, it was discovered that liquifiable soils exist on the project site. As such, the proposed slab foundation for the lift station was deemed infeasible and a deep pile foundation was recommended instead. Additional geotechnical borings, structural evaluation, and coordination efforts are necessary to design the proposed deep pile foundation. The geotechnical work and boring is described in more detail in Contract Amendment 02. During design, there have been discussions concerning changing from a concrete masonry unit (CMU) building to a pre-engineered metal building (PEMB) to lower project costs. Additional coordination and some redesign effort is necessary to accommodate this change. This change request also includes the addition of a monorail and hoist to the building for lifting the generator and odor control equipment ☐ Letter describing scope change included as an attachment.	
Assumption(s) - The proposed deep pile foundation can be installed at the current proposed lift station location; it is assumed that the proposed lift station will not need to be relocated or reoriented due to results of the geotechnical borings. - Structural analysis and two (2) additional structural drawings will be required to design the deep foundations – a “Deep Foundation Plan View” and “Deep Foundation Detail” drawings. - A supplier and/or manufacturer will design and stamp the PEMB design (deferred submittal). Kennedy Jenks structural team will coordinate with the PEMB supplier and prepare drawings and specifications and associated project requirements for the PEMB. - No new drawings (i.e., general, civil, structural, mechanical, plumbing, architectural, electrical, or I&C) will be required because of the switch from a CMU building to a PEMB. - Monorail will be integral to the PEMB, and the hoist will be manually operated.	
Budget Augmentation Request The total cost impact for this change is \$44,686. A budget augmentation of \$44,686 is requested to complete tasks described above. ☒ Detailed fee estimate included as an attachment.	
Estimated Effect on Deliverable Schedule (if any)	

There have been schedule impacts associated with this additional work. A time extension of three (3) months is requested to complete the work currently authorized and included in this amendment.	
Effect on Contract/Authorized Budget	
☐ Sufficient budget to cover the scope change request may be available in the current project budget and work can proceed. A formal request for additional budget will be issued later if required.	
☒ Insufficient budget available in the current contract budget to cover the scope change request. Authorization is required prior to proceeding with the additional work.	
Originated by: Michael Lubovich	Date: 9/13/2024
Approved by (KJ Project Manager): 	Date: 9/13/2024
Client Acknowledgement/Authorization	
☐ Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be promptly executed. Proceed with the additional work.	
☐ Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be executed later if required to cover additional cost.	
☐ Scope Change/ Budget Augmentation Request is approved but do not proceed with additional work until a contract amendment is authorized.	
☐ Scope Change request is not authorized. Do not proceed.	
☐ Scope Change request is considered to be part of original scope. Follow-up discussion is required.	
Authorized by (Client Project Manager):	Date:
Print Name:	

Proposal Fee Estimate

CLIENT Name:

City of Gig Harbor

PROJECT Description:

LS1A Rehabilitation

Proposal/Job Number:

Amendment 02

Date:

9/11/2024

	Eng-Sci-8 QA/QC (Ray)	Eng-Sci-7 PM (Lubovich)	Eng-Sci-7 Struct QC (Salter)	Eng-Sci-6 Struct QC (PJ)	Eng-Sci-5 Struct (Braden)	Eng-Sci-5 PE (Ross/Tejera)	Eng-Sci-6 Civil QC (Ward)	Eng-Sci-4 Civil Engr (Griffin)	Eng-Sci-2 Jr Bldg Mech (Girgis)	Structural CAD	Mechanical CAD	Civil + TESC CAD	Bldg Mech (HVAC) CAD	Total	KJ Labor	KJ Assoc. Proj. Costs	Sub Sage	KJ Sub-Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Classification:																						
Amendment 02																						
Deep Foundations			28	18	46	4		2		30		10		138	\$28,792	\$690		\$0	\$29,482	\$0	\$0	\$29,482
Pre-engineered Metal Building (PEMB)	2	4				10	6	10	8		6		10	56	\$10,364	\$280		\$0	\$10,644	\$0	\$0	\$10,644
PEMB - Monorail				4	16									20	\$4,460	\$100		\$0	\$4,560	\$0	\$0	\$4,560
Amendment 02 Subtotal	2	4	28	22	62	14	6	12	8	30	6	10	10	214	\$43,616	\$1,070	\$0	\$0	\$44,686	\$0	\$0	\$44,686
Amendment 02 Total																						\$44,686

**SECOND AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
KENNEDY JENKS CONSULTANTS, INC.**

THIS SECOND AMENDMENT is made to that certain Professional Services Contract dated May 2, 2023 (the "Agreement"), as amended on November 15, 2023, and again on _____ by and between the City of Gig Harbor, a Washington municipal corporation (hereafter the "City"), and Kennedy Jenks Consultants, Inc., a Washington corporation organized under the laws of the State of Washington (hereafter the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in completing the design for the rehabilitation of Lift Station 1A and desires to extend consultation services in connection with the project; and

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

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

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

2. Payment. Section 2(A) of the Agreement is amended to increase compensation to the Consultant for the work to be performed as described in **Exhibit A** in an amount not to exceed Forty-four Thousand Six Hundred Eighty-six Dollars and Zero Cents, (\$44,686.00) as shown in **Exhibit B**, attached to this Amendment and incorporated herein for a total contract amount of \$592,154.00.

3. Duration of Work. Section 3 of the Agreement remains the same.

[Remainder of page intentionally left blank.]

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

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

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its Principal

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

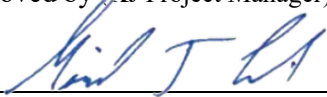
City Attorney

EXHIBIT A - SCOPE OF WORK

PCR02 - Scope Change/Budget Augmentation Request

This document is notification of the need for additional work that is outside the contractually agreed-upon project scope, due to unforeseen outside factors, client-requested changes or additions to scope. Effort on the additional work will not proceed until written acknowledgement/authorization is received from client.

Project Name: Gig Harbor LS1A Rehabilitation	Date: 9/13/2024
Client: City of Gig Harbor	Project No.: 2397007*00
Description of Scope Change (refer to correspondence, minutes of meetings, etc.) During design, it was discovered that liquifiable soils exist on the project site. As such, the proposed slab foundation for the lift station was deemed infeasible and a deep pile foundation was recommended instead. Additional geotechnical borings, structural evaluation, and coordination efforts are necessary to design the proposed deep pile foundation. The geotechnical work and boring is described in more detail in Contract Amendment 02. During design, there have been discussions concerning changing from a concrete masonry unit (CMU) building to a pre-engineered metal building (PEMB) to lower project costs. Additional coordination and some redesign effort is necessary to accommodate this change. This change request also includes the addition of a monorail and hoist to the building for lifting the generator and odor control equipment ☐ Letter describing scope change included as an attachment.	
Assumption(s) - The proposed deep pile foundation can be installed at the current proposed lift station location; it is assumed that the proposed lift station will not need to be relocated or reoriented due to results of the geotechnical borings. - Structural analysis and two (2) additional structural drawings will be required to design the deep foundations – a “Deep Foundation Plan View” and “Deep Foundation Detail” drawings. - A supplier and/or manufacturer will design and stamp the PEMB design (deferred submittal). Kennedy Jenks structural team will coordinate with the PEMB supplier and prepare drawings and specifications and associated project requirements for the PEMB. - No new drawings (i.e., general, civil, structural, mechanical, plumbing, architectural, electrical, or I&C) will be required because of the switch from a CMU building to a PEMB. - Monorail will be integral to the PEMB, and the hoist will be manually operated.	
Budget Augmentation Request The total cost impact for this change is \$44,686. A budget augmentation of \$44,686 is requested to complete tasks described above. ☒ Detailed fee estimate included as an attachment.	
Estimated Effect on Deliverable Schedule (if any)	

There have been schedule impacts associated with this additional work. A time extension of three (3) months is requested to complete the work currently authorized and included in this amendment.	
Effect on Contract/Authorized Budget	
☐ Sufficient budget to cover the scope change request may be available in the current project budget and work can proceed. A formal request for additional budget will be issued later if required.	
☒ Insufficient budget available in the current contract budget to cover the scope change request. Authorization is required prior to proceeding with the additional work.	
Originated by: Michael Lubovich	Date: 9/13/2024
Approved by (KJ Project Manager): 	Date: 9/13/2024
Client Acknowledgement/Authorization	
☐ Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be promptly executed. Proceed with the additional work.	
☐ Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be executed later if required to cover additional cost.	
☐ Scope Change/ Budget Augmentation Request is approved but do not proceed with additional work until a contract amendment is authorized.	
☐ Scope Change request is not authorized. Do not proceed.	
☐ Scope Change request is considered to be part of original scope. Follow-up discussion is required.	
Authorized by (Client Project Manager):	Date:
Print Name:	

CLIENT Name:		City of Gig Harbor													
PROJECT Description:		LS1A Rehabilitation													
Proposal/Job Number:		Amendment 02						Date:		9/11/2024					

	Eng-Sci-8 QA/QC (Ray)	Eng-Sci-7 PM (Lubovich)	Eng-Sci-7 Struct QC (Salter)	Eng-Sci-6 Struct QC (PJ)	Eng-Sci-5 Struct (Braden)	Eng-Sci-5 PE (Ross/Tejera)	Eng-Sci-6 Civil QC (Ward)	Eng-Sci-4 Civil Engr (Griffin)	Eng-Sci-2 Jr Bldg Mech (Girgis)	Structural CAD	Mechanical CAD	Civil + TESC CAD	Bldg Mech (HVAC) CAD	Total	KJ Labor	KJ Assoc. Proj. Costs	Sub Sage	KJ Sub-Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Classification:																						
Amendment 02																						
Deep Foundations			28	18	46	4		2		30		10		138	\$28,792	\$690		\$0	\$29,482	\$0	\$0	\$29,482
Pre-engineered Metal Building (PEMB)	2	4				10	6	10	8		6		10	56	\$10,364	\$280		\$0	\$10,644	\$0	\$0	\$10,644
PEMB - Monorail				4	16									20	\$4,460	\$100		\$0	\$4,560	\$0	\$0	\$4,560
Amendment 02 Subtotal	2	4	28	22	62	14	6	12	8	30	6	10	10	214	\$43,616	\$1,070	\$0	\$0	\$44,686	\$0	\$0	\$44,686
Amendment 02 Total																						\$44,686



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

Meeting Date: October 28, 2024

SUBJECT: Professional Services Contract Amendment #1 for Crescent Creek Park Master Plan

SUBMITTED BY: Parks Manager Jennifer Haro

DEPARTMENT: Public Works

PHONE: (253) 853-8253

SUGGESTED MOTION: Move to authorize the mayor to execute Amendment 1 to the professional services contract for HBB Landscape Architecture for completion of the master plan for Crescent Creek Park

BACKGROUND INFORMATION: At the July 11, 2024 study session, council directed staff to restart the master planning process from where it left off, except leaving out any considerations for the Masonic Lodge, since it will remain and could be remodeled in the future. Staff re-engaged with the consultant and found that since the contract was paused in July of 2023, rates for the consultants and subconsultants have increased, and tax laws have changed, requiring a markup on subconsultants.

This proposed amendment addresses the changes from the original 2022 contract as a result of Masonic Lodge considerations, including a year-long pause for a volunteer group to create a proposal for a remodel and increased hourly rates from the original contract. Some of the project expenses to date included cost estimates for a minimal remodel and demolition of the Lodge.

To keep costs down, staff negotiated a three percent subconsultant markup from a proposed ten percent markup, and a reduction in originally scoped items, which will now be completed by staff, rather than the consultant.

FISCAL CONSIDERATION: In the city's 2023-24 budget, \$130,000 is identified to complete the Crescent Creek Park master plan, with \$95,000 for permitting and construction of phase 1A improvements. The original contract amount was \$143,070.44. At this point, \$78,352.61 of the original contract has been spent. The proposed amendment adds an additional \$58,809 to the project costs.

Expenditure Required: \$ 58,809	Amount Budgeted: \$ 130,000 (2023-24 budget) \$ 110,000 (proposed 2025- 26 budget)	Appropriation Required: \$
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ATTACHMENTS:

1. CPP-1925 HBB Contract Amendment 1_10-28-24
-

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

**FIRST AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
HOUGH BECK & BAIRD INC**

THIS FIRST AMENDMENT is made to that certain Professional Services Contract dated December 1, 2022 (the "Agreement"), by and between the City of Gig Harbor, a Washington municipal corporation (hereafter the "City"), and Hough Beck & Baird, Inc., a Washington corporation organized under the laws of the State of Washington (hereafter the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in completing a **Crescent Creek Park Master Plan and Conceptual Design** and desires to extend consultation services in connection with the project; and

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

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

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

2. Payment. Section 2(A) of the Agreement is amended to increase compensation to the Consultant for the work to be performed as described in **Exhibit A** in an amount not to exceed Fifty Eight Thousand, Eight Hundred and Nine Dollars and no Cents, (\$58,809) as shown in **Exhibit A**, attached to this Amendment and incorporated herein for a total contract amount of \$201,879.44.

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

[Remainder of page intentionally left blank]

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

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

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its Principal

By: _____
Mayor, Tracie Markley

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

AMENDMENT NO. 1
Crescent Creek Park Master Plan and Conceptual Design
August 7, 2024 (draft)

This Amendment recognizes that the design team spent much of the original fee for the scope intended to support the master planning process in support of the additional scope items requested by the City to further evaluate opportunities for the Masonic Lodge beyond the original level of effort intended. Refer to prior email correspondence for additional details. As a result, this Amendment includes additional fees needed to complete the original master planning process. The Scope of Work below is from the original Professional Services Contract dated December 1st, 2022. The Scope of Work tasks have been amended to indicate tasks completed and/or updates to the Scope of Work needed to complete the remaining work.

III. SCOPE OF WORK - EXHIBIT A

Our proposed scope of work will easily permit modification as we progress through the master planning process, and we will work with you throughout the process to adjust and adapt our scope to meet the project requirements when necessary. As such, we reserve the right to move scope and budget between tasks or subtasks, and between disciplines, as needed to reflect the potential changing conditions, assumptions, or direction for the project.

The tasks we are proposing for your project include the following:

TASK 1 PROJECT MANAGEMENT

- 1.1 *Project Controls.* Develop a project schedule, invoicing and other project controls. Prepare monthly invoices and summary of work completed, coordination with City and design team regarding scope, schedule and budget throughout the duration of the project.
- 1.2 *Kick-Off Meeting.* Facilitate a kick-off meeting with design team and City staff to set expectations, review the project schedule, ~~and develop a public involvement plan to support the master planning process.~~ Meeting will be held in Gig Harbor, one (1) hour duration. Provide a written summary of the meeting.
- 1.3 *Site Visit.* Visit the site on the same day as the Kick-Off Meeting to evaluate existing conditions and site context, two (2) hour duration. **Completed** opportunities and constraints as hand-written notes on an aerial background.
- 1.4 *Public Involvement Plan.* Prepare a public involvement plan that identifies how we will engage the public and key stakeholders. **Completed** plan will identify the CAC members in addition to other key stakeholders, engaged in the planning process, and the anticipated outcomes of each stage of the public outreach process. The Consultant will coordinate and provide updates, formatting, and tracking of comments received from the CAC. City will provide responses to comments received where needed, with support and talking points from HBB. City will track email comments received and provide any responses needed.
- 1.5 *Project Management Meetings.* Prepare for and attend ~~monthly~~ meetings between the Project Manager and the City to review the overall status of projects, identify next steps, and determine if any decisions or direction is needed from the City. These meetings will be virtual, one (1) hour duration. ~~Eighteen (18)~~ **Twenty-four (24)** meetings total anticipated.

virtually

biweekly (twice a month)

- 1.6 *Situational Assessment.* Reach out to potential key stakeholders, community groups, neighbors, civic organizations, recreation providers and user groups, and non-profit organizations that may have an interest in the existing park or future improvements to the park through this master planning process. The purpose of this assessment is to identify interests and concerns, build community interest in the project, and identify potential community members to participate in a consensus-driven Community Advisory Committee for the master planning process. The assessment will include a workshop with the City, development of a short web-based survey, and developing a questionnaire to support one-on-one interviews to be conducted by the City. Meeting notes and documentation of any one-on-one meetings will be provided by the City. On-line survey results will be documented by HBB. HBB will summarize the overall results.

Completed

Deliverables:

- *Project schedule and updates*
- *Project invoices*
- *Draft and Final Public Involvement Plan*
- *Kick-Off and Site Visit summary*
- *Situational Assessment summary*

TASK 2 **BACKGROUND AND SITE ANALYSIS**

- 2.1 *Research Background.* Research existing background information, code requirements, and relevant planning studies or documents available from the City. Review historic photos, stories, and/or other available documentation, including tribal history and culture for the site, or the larger community around the site to better understand the rich history of the park to the community. Prepare AutoCAD base maps from information provided by the City (GIS, as-built documents, and aerial photography). The Consultant will reach out to other City and State agencies to understand any related projects (current or proposed) within the vicinity that may affect the master planning process. Prepare a summary of design parameters, opportunities, and constraints based on background information available and the site visit. Summary may include a written document (Word) or as notes on the base map. Background research will include demographic analysis based on publicly available documentation.
- 2.2 *Stormwater and Green Stormwater Infrastructure Analysis.* Research opportunities for green stormwater infrastructure (GSI) and other treatments needed to improve drainage conditions at the site. Considerations will include existing conditions and potential improvements and could include but are not limited to bioretention, bioswales, constructed wetlands, permeable surfaces, and soil structure / amendment improvements. Summarize the results and any improvement options in a Memorandum. Memorandum will be updated up to two (2) times based on comments received.
- 2.3 *Site Analysis.* Analyze existing conditions, background materials, recreation amenities, site history, opportunities and constraints, sensitive areas and buffers, and feasibility of improvements at the site. Review the site analysis with City staff and revise based on feedback received. Site analysis plan will be a plan view drawing over base map. Site analysis will include watershed level considerations, trail connections outside of the park, and other factors that could influence the park master plan. Opportunities and constraints will consider:
- Pedestrian access and trails
 - Existing recreation components
 - Vehicular circulation and parking
 - Utilities, drainage, and infrastructure support
 - New potential programming or improvements to existing programming

Completed

Completed

- Long-term maintenance and cost efficiency
- Sensitive areas and wildlife habitat preservation

Deliverables:

- Summary of Background & Demographics
- Draft and Final Stormwater and GSI Analysis
- Draft and Final Site Analysis Plan

TASK 3 VISIONING

- 3.1 CAC Meeting #1. Facilitate a workshop to determine vision, goals, and objectives.

Completed

 opportunities and constraints and determine vision, goals, and objectives. A summary of the comments received.
- 3.2 Public Outreach #1. The purpose of the first Public Outreach event(s) will be to determine overall park vision, goals, and objectives, including initial programming opportunities and ideas. The Consultant will prepare for and facilitate a virtual public workshop meeting. Any pop-up events held at the park or elsewhere will be provided by the City.

Completed

 developed to be released concurrently with the outreach events. A tour of the park will be part of the pop-up event and, if included, will be facilitated by the City. Materials developed for Public Outreach #1 events will include a PDF presentation showcasing existing conditions, site analysis and context, opportunities and constraints, and potential programming. Coordinate the City's updates to the project website and social media posts. The Consultant will provide a summary of the comments received and a written workshop summary.
- 3.3 Not used.
- 3.4 Not Used
- 3.5 Project Vision & Programming. Define and document an overall vision with supporting goals, objectives, and potential programming for the park.

Completed

 developed during the outreach events. Identify park values and desired outcomes. Develop a decision-making process, as well as decision criteria to be used in evaluating proposed improvements for the park master plan.

Deliverables:

- CAC meeting notes
- Public Outreach #1 on-line survey, PDF presentation
- Written Public Outreach #1 summary
- Written summary of overall project vision and values
- Written summary of programming opportunities
- Written summary of decision criteria

TASK 4 MASTER PLAN ALTERNATIVES

- 4.1 Design Alternatives. Develop up to three (3) master plan design alternatives based on the comments received during the visioning phase above. Master plan alternatives will be color-rendered, hand-drawn plans over the base map with accompanying cross-sections and photo examples of potential park improvements. Alternatives will consider existing conditions and site constraints, existing and future programming, stormwater and other potential infrastructure needs, parking and access needs, and architectural programming opportunities, including different options
- 4.2 ROM Cost Estimates. Provide a Rough-Order-of-Magnitude (ROM) cost comparison between the different options and an order-of-magnitude cost (high level only) for the overall park development.

Programming and/or future improvements to the Masonic Lodge will not be included. All concepts developed will include the Masonic Lodge as an existing condition to remain.

- 4.3 *Interdisciplinary Quality Control Review.* Conduct an interdisciplinary quality control review of each alternative for accessibility, code compliance, environmental factors, Crime Prevention Through Environmental Design (CPTED) principles, utility / infrastructure needs, and cost assumptions. Quality control review will be done by a senior, licensed staff member within each firm.
- 4.4 *CAC Meeting #2.* Facilitate a workshop with the CAC to review the design alternatives and solicit feedback on the alternatives. Provide a summary of the comments received.
- 4.5 *Public Outreach #2.* Update the master plan alternatives based on comments received. . Prepare for and facilitate a virtual or in-person public workshop to present and solicit feedback on the master plan design alternatives. Additional pop-up event(s) will be by City. A PDF presentation and/or large format boards will be developed to facilitate the workshop to include the overall vision and goals of the project, the results of the first outreach event(s), and a summary of each design alternative. Provide a summary of the comments received and a written workshop summary.
- 4.6 *Parks Commission Meeting.* The Consultant will prepare for and attend a Parks Commission meeting to review the master plan alternatives and results of the CAC meeting and outreach process.

Deliverables:

- *Master Plan Alternatives (3) – color-rendered plan and cross-sections*
- *Order-of-magnitude cost estimate and alternative cost comparison*
- *CAC meeting notes*
- *Public Outreach #2 on-line survey, and PDF presentation*
- *Written Public Outreach #2 summary*

TASK 5 PREFERRED ALTERNATIVE

- 5.1 *Preferred Master Plan.* Prepare a preferred master plan based on the preferred alternative and comments received. Preferred master plan will be in AutoCAD format and color rendered with cross-sections, photo examples and other supporting materials.
- 5.2 *Draft Cost Estimate.* Develop a detailed cost estimate and estimated operations and maintenance costs based on the preferred master plan.
- 5.3 *Draft Implementation Plan.* Prepare a plan diagram documenting a phase 1 and 2 for initial improvement with the remaining improvement as a combined phase 3 development and a matrix of funding opportunities. Phasing will include short-term and long-term approach.
- 5.4 *Interdisciplinary Quality Control Review.* Conduct an interdisciplinary quality control review of deliverables. Quality Control review will be done by a senior, licensed staff member within each firm.
- 5.5 *City Council Meeting #2.* Attend a City Council work session to update the Council on the status of the project and the comments received to date, confirm general direction for preferred concept alternative.
- 5.6 *CAC Meeting #3.* Facilitate a workshop with the CAC to review the preferred alternative. Provide a summary of the comments received.
- 5.7 *Public Workshop #3.* Update the preferred alternative based on comments received from City staff, CAC and Parks Commission. Prepare for and facilitate a virtual or in-person public workshop to present and solicit feedback on the preferred master plan. Additional pop-up event(s) will be by City. A PDF presentation and/or large format boards will be developed to facilitate the workshop to include the overall vision and goals of the project, the results of the first outreach event(s), and a summary of each design alternative. This workshop is expected to take place at a regularly scheduled Parks Commission meeting, but may be a separate virtual/recorded meeting as needed. Provide a summary of the comments received and a written workshop summary.

- 5.8 *City Council Meeting.* Consultant will attend a City Council Meeting to review the preferred alternative and results of the CAC Meeting, public outreach and any recommendations or comments from the Parks Commission.

Deliverables:

- *Preferred Master Plan – color-rendered over AutoCAD linework with cross-sections*
- *Detailed cost estimate, including O&M costs*
- *Implementation plan – plan diagram of phasing over color rendered preferred master plan*
- *CAC meeting notes*
- *Public Outreach #3 on-line survey, and PDF presentation*
- *Written Public Outreach #3 summary*

TASK 6 IMPLEMENTATION & ADOPTION

- 6.1 *Final Master Plan.* Prepare a final master plan based on comments received, including any updates to cross-sections and sketches based on the final master plan.
- 6.2 *Final Cost Estimates.* Update the cost estimates as needed.
- 6.3 *Final Implementation Plan.* Update the phasing diagram for phases 1 - 3 and a matrix of funding opportunities as needed.
- 6.4 *Executive Summary.* Prepare an Executive Summary to highlight the master plan vision/goals, public process, and key plan elements.
- 6.5 *Interdisciplinary Quality Control Review.* Conduct an interdisciplinary quality control review of the final master plan report, cost estimate, and other final deliverables. Quality Control review will be done by a senior, licensed staff member within each firm.
- 6.6 Not used.

Deliverables:

- *Final Master Plan – color-rendered over AutoCAD linework with cross-sections and/or sketches*
- *Final cost estimate, including O&M costs*
- *Final implementation plan – plan diagram of phasing over color rendered preferred master plan*
- *Executive Summary – 8.5 x 11 PDF format*
- *Draft and Final Master Plan Report – 8.5 x 11 PDF format*

TASK 7 ENVIRONMENTAL ASSESSMENT (OPTIONAL)

The Consultant will conduct a wetland and ordinary high-water delineation, shoreline assessment, and habitat assessment for the site, extending to the surrounding watershed as needed. Consultant will revise the Draft Environmental Analysis based on the preferred master plan alternative and comments received during the public input process. Consultant will identify potential environmental permitting and regulatory agencies, environmental permit requirements, and triggers for the preferred master plan and will provide the analysis in matrix format. Consultant will provide an abbreviated written summary for inclusion in the Master Plan Report. This task does not include CAD design or GIS mapping.

See Exhibit C-3.

TASK 8 CULTURAL ANALYSIS (OPTIONAL)

Consultant will provide a cultural resources assessment for the park, including recently acquired parcels—see Exhibit A. Cultural resource assessment will be in compliance with the Washington State Governor's Executive Order 21-02 (EO 21-02) to support grant funding through the Washington State Recreation and Conservation Office (RCO). This

assessment will include a review of the Washington State Department of Archaeology and Historic Preservation's (DAHP) WISAARD database for previously recorded cultural resources and an archival literature review for the two Project parcels. The Consultant will conduct a surface and subsurface survey of the site. To comply with Washington State law, Consultant will request a utility locate prior to any subsurface survey. Consultant will assess existing structures for historic register eligibility on DAHP's Historic Property Inventory (HPI) forms. Results of the literature review, survey, and HPI's will be included in a technical report. Consultant will facilitate review of the cultural resource assessment with relevant City, State and Tribe departments and/or agencies. Memorandum will be updated up to two (2) times based on comments received.

See Exhibit C-3.

~~**TASK 9 MASTER PLAN REPORT (OPTIONAL)**~~

~~Prepare a full Master Plan Report to detail the existing conditions, public process, final master plan and implementation. Master Plan Report will be updated up to three (3) times based on City Staff, Parks Commission, and/or City Council review.~~

TASK 10 ARCHITECTURAL ANALYSIS & MASTER PLANNING (OPTIONAL)

Review existing conditions of the Masonic Lodge and other structures on the site. Determine potential for historic listing of structures. Develop programming opportunities to include plan views, sketches, and photo examples. Prepare a memorandum summarizing the analysis and programming opportunities. Memorandum will be updated up to two (2) times based on comments received.

Review and provide input for concept alternatives, preferred master plan, and final master plan. Provide cost estimates for architectural features or other improvements proposed, including improvements to existing structures. Prepare graphics and materials to support the master planning process.

See Exhibit C-4.

TASK 11 STRUCTURAL ANALYSIS (OPTIONAL)

Provide a structural analysis of the existing Masonic Lodge and other park structures. Document findings in a Technical Memorandum. Review proposed structural design recommendations and associated costs to support proposed programming and improvements to the existing park structures.

Completed

See Exhibit C-2 and Exhibit C-4.

TASK 12 TOPOGRAPHIC SURVEY (OPTIONAL)

Conduct a topographic survey of the parcel.

See Exhibit C-5.

TASK 13 SEPA CHECKLIST (OPTIONAL)

Prepare a programmatic level SEPA Checklist based on the Final Master Plan.

TASK 14 TRAFFIC ANALYSIS (OPTIONAL)

Provide traffic analysis to determine improvements to driveways, parking, and/or adjacent intersections that may be needed to support future park improvements. Allowance only included at this time. Final scope of work will be determined by Preferred Alternative and any adjustment made at that time.

current non-compliant conditions.
Proposed master plan improvements
will meet ADA criteria.

existing conditions to
identify current
non-compliant conditions.

TASK 15 ADA COMPLIANCE PLAN (OPTIONAL)

ADA compliance can range from a general review of proposed park improvements with recommendations, to a full detailed analysis and field measurements to verify slopes, grades, widths, etc. of surfaces, handrails, stairs, and other features fully verifying ADA compliance of all existing facilities. The geographic area can also range from the just the entry to the park (ie parking and sidewalks), the entirety of the park, to beyond the park such as including the nearest transit facility. Costs for these services can vary widely based on the desired level and detail needed in the review and the geographic extents. The more field measurements and documentation required or the greater extent of the area covered by the compliance review, the greater the level of effort and associated cost will be.

For purposes of this scope, it is assumed that the ADA Compliance scope will include a general review of proposed park improvements, including cost estimates, to verify ADA accessibility requirements will be met when the future master plan is implemented. Analysis of internal buildings and structures is not included in this task. Detailed field measurements of existing site improvements is not included at this time and the review is limited to the property boundary and directly adjacent rights of way. The Consultant will provide a short memorandum describing any additional ADA requirements or recommendations needed to support the master planning process. An allowance only is included at this time. Final scope of work will be determined by the Preferred Alternative and any adjustment made at that time.

TASK 16. Masonic Lodge Alternatives - Completed

Detailed architectural and structural analysis of the existing building. Develop concept design and cost estimates to minimally renovate the existing structure for general assembly use. See previous email correspondence for further detail.

ASSUMPTIONS

1. Any comment form or sign-in sheet for the pop-up event will be provided and results documented by the City. City will be responsible for noticing, meeting location and refreshments.
2. On-line surveys will be developed through a SurveyMonkey link.
3. Hard-copy printing, including any large format boards, for outreach events will be by City.
4. The City will arrange for all public meeting locations, public noticing, mailing and advertising, tables/chairs, and other logistical support needed including maintaining an email contact list of participants and stakeholders. The City will also provide a tent or other weather protection for any pop-up meeting locations at festivals, events, and outdoor locations.
5. City will conduct any one-on-one meetings with the current tenant in the Masonic Lodge, additional neighborhood meetings, and/or specific stakeholders. ← except as identified under Task 16.
6. All CAC meetings are assumed to be in person, one (1) person from HBB to attend. Materials presented will generally be in-progress working drawings for public outreach. Special PDF or PPT presentations for CAC meetings are not included.
7. Up to two (2) people from HBB will attend public outreach events described above.
8. The City will include a project specific page on the current website so that they will maintain control of all information after the project is completed. Website and social media development and updates will be by City with support from HBB to facilitate the content and timing of any postings. Materials prepared by HBB as part of the scope of work identified above may be used in website and social media posts. Reformatting or editing of materials prepared for the public workshops to fit alternate formats will be by City and is not included. All social media and website posting, including copy and graphics, will be by City.
9. All flyers and other noticing materials for outreach events will be by City.
10. Virtual public outreach events where identified above will be held using City virtual meeting format and will be organized by the City (meeting invite, meeting set-up, recording, etc.).
11. An existing analysis of the Masonic Temple will be provided to the Consultant team for use in developing master plan alternatives. ←

A more detailed analysis was conducted as identified under Task 16. Additional programming and/or future improvements to the Masonic Lodge will not be included in the development of master plan concepts, preferred, or final design. All concepts developed will include the Masonic Lodge as an existing condition to remain.

12. Consideration and support for potential annexation of park areas outside of City boundaries is not included at this time.
13. Public art opportunities may be identified through the master planning process, but inclusion and coordination with a public artist is not included.
14. Drainage calculations and detailed drainage or utility design is not included. General considerations and recommendations for stormwater improvements associated with the proposed improvements will be included including approximate size and costs, but detailed calculations and design is not included.
15. Geotechnical analysis is not included.
16. The City will provide GIS data layers in an AutoCAD compatible format (.dxt) as available for use in the master planning process.
17. City and other agency comments during the review process for various master plan elements will be consolidated into a single set of comments sortable by general topic and will facilitate discussions among City staff and other agencies to eliminate conflicting comments.
18. Two (2) hard copies of the Final Master Plan Report will be provided to the City. One electronic copy shall be provided via a download link sent through e-mail.
19. The City will utilize materials prepared elsewhere and develop any presentation needed for Parks Commission and/or City Council. No HBB attendance or preparation is anticipated for these meetings.
20. 3D models or renderings are not included.

IV. FEE PROPOSAL

See Exhibits B and C. (as amended for October 2024)

V. EXHIBITS (as amended for October 2024)

Exhibit A	Park Boundary
Exhibit B	Fee Summary
Exhibit C-1	HBB Fee Proposal
Exhibit C-2	PND Fee Proposal
Exhibit C-3	Soundview Fee Proposal
Exhibit C-4	Rolluda Fee Proposal
Exhibit C-5	Skillings Fee Proposal

Project:	Crescent Creek Park Master Plan
Client:	City of Gig Harbor
Firm:	SUMMARY
Date:	10/4/2024

Scope of Work		HBB	PND	Rolluda	TASK SUBTOTAL
Task 1.	Project Management	\$ 9,000	\$ 7,104	\$ 5,849	\$ 21,953
Task 2.	Background & Site Analysis	\$ 1,560	\$ 5,424	\$ -	\$ 6,984
Task 3.	Visioning	Completed			\$ -
Task 4.	Master Plan Alternatives (3)	\$ 18,410	\$ 6,902	\$ 7,911	\$ 33,223
Task 5.	Preferred Alternative (1)	\$ 14,615	\$ 7,416	\$ 10,377	\$ 32,408
Task 6.	Implementation & Adoption (Final Master Plan)	\$ 6,705	\$ 4,464	\$ 8,902	\$ 20,071
Task 9.	Master Plan Report	\$ -	\$ -	\$ -	\$ -
Task 11.	Structural Analysis	Completed			\$ -
Task 15.	ADA Compliance (existing conditions)	\$ -	\$ 5,000	\$ -	\$ 5,000
Task 16.	Masonic Lodge Alternatives (NEW)	Completed			\$ -
	Reimbursable	\$ 800	\$ 300	\$ 300	\$ 1,400
	Total Cost of Services Remaining	\$ 51,090	\$ 36,610	\$ 33,338	\$ 121,038
	HBB Subconsultant Mark-Up (3%)	\$ 2,098			\$ 2,098
	Total Contract Amount Remaining	\$ (37,005)	\$ (15,106)	\$ (12,216)	\$ (64,328)
	TOTAL AMENDMENT NO.1	\$ 16,183	\$ 21,504	\$ 21,122	\$ 58,809

ASSUMPTIONS:

1. 12 month duration.
2. Project management meetings will be twice a month, all virtual.
3. No new city code updates have been made that would affect the park design.
4. Programming and/or future improvements to the Masonic Lodge will not be included. All concepts developed will include the Masonic Lodge as an existing condition to remain.

Project: **Crescent Creek Park Master Plan**Client: **City of Gig Harbor**Firm: **HBB Landscape Architecture**Date: **10/4/2024**

Scope of Work	Principal	PM / LA	Design	Production	Contracts Mgmt	Admin	
2024 Rates	\$235.00	\$ 210.00	\$ 175.00	\$ 150.00	\$ 165.00	\$ 110.00	TASK SUBTOTAL

TASK 1. Project Management	0	32	0	2	12	0	\$9,000.00
1.1 Project Controls		6			12		
1.2 Kick-Off Meeting		2		2			
1.3 Site Visit				Completed			
1.4 Public Involvement Plan				Completed			
1.5 Project Management Meetings (24)		24					
1.6 Situational Assessment				Completed			

TASK 2. Background & Site Analysis	0	6	0	2	0	0	\$1,560.00
2.1 Background Research & Demographics				Completed			
2.2 Stormwater and GSI Analysis		6		2			
2.3 Site Analysis				Completed			

TASK 3. Visioning	Completed						\$0.00
3.1 CAC Meeting #1							
3.2 Public Outreach #1							
PDF Presentation / Materials							
Flyer / Website / Social Media							
On-Line Survey							
Public Workshop							
Pop-Up							
Outreach Summary							
3.3 Parks Commission Meeting #1							
3.4 City Council Meeting #1							
3.5 Park Vision & Programming							

Task 4. Master Plan Alternatives	8	43	0	50	0	0	\$18,410.00
4.1 Design Alternatives (3)							
Concept Alternatives (3)	4	12		24			
3D Model Base							
3D Model Concept Outlines							
4.2 ROM Cost Estimates		1		4			
4.3 Interdisciplinary Quality Control Review	2						
4.4 CAC Meeting #2		4					
4.5 Public Outreach #2							
PDF Presentation / Materials	2	8		12			
Flyer / Website / Social Media							
On-Line Survey		4		2			
Public Workshop		6		6			
Outreach Summary		4		2			
4.6 Parks Commission Meeting		4					

Task 5. Preferred Alternative	5	34	0	42	0	0	\$14,615.00
5.1 Preferred Master Plan							
Preferred Master Plan	2	6		12			
3D Model Updates							
5.2 Draft Cost Estimate		2		16			
5.3 Draft Implementation Plan		4		2			
5.4 Interdisciplinary Quality Control Review	2						
5.5 City Council Meeting #2							
5.6 CAC Meeting #3		4					
5.7 Public Outreach #3 / Parks Commission							
PDF Presentation / Materials	1	4		10			
Flyer / Website / Social Media							
On-Line Survey		4		2			

Scope of Work		Principal	PM / LA	Design	Production	Contracts Mgmt	Admin	
2024 Rates		\$235.00	\$ 210.00	\$ 175.00	\$ 150.00	\$ 165.00	\$ 110.00	TASK SUBTOTAL
	Public Workshop / Parks Commission		4					
	Outreach Summary		2					
5.8	City Council Meeting		4					

Task 6.	Implementation & Adoption	3	10	0	26	0	0	\$6,705.00
6.1	Final Master Plan							
	Final Master Plan	1	4		8			
	3D Model Updates							
	3D Model Rendering							
6.2	Final Cost Estimate		2		6			
6.3	Final Implementation Plan		2		4			
6.4	Executive Summary		2		8			
6.5	Interdisciplinary Quality Control Review	2						
6.6	Parks Commission / City Council Meetings (2)							

Task 9.	Master Plan Report	0	0	0	0	0	0	\$0.00
9.1	Master Plan Report							

Task 11.	Structural Analysis	Completed						\$0.00
11.1	Structural Analysis							

Task 15.	ADA Compliance							\$0.00
15.1	ADA Compliance							

Task 16.	Masonic Lodge Alternatives (NEW)	Completed						\$0.00
16.1	Concept Alternatives for Masonic Lodge (3)							

Reimbursable Expenses	\$ 800.00
Total Cost of Services Remaining	\$ 51,090.00
Total Contract Amount Remaining	\$ (37,005.44)
TOTAL AMENDMENT NO.1	\$ 14,084.56

Project:	Crescent Creek Park Master Plan
Client:	City of Gig Harbor
Firm:	PND ENGINEERS
Date:	10/4/2024

Scope of Work	Senior Engineer VII	Senior Engineer VI	Senior Engineer III	Staff Engineer II	Staff Engineer I	Technician V	Cad Designer VI	
2024 Rates	\$ 265.00	\$ 246.00	\$ 192.00	\$ 179.00	\$ 134.00	\$ 150.00	\$ 150.00	TASK SUBTOTAL

TASK 1. Project Management	0	20	2	0	0	12	0	\$7,104.00
1.1 Project Controls		6				12		
1.2 Kick-Off Meeting		2	2					
1.3 Site Visit				Completed				
1.4 Public Involvement Plan				Completed				
1.5 Project Management Meetings (12)		12						
1.6 Situational Assessment				Completed				

TASK 2. Background & Site Analysis	0	8	18	0	0	0	0	\$5,424.00
2.1 Background Research & Demographics				Completed				
2.2 Stormwater and GSI Analysis		8	18					
2.3 Site Analysis				Completed				

TASK 3. Visioning	Completed							\$0.00
3.1 CAC Meeting #1								
3.2 Public Outreach #1								
3.3 Parks Commission Meeting #1								
3.4 City Council Meeting #1								
3.5 Park Vision & Programming								

Task 4. Master Plan Alternatives	2	8	12	0	0	0	14	\$6,902.00
4.1 Design Alternatives (3)		6	6				12	
4.2 ROM Cost Estimates				No PND effort anticipated				
4.3 Interdisciplinary Quality Control Review	2	2	6				2	
4.4 CAC Meeting #2								
4.5 Public Outreach #2								
4.6 Parks Commission Meeting								

Task 5. Preferred Alternative	0	10	18	0	0	0	10	\$7,416.00
5.1 Preferred Master Plan		4	4				8	
5.2 Draft Cost Estimate		4	8					
5.3 Draft Implementation Plan								
5.4 Interdisciplinary Quality Control Review		2	6				2	
5.5 City Council Meeting #2								
5.6 CAC Meeting #3								
5.7 Public Outreach #3 / Parks Commission								
5.8 City Council Meeting								

Task 6. Implementation & Adoption	0	6	14	0	0	0	2	\$4,464.00
6.1 Final Master Plan								
6.2 Final Cost Estimate		4	8					
6.3 Final Implementation Plan								
6.4 Executive Summary								
6.5 Interdisciplinary Quality Control Review		2	6				2	
6.6 Parks Commission / City Council Meetings (2)								

Task 11. Structural Analysis	Completed							\$0.00
11.1 Structural Analysis								

Task 15. ADA Compliance	Allowance							\$5,000.00
15.1 ADA Compliance								

Task 16. Masonic Lodge Alternatives (NEW)	Completed							\$0.00
16.1 Concept Alternatives for Masonic Lodge (3)								

Scope of Work	Senior Engineer VII	Senior Engineer VI	Senior Engineer III	Staff Engineer II	Staff Engineer I	Technician V	Cad Designer VI	TASK SUBTOTAL
	2024 Rates							
	\$ 265.00	\$ 246.00	\$ 192.00	\$ 179.00	\$ 134.00	\$ 150.00	\$ 150.00	
Total Hours	2	52	64	0	0	12	26	
Total Cost	\$530.00	\$12,792.00	\$12,288.00	\$0.00	\$0.00	\$1,800.00	\$3,900.00	\$36,310.00

Reimbursable Expenses	\$ 300.00
TOTAL COST OF SERVICES REMAINING	\$36,610.00
Total Contract Amount Remaining	\$ (15,106.25)
TOTAL AMMENDMENT NO.1	\$21,503.75

Project: **Crescent Creek Park Master Plan**
 Client: **City of Gig Harbor**
 Firm: **Rolluda Architects**
 Date: **8/7/2024**

Scope of Work	Principal	Principal / PM	Project Architect	Designer III	Designer II	Admin	TASK SUBTOTAL
	2024 Rates	\$322.29	\$ 306.75	\$ 152.12	\$ 123.84	\$ 108.86	\$ 114.78

TASK 1. Project Management	0	14	0	2	12	0	\$5,848.50
1.1 Project Controls		6			12		
1.2 Kick-Off Meeting		2		2			
1.3 Site Visit				Completed			
1.4 Public Involvement Plan				Completed			
1.5 Project Management Meetings (12)		6					
1.6 Situational Assessment				Completed			

TASK 2. Background & Site Analysis	0	0	0	0	0	0	\$0.00
2.1 Background Research & Demographics				Completed			
2.2 Stormwater and GSI Analysis							
2.3 Site Analysis				Completed			

TASK 3. Visioning	Completed						\$0.00
3.1 CAC Meeting #1							
3.2 Public Outreach #1							
3.3 Parks Commission Meeting #1							
3.4 City Council Meeting #1							
3.5 Park Vision & Programming							

Task 4. Master Plan Alternatives	2	14	0	24	0	0	\$7,911.24
4.1 Design Alternatives (3)		12		24			
4.2 ROM Cost Estimates							
4.3 Interdisciplinary Quality Control Review	2	2					
4.4 CAC Meeting #2							
4.5 Public Outreach #2							
4.6 Parks Commission Meeting							

Task 5. Preferred Alternative	2	18	0	34	0	0	\$10,376.64
5.1 Preferred Master Plan		8		18			
5.2 Draft Cost Estimate		8		16			
5.3 Draft Implementation Plan							
5.4 Interdisciplinary Quality Control Review	2	2					
5.5 City Council Meeting #2							
5.6 CAC Meeting #3							
5.7 Public Outreach #3 / Parks Commission							
5.8 City Council Meeting							

Task 6. Implementation & Adoption	2	14	0	32	0	0	\$8,901.96
6.1 Final Master Plan		8		24			
6.2 Final Cost Estimate		4		8			
6.3 Final Implementation Plan							
6.4 Executive Summary							
6.5 Interdisciplinary Quality Control Review	2	2					
6.6 Parks Commission / City Council Meetings (2)							

Task 9. Master Plan Report	0	0	0	0	0	0	\$0.00
9.1 Master Plan Report							

Task 11. Structural Analysis	Completed						\$0.00
11.1 Structural Analysis							

Task 15. ADA Compliance							\$0.00
15.1 ADA Compliance							

Scope of Work	Principal	Principal / PM	Project Architect	Designer III	Designer II	Admin	TASK SUBTOTAL
	2024 Rates						
	\$322.29	\$ 306.75	\$ 152.12	\$ 123.84	\$ 108.86	\$ 114.78	

Task 16.	Masonic Lodge Alternatives (NEW)	Completed					\$0.00
16.1	Concept Alternatives for Masonic Lodge (3)						

Total Hours	6	60	0	92	12	0	
Total Cost	\$1,933.74	\$18,405.00	\$0.00	\$11,393.28	\$1,306.32	\$0.00	\$33,038.34

Reimbursable Expenses	\$ 300.00
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Total Cost of Services Remaining	\$ 33,338.34
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Total Contract Amount Remaining	\$ (12,216.14)
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TOTAL AMENDMENT NO.1	\$ 21,122.20
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**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: October 28, 2024

SUBJECT: Professional Services Contract for City of Gig Harbor Decant Facility

SUBMITTED BY: Senior Engineer Dean Zavack

DEPARTMENT: Public Works

PHONE: (253) 853-7637

SUGGESTED MOTION: Move to authorize the mayor to execute a professional services contract with Gray and Osborne, Inc. for the city's Decant Facility Project in an amount not to exceed \$342,040.00.

BACKGROUND INFORMATION: Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard's decant facility for Gig Harbor's vactor and street sweeper waste. While this agreement provides a less expensive alternative than other regional disposal facilities, trucking waste to Port Orchard is expensive and time-consuming. The City of Gig Harbor has space and infrastructure on its new Public Works Operation Center site to install a decant facility. The city will be creating an Enhanced Stormwater Maintenance Plan in order to apply for Department of Ecology Stormwater Grant Funding for construction of the new Decant Facility. The scope of work with Gray & Osborne includes help with the Enhanced Maintenance Plan and any required engineering report documents for the Ecology Grant Application.

The proposed scope and fee from Gray and Osborne will complete the survey, geotechnical investigations, engineering design, bid documents, Ecology Grant documents, Enhanced Maintenance Plan Support, and bid assistance the new Decant Facility improvements to better serve Public Works, Gig Harbor, and its residents. This scope and fee, attached, represents the tasks and budget to complete the design and bid documents and bid the project under the proposed new contract.

FISCAL CONSIDERATION: The Stormwater Capital Fund in the amended mid-biennial 2023-24 Budget provides sufficient funds for this expenditure. Federal funds were not requested for this expenditure.

Expenditure Required: \$ 342,040.00	Amount Budgeted: \$ 1,400,000.00	Appropriation Required: \$ 0
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ATTACHMENTS:

1. G&O Prof Serv Contract_10-28-24
2. Exhibit A-Scope of Work
3. Exhibit B- Fee Schedule

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

**PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
GRAY & OSBORNE, INC.**

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

RECITALS

WHEREAS, the City is presently engaged in engineering services for the design of a new decant facility and desires that the Consultant perform services necessary to provide the following consultation services; and

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

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

TERMS

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

2. Payment.

A. The City shall pay the Consultant an amount based on time and materials, not to exceed Three Hundred Forty-two Thousand Forty Dollars and Zero Cents (\$342,040.00) for the services described in Section 1 herein. This is the maximum amount to be paid under this Agreement for the work described in **Exhibit A – Scope of Work**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant's staff and billing rates shall be as described in **Exhibit B – Schedule of Rates and Estimated Hours**. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibit A** or bill at rates in excess of the hourly rates shown in **Exhibit B**, unless the parties agree to a modification of this Contract, pursuant to Section 17 herein.

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

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

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

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

6. **Independent Status of Consultant.** The parties to this Agreement, in the performance of it, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be considered or construed to be the employees or agents of the other party for any purpose whatsoever.

7. Indemnification.

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

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

8. Insurance.

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

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

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

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.

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

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

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

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

1. The Consultant's insurance coverage shall be primary insurance as respect to the City of Gig Harbor. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute to it.
2. The City of Gig Harbor will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City of Gig Harbor will not waive its right to subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the City of Gig Harbor, or any self-insurance, or insurance pool coverage maintained by the City of Gig Harbor.
3. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.

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

G. Verification of Coverage. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily

limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

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

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

11. Records.

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

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

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

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

13. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be and remain in full force and effect.

14. Resolution of Disputes and Governing Law.

A. Should any dispute, misunderstanding, or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the City Engineer or Director of Operations and the City shall determine the term or provision's true intent or meaning. The City Engineer or Director of Operations shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

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

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

CONSULTANT:
ATTN: Stephen Clark
Gray & Osborne, Inc.
1130 Rainier Ave S., #300
Seattle, WA 98144
206-284-0860

City of Gig Harbor
ATTN: Jeff Langhelm
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335
253-853-7630

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

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

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

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its: _____

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A
SCOPE OF WORK
CITY OF GIG HARBOR
DECANT FACILITY
CSP-2405

PROJECT UNDERSTANDING

The City of Gig Harbor is seeking to design a new decant facility (facility). The facility will be designed to accommodate processing loads from the City's storm water system. The facility is to be located at the City's Maintenance and Operation Facility at 8698 Skansie Avenue, Gig Harbor, Washington 98332. To support the facility, this contract also provides for the design of a lift station to pump the facility's discharge to the gravity sewer main located on Skansie Avenue.

In addition, this contract provides services for the design of a heated building to store the City's vector truck as well as provide an area for equipment wash-down.

More specifically, the work will include the following.

DESIGN

Task 1 – Project Management and Oversight

Objective: Provide overall project management and oversight of the project work by the Project Manager and senior staff members.

A. Provide overall project management and oversight services, to include:

- Manage G & O staff assigned to the project.
- Prepare and execute subconsultant contracts.
- Manage subconsultant work.
- Manage and control project budget and schedule.
- Manage and provide monthly progress reports and invoices.

Task 2 – Surveying

Objective: Define the limits of the existing property. Obtain vertical and horizontal control necessary for design of the project, obtain pertinent topographical information to include identifying existing and obvious utilities, and pertinent topographical features to facilitate design of the project.

- A. Establish vertical and horizontal control on the City adopted datum for survey and mapping at a scale of not more than 1 inch = 20 feet (horizontal) and 1 inch = 5 feet (vertical). Vertical control will be suitable

for establishing 2-foot contour intervals and to support the design and construction included in this scope of work.

- B. Acquire topographical survey of the site to include establishing surface grades, pavement edges, visually obvious utilities (including utility poles, hydrants, valves, etc.), buildings, fences, etc., in sufficient detail to support an adequate level of design.

Task 3 – Geotechnical Investigation and Report

Objective: Conduct field explorations to determine design recommendations to support the design of the proposed decant facility, as well as establishing groundwater levels and character of subsurface material. This task will culminate in the preparation of a final Geotechnical Report in City-approved format.

- A. Perform a geotechnical analysis (PanGEO – geotechnical subconsultant) to determine existing subsurface conditions. A total of up to two to four test borings (8 to 10 feet deep) will be reviewed and analyzed in and along the project corridor. The City will provide 1-CALL service.
- B. Laboratory Testing – Conduct appropriate laboratory tests on selected samples in accordance with appropriate American Society for Testing and Materials (ASTM) methods. Natural moisture content and grain size distribution tests will be conducted on soil samples. Other laboratory tests will be performed on an as-needed basis, based on the types of soils encountered.
- C. Engineering Analyses – Perform engineering analyses to address geotechnical engineering issues that may be associated with the project improvements. These include the foundation design for new facility, backfill requirements, dewatering, and subgrade preparation requirements for surface restoration.
- D. Report – PanGEO will prepare a draft report which will be submitted to the City by G&O. The draft report will summarize the results of the geotechnical study and include a site map with approximate test pit locations, description of surface and subsurface conditions (soil and groundwater), design parameters, and earthwork recommendations. G&O will submit one copy of the draft report to the City for its review. Our subconsultant, PanGEO, will revise the draft report to address review comments provided by the City and/or G&O. G&O will submit three copies of the signed and stamped final report to the City.

NOTE: The geotechnical work is for geotechnical evaluation of physical soil properties only. Evaluation of contaminated soils, fill, and groundwater are specifically excluded from this task.

Task 4 – Permitting

Objective: Provide support required to obtain permits necessary to facilitate construction of the project.

- A. Assist City in submitting the Building Permit and Site Plan Permit.

Task 5 –Design Report

Objective: Prepare a design report per Ecology standards summarizing the project understanding, design criteria, regulatory requirements, general design guidelines and standards, conceptual decant facility design alternatives (maximum of 3) as well as a recommendation for final alternative design.

Subtask 5.1 – Draft Report

- A. Prepare a design report summarizing the project understanding, project site, access issues, utility needs, pertinent design criteria, regulatory requirements, and general design guidelines and standards which govern the project design. The report will present conceptual design alternatives, preliminary costs and a schedule. Submit the report to City staff and solicit comments and/or clarifications. Incorporate all relevant review comments into report.

Subtask 5.2 – Final Report

- A. Submit the design report to the Department of Ecology for review and comment. Address Ecology’s comments and obtain project approval from Ecology.

Task 6 – 60 Percent Design

Objective: Prepare project drawings, specifications, and cost estimates of the proposed improvements representing a 60 percent design effort for City review and comment. Specifications will be prepared in CSI format. Design will be limited to the preferred design elements developed through the design report effort.

Subtask 6.1 – Plans

- A. Prepare preliminary construction plans in City-approved format to include title sheet, legend, location and vicinity maps, plan and elevation sheets, special notes, special details, etc.

Subtask 6.2 – Specifications (Draft)

- A. Prepare draft project specifications in CSI format. Specifications to include City-approved proposal, contract, and bonding documents.

Subtask 6.3 – Quantities and Cost Estimates

- A. Calculate bid quantities and prepare construction cost estimates.

Subtask 6.4 – Review Meeting

- A. Meet with City staff as may be required to review project status and solicit concerns/comments.

Task 7 – 90 Percent Design

Objective: Prepare project drawings, specifications, and cost estimates of the proposed improvements representing a 90 percent design effort for City review and comment.

Subtask 7.1 – Plans

- A. Prepare construction plans in City-approved format to include title sheet, legend, location and vicinity maps, plan and elevation sheets, special notes, special details, etc.

Subtask 7.2 – Specifications

- A. Prepare project specifications in CSI format. Specifications to include City-approved proposal, contract, and bonding documents.

Subtask 7.3 – Quantities and Cost Estimates

- A. Calculate bid quantities and prepare construction cost estimates.

Subtask 7.4 – Review Meeting

- A. Meet with City staff as may be required to review project status and solicit concerns/comments.

Subtask 7.5 – Ecology Submittal

- A. Submit 90 percent planset, specifications and cost estimate to Ecology for their review and approval.

Task 8 – Final Design

Objective: Prepare final design drawings and specifications for use as bid documents suitable for bidding, award, and construction of the project. Specifications will be prepared in CSI format, meeting minimum City requirements, adhering to City codes and state guidelines where and when applicable. Plans shall be prepared in City-approved format to include plan and profile sheets and special details.

Subtask 8.1 – Final Plans

- A. Prepare final bid/construction plans in City-approved format to include title sheet, legend, vicinity and location map, plan and elevation sheets, special notes, special details, etc.

Subtask 8.2 – Specifications (Final)

- A. Prepare final specifications in CSI format to include proposal, contract, bonding documents, and technical specifications.

Subtask 8.3 – Quantities and Cost Estimates

- A. Prepare final quantity takeoff and construction-level construction cost estimate.

Subtask 8.4 – Ecology Submittal

- A. Submit construction planset (i.e., 100 percent level), specifications and cost estimate to Ecology for their review and approval.

Task 9 – Quality Assurance/Quality Control

Oversee three, in-house, quality assurance/quality control (QA/QC) meetings at G&O's office during the course of the design project. The meetings will include senior project staff, selected design team members, and City staff (as required and/or desired).

Meetings are to take place at the following levels:

- Design Report (defined more fully in Task 5).
- 60 Percent Design (defined more fully in Task 6).
- 90 Percent Design (defined more fully in Task 7).

Ensure incorporation of relevant recommendations and suggestions into bid/construction documents resulting from QA/QC reviews.

Task 10 – Bid Support

Objective: Assist the City during the bid phase.

- A. Support City staff to answer bid inquiries during bid phase.
- B. Support City staff to prepare any Bid Addenda as may be required.

Task 11 – Enhanced Maintenance Plan Support

Objective: Assist the City with the development of the Enhanced Maintenance Plan (EMP).

- A. Review City prepared EMP and provide comments. This proposal assumes two review periods.

BUDGET

The maximum amount payable to the Engineer for completion of work associated with this scope of work, including contingencies, salaries, overhead, direct non-salary costs, and net fee, is set forth in the attached Exhibit B. This amount will not be exceeded without prior written authorization of the City.

MANAGEMENT RESERVE FUND

The Management Reserve Fund allows the City to expand the scope of work without seeking an additional and formal contract supplement, within the limits and terms as stated herein. The Engineer cannot access the Management Reserve Fund budget without the further written authorization of the City.

The Management Reserve Fund will consist of an amount not to exceed \$15,000, and is set aside to cover the cost of unforeseen work and/or services required for the PS&E phase of the project. Such unforeseen conditions could include additional right of way research, utility locates, traffic analysis, environmental documentation, public involvement process, geotechnical assistance, additional design effort, and/or other related tasks.

DELIVERABLES

At the conclusion of the design effort and during the course of the project, as applicable, the Engineer will deliver to the City the following documents:

1. One electronic copy of the Design Report (PDF).

2. One electronic copy of the full-scale drawings at 60 percent, and 90 percent design effort levels (PDF). This Contract anticipates a maximum of 30 sheets will be required to facilitate the bidding and construction of this project.
3. Two copies of project specifications and cost estimate at 60 percent and 90 percent design effort levels (PDF).
4. One electronic set of final construction drawings (PDF).
5. One electronic set of final project specifications (PDF).
6. Three half-scale 11" x 17" original and three full-scale paper copy sets of final construction drawings.
7. One original paper copy of final project specifications.

PROJECT ASSUMPTIONS

This scope of work and the resulting maximum amount payable is based on the following assumptions as required for the development of the project. See also item assumptions noted in the aforementioned tasks. Changes in these assumptions and responsibilities may cause a change in scope of the services being offered and result in a corresponding adjustment of the contract price.

1. This scope of work assumes that the City will provide overall coordination and approval of the project, including timely (2 week) review of all submittals.
2. This scope of work assumes that the City will provide G&O with relevant capacity requirements and record drawings of existing site infrastructure, as may be available and/or pertinent to the project.
3. This scope of work assumes that the City will agree to appear as "Applicant" on all permits, will function as lead agency for the environmental documentation process, and will pay all costs or fees associated with the various permits that may be required.
4. This scope of work assumes that all storm water runoff from the decant facility can be directed to the existing detention/treatment system and no addition stormwater treatment or detention systems are required.
5. This contract does not provide for project construction management services.



October 17, 2024
File No. P-9277

Steve Clarke, P.E.
Gray & Osborne, Inc.
1130 Rainier Ave S., Suite 300
Seattle, WA 98144

Subject: Proposal for Geotechnical Services
 Decant facility
 8698 Skansie Avenue, Gig Harbor, Washington 98332

Dear Steve:

Attached please find our proposal to provide geotechnical input for the proposed Decant Station for the City of Gig Harbor, Washington. We understand that the proposed decant facility will be constructed at the City's maintenance facility located at 8698 Skansie Avenue in Gig Harbor. We further understand that the proposed facility will include a 60 feet x 120 feet decant station and a 30 feet x 60 feet storage building with a small lift station.

Our proposed scope of services and fee are summarized in Exhibits I and II, respectively. We estimate that a budget of \$30,000 will be needed to complete the proposed geotechnical evaluation. About half of the budget is for outside expenses. We will not exceed this amount without your prior authorization.

Please call should you have any questions regarding this proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Siew L. Tan', with a stylized flourish above the name.

Siew L. Tan, P.E.
Principal Geotechnical Engineer

3213 Eastlake Avenue East, Suite B
Seattle, WA 98102
Tel: (206) 262-0370
www.pangeoinc.com

Enclosures:

Exhibit I: Scope of Services

Exhibit II: Cost Estimate

EXHIBIT I - SCOPE OF SERVICES

1. **Kickoff Meeting** – Attend a project kickoff meeting with Gray & Osborne.
2. **Document Review** – Collect and review readily available geotechnical and geologic data for the project area, and critical area maps for potential presence of geologic hazards.
3. **Site Reconnaissance** – Perform a site visit to review existing site conditions that may impact the design and construction of the project, and to determine our test boring locations. We will prepare a site plan with test boring locations for review and approval prior to drilling.
4. **Geologic Hazard Evaluation** – Review City of Gig Harbor municipal codes for definition of geologic hazard area. According to GCMC 18-08.194, Seismic Hazard Area includes areas underlain by alluvial and recessional outwash deposits and any lot, tract, site or parcel which has been modified by imported or excavated earthen fill material. Based on our review of geology map and LiDAR imagery, it appears that the site may be considered a Seismic Hazard Area. As part of the current scope of work, we will evaluate the seismic risk at the site associated with soil liquefaction, faulting, and seismic slope stability. If needed, we will provide recommendations to mitigate the risks.
5. **Subsurface Exploration (Test Borings)** – Drill up to a total 8 test borings in the vicinity of the proposed decant station, storage buildings and the lift station. For budgeting purposes, we assume the test borings will be drilled to a maximum depth of about 20 feet deep. The locations of the test borings will be determined during the site reconnaissance, with input from the project members and based on the proposed layout.

Soil samples will be obtained from the test borings at 2½- and 5-foot depth intervals, using the Standard Penetration Test (SPT) method. When completed, the test borings will be backfilled per the Department of Ecology's requirements. Drill cuttings will be removed from the site, assuming the site soils are not contaminated.

At least 72 hours before conducting our field exploration, we will mark out our boring locations and arrange for a utility locate. We will also use a private locator to clear our boring locations prior to drilling.

Where test borings will be drilled through the pavement, we will patch the boreholes with at least one foot of concrete or cold patch. No other patching requirements are included in our budget.

6. **Laboratory Testing** – Select representative soil samples for geotechnical index testing. These tests may include moisture contents and grain size analysis.
7. **Geotechnical Report** – Prepare a draft geotechnical report for review. The report will be finalized once we receive review comments from the project team. In general, the report will include:
 - A site plan indicating the approximate test boring locations;
 - Description of surface and subsurface conditions encountered in our test borings, a summary description of soils and groundwater conditions, and summary boring logs;
 - Our opinion regarding the seismic risk at the site and, if needed, provide recommendations to mitigate the risk;
 - Seismic Site Class per 2021 IBC;
 - Recommendations for foundation support including selection of appropriate foundation types and geotechnical design parameters. For conventional footings, we will provide depth to bearing soils, allowable bearing pressures, passive resistance, friction resistance, subgrade modulus for floors; and subgrade preparation. If piles are needed, we will provide recommendations for pile types and pile capacities.
 - Recommendations for wall design, including active pressure, passive pressure, seismic surcharge, and surcharge from surface loadings;
 - Pavement design; and
 - General earthwork recommendations, including selection of structural fill, compaction, dewatering, and suitability of on-site soils for fill.
8. **Post-Report Consultation/Meetings** – Attend project meetings, provide post-report consultation, and assist with the design and preparation of plans and specifications on an as-needed basis.

EXHIBIT B

ENGINEERING SERVICES SCHEDULE OF RATES AND ESTIMATED HOURS

CITY OF GIG HARBOR - DECANT FACILITY CSP-2405

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	Structural Engineer Hours	Electrical Engineer Hours	AutoCAD/ GIS Tech./ Hours	Professional Land Surveyor Hours	Field Survey Hours
1 Project Management and Oversight	8	40							
2 Surveying		2	4					12	16
3 Geotechnical Investigation and Report		2	2	2	2				
4 Permitting		2	4	8			4		
5 Design Report	8	16	40	48	16	16	24		
6 60 Percent Design	8	24	60	80	60	60	80		
7 90 Percent Design	8	24	60	80	60	60	80		
8 Final Design	4	16	40	48	40	40	16		
9 Quality Assurance/Quality Control	40	16	16	16	16	16			
10 Enhanced Maintenance Plan Support	2	8	16	32					
11 Bid Support		2	2	8					
Hour Estimate:	78	152	244	322	194	192	204	12	16
Estimated Fully Burdened Billing Rate:*	\$260	\$230	\$195	\$180	\$230	\$230	\$175	\$200	\$350
Fully Burdened Labor Cost:	\$20,280	\$34,960	\$47,580	\$57,960	\$44,620	\$44,160	\$35,700	\$2,400	\$5,600

Total Fully Burdened Labor Cost: \$ 293,260

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 780

Subconsultant:

PanGEO, Inc. \$ 30,000

Subconsultant Overhead (10%) \$ 3,000

Management Reserve Fund \$ 15,000

TOTAL ESTIMATED COST: \$ 342,040

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

EXHIBIT B - COST ESTIMATE

ESTIMATED LABOR:								
WORK TASK DESCRIPTION	PERSONNEL & HOURLY RATE						TOTAL HOURS	TOTAL AMOUNT
	S. Tan	Dinkelman	Engr	Geologist				
	\$230.00	\$195.00	\$175.00	\$145.00				
Site Reconnaissance/Utility Locate	4			6			10	\$1,790
Geologic/Critical Area Review	3			3			6	\$1,125
Borehole Logging			2	18			20	\$2,960
Engineering /Seismic/Liquefaction	4		16				20	\$3,720
Draft Report	1		24	8			33	\$5,590
Final Report	2		4				6	\$1,160
Post Report Consultation	2						2	\$460
							0	\$0
TOTAL LABOR:	16	0	46	35	0	0	97	\$16,805
LABORATORY TESTING:								
Test	Est. No. Tests	Unit Cost	Total Cost					
Moisture Content	8	\$25	\$200					
Grain Size Analysis	8	\$165	\$1,320					
LABORATORY TOTAL:			\$1,520					
ESTIMATED DIRECT EXPENSES:								
Mileage: 100 miles/trip, \$0.68/mi								\$136
Field Supplies								\$35
TOTAL DIRECT EXPENSES:								\$171
ESTIMATED DRILLING COST								
Mob/Demob								\$1,100
Drilling - 160 ft @ \$55/ft								\$8,800
Private Utility Locate								\$420
TOTAL DIRECT EXPENSES:								\$10,320
Cost Summary								
Labor Cost								\$16,805
Lab + 10%								\$1,672
Drilling + 10%								\$11,352.0
Direct Expenses								\$171
PanGEO TOTAL:								\$30,000

EXHIBIT A
SCOPE OF WORK
CITY OF GIG HARBOR
DECANT FACILITY
CSP-2405

PROJECT UNDERSTANDING

The City of Gig Harbor is seeking to design a new decant facility (facility). The facility will be designed to accommodate processing loads from the City's storm water system. The facility is to be located at the City's Maintenance and Operation Facility at 8698 Skansie Avenue, Gig Harbor, Washington 98332. To support the facility, this contract also provides for the design of a lift station to pump the facility's discharge to the gravity sewer main located on Skansie Avenue.

In addition, this contract provides services for the design of a heated building to store the City's vector truck as well as provide an area for equipment wash-down.

More specifically, the work will include the following.

DESIGN

Task 1 – Project Management and Oversight

Objective: Provide overall project management and oversight of the project work by the Project Manager and senior staff members.

A. Provide overall project management and oversight services, to include:

- Manage G & O staff assigned to the project.
- Prepare and execute subconsultant contracts.
- Manage subconsultant work.
- Manage and control project budget and schedule.
- Manage and provide monthly progress reports and invoices.

Task 2 – Surveying

Objective: Define the limits of the existing property. Obtain vertical and horizontal control necessary for design of the project, obtain pertinent topographical information to include identifying existing and obvious utilities, and pertinent topographical features to facilitate design of the project.

- A. Establish vertical and horizontal control on the City adopted datum for survey and mapping at a scale of not more than 1 inch = 20 feet (horizontal) and 1 inch = 5 feet (vertical). Vertical control will be suitable

for establishing 2-foot contour intervals and to support the design and construction included in this scope of work.

- B. Acquire topographical survey of the site to include establishing surface grades, pavement edges, visually obvious utilities (including utility poles, hydrants, valves, etc.), buildings, fences, etc., in sufficient detail to support an adequate level of design.

Task 3 – Geotechnical Investigation and Report

Objective: Conduct field explorations to determine design recommendations to support the design of the proposed decant facility, as well as establishing groundwater levels and character of subsurface material. This task will culminate in the preparation of a final Geotechnical Report in City-approved format.

- A. Perform a geotechnical analysis (PanGEO – geotechnical subconsultant) to determine existing subsurface conditions. A total of up to two to four test borings (8 to 10 feet deep) will be reviewed and analyzed in and along the project corridor. The City will provide 1-CALL service.
- B. Laboratory Testing – Conduct appropriate laboratory tests on selected samples in accordance with appropriate American Society for Testing and Materials (ASTM) methods. Natural moisture content and grain size distribution tests will be conducted on soil samples. Other laboratory tests will be performed on an as-needed basis, based on the types of soils encountered.
- C. Engineering Analyses – Perform engineering analyses to address geotechnical engineering issues that may be associated with the project improvements. These include the foundation design for new facility, backfill requirements, dewatering, and subgrade preparation requirements for surface restoration.
- D. Report – PanGEO will prepare a draft report which will be submitted to the City by G&O. The draft report will summarize the results of the geotechnical study and include a site map with approximate test pit locations, description of surface and subsurface conditions (soil and groundwater), design parameters, and earthwork recommendations. G&O will submit one copy of the draft report to the City for its review. Our subconsultant, PanGEO, will revise the draft report to address review comments provided by the City and/or G&O. G&O will submit three copies of the signed and stamped final report to the City.

NOTE: The geotechnical work is for geotechnical evaluation of physical soil properties only. Evaluation of contaminated soils, fill, and groundwater are specifically excluded from this task.

Task 4 – Permitting

Objective: Provide support required to obtain permits necessary to facilitate construction of the project.

- A. Assist City in submitting the Building Permit and Site Plan Permit.

Task 5 –Design Report

Objective: Prepare a design report per Ecology standards summarizing the project understanding, design criteria, regulatory requirements, general design guidelines and standards, conceptual decant facility design alternatives (maximum of 3) as well as a recommendation for final alternative design.

Subtask 5.1 – Draft Report

- A. Prepare a design report summarizing the project understanding, project site, access issues, utility needs, pertinent design criteria, regulatory requirements, and general design guidelines and standards which govern the project design. The report will present conceptual design alternatives, preliminary costs and a schedule. Submit the report to City staff and solicit comments and/or clarifications. Incorporate all relevant review comments into report.

Subtask 5.2 – Final Report

- A. Submit the design report to the Department of Ecology for review and comment. Address Ecology’s comments and obtain project approval from Ecology.

Task 6 – 60 Percent Design

Objective: Prepare project drawings, specifications, and cost estimates of the proposed improvements representing a 60 percent design effort for City review and comment. Specifications will be prepared in CSI format. Design will be limited to the preferred design elements developed through the design report effort.

Subtask 6.1 – Plans

- A. Prepare preliminary construction plans in City-approved format to include title sheet, legend, location and vicinity maps, plan and elevation sheets, special notes, special details, etc.

Subtask 6.2 – Specifications (Draft)

- A. Prepare draft project specifications in CSI format. Specifications to include City-approved proposal, contract, and bonding documents.

Subtask 6.3 – Quantities and Cost Estimates

- A. Calculate bid quantities and prepare construction cost estimates.

Subtask 6.4 – Review Meeting

- A. Meet with City staff as may be required to review project status and solicit concerns/comments.

Task 7 – 90 Percent Design

Objective: Prepare project drawings, specifications, and cost estimates of the proposed improvements representing a 90 percent design effort for City review and comment.

Subtask 7.1 – Plans

- A. Prepare construction plans in City-approved format to include title sheet, legend, location and vicinity maps, plan and elevation sheets, special notes, special details, etc.

Subtask 7.2 – Specifications

- A. Prepare project specifications in CSI format. Specifications to include City-approved proposal, contract, and bonding documents.

Subtask 7.3 – Quantities and Cost Estimates

- A. Calculate bid quantities and prepare construction cost estimates.

Subtask 7.4 – Review Meeting

- A. Meet with City staff as may be required to review project status and solicit concerns/comments.

Subtask 7.5 – Ecology Submittal

- A. Submit 90 percent planset, specifications and cost estimate to Ecology for their review and approval.

Task 8 – Final Design

Objective: Prepare final design drawings and specifications for use as bid documents suitable for bidding, award, and construction of the project. Specifications will be prepared in CSI format, meeting minimum City requirements, adhering to City codes and state guidelines where and when applicable. Plans shall be prepared in City-approved format to include plan and profile sheets and special details.

Subtask 8.1 – Final Plans

- A. Prepare final bid/construction plans in City-approved format to include title sheet, legend, vicinity and location map, plan and elevation sheets, special notes, special details, etc.

Subtask 8.2 – Specifications (Final)

- A. Prepare final specifications in CSI format to include proposal, contract, bonding documents, and technical specifications.

Subtask 8.3 – Quantities and Cost Estimates

- A. Prepare final quantity takeoff and construction-level construction cost estimate.

Subtask 8.4 – Ecology Submittal

- A. Submit construction planset (i.e., 100 percent level), specifications and cost estimate to Ecology for their review and approval.

Task 9 – Quality Assurance/Quality Control

Oversee three, in-house, quality assurance/quality control (QA/QC) meetings at G&O's office during the course of the design project. The meetings will include senior project staff, selected design team members, and City staff (as required and/or desired).

Meetings are to take place at the following levels:

- Design Report (defined more fully in Task 5).
- 60 Percent Design (defined more fully in Task 6).
- 90 Percent Design (defined more fully in Task 7).

Ensure incorporation of relevant recommendations and suggestions into bid/construction documents resulting from QA/QC reviews.

Task 10 – Bid Support

Objective: Assist the City during the bid phase.

- A. Support City staff to answer bid inquiries during bid phase.
- B. Support City staff to prepare any Bid Addenda as may be required.

Task 11 – Enhanced Maintenance Plan Support

Objective: Assist the City with the development of the Enhanced Maintenance Plan (EMP).

- A. Review City prepared EMP and provide comments. This proposal assumes two review periods.

BUDGET

The maximum amount payable to the Engineer for completion of work associated with this scope of work, including contingencies, salaries, overhead, direct non-salary costs, and net fee, is set forth in the attached Exhibit B. This amount will not be exceeded without prior written authorization of the City.

MANAGEMENT RESERVE FUND

The Management Reserve Fund allows the City to expand the scope of work without seeking an additional and formal contract supplement, within the limits and terms as stated herein. The Engineer cannot access the Management Reserve Fund budget without the further written authorization of the City.

The Management Reserve Fund will consist of an amount not to exceed \$15,000, and is set aside to cover the cost of unforeseen work and/or services required for the PS&E phase of the project. Such unforeseen conditions could include additional right of way research, utility locates, traffic analysis, environmental documentation, public involvement process, geotechnical assistance, additional design effort, and/or other related tasks.

DELIVERABLES

At the conclusion of the design effort and during the course of the project, as applicable, the Engineer will deliver to the City the following documents:

1. One electronic copy of the Design Report (PDF).

2. One electronic copy of the full-scale drawings at 60 percent, and 90 percent design effort levels (PDF). This Contract anticipates a maximum of 30 sheets will be required to facilitate the bidding and construction of this project.
3. Two copies of project specifications and cost estimate at 60 percent and 90 percent design effort levels (PDF).
4. One electronic set of final construction drawings (PDF).
5. One electronic set of final project specifications (PDF).
6. Three half-scale 11" x 17" original and three full-scale paper copy sets of final construction drawings.
7. One original paper copy of final project specifications.

PROJECT ASSUMPTIONS

This scope of work and the resulting maximum amount payable is based on the following assumptions as required for the development of the project. See also item assumptions noted in the aforementioned tasks. Changes in these assumptions and responsibilities may cause a change in scope of the services being offered and result in a corresponding adjustment of the contract price.

1. This scope of work assumes that the City will provide overall coordination and approval of the project, including timely (2 week) review of all submittals.
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Siew L. Tan, P.E.
Principal Geotechnical Engineer

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Exhibit II: Cost Estimate

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 - Pavement design; and
 - General earthwork recommendations, including selection of structural fill, compaction, dewatering, and suitability of on-site soils for fill.
8. **Post-Report Consultation/Meetings** – Attend project meetings, provide post-report consultation, and assist with the design and preparation of plans and specifications on an as-needed basis.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

CITY OF GIG HARBOR - DECANT FACILITY CSP-2405

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Total Fully Burdened Labor Cost: \$ 293,260

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Mileage & Expenses (Mileage @ current IRS rate) \$ 780

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PanGEO, Inc. \$ 30,000

Subconsultant Overhead (10%) \$ 3,000

Management Reserve Fund \$ 15,000

TOTAL ESTIMATED COST: \$ 342,040

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

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LABORATORY TOTAL:			\$1,520					
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Cost Summary								
Labor Cost								\$16,805
Lab + 10%								\$1,672
Drilling + 10%								\$11,352.0
Direct Expenses								\$171
PanGEO TOTAL:								\$30,000



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

Meeting Date: October 28, 2024

SUBJECT: Public Works Construction Contract Award for Shurgard Water Tank Repainting Project

SUBMITTED BY: Public Works Director Jeff Langheltm

DEPARTMENT: Public Works

PHONE: (253) 853-7630

SUGGESTED MOTION: Move to authorize the mayor to execute a public works construction contract with Coatings Unlimited in an amount not to exceed of \$766,329.30 and the public works director to approve additional public works construction contract expenditures up to \$50,000 for the Shurgard water tank repainting project.

BACKGROUND INFORMATION: The city's Shurgard water tank interior and exterior was last painted in 2003. Both the interior and exterior coatings have reached their lifespan. Therefore, in the city's 2023-24 budget, Objective 2 in the Water Capital Fund identifies Shurgard Water Tank Recoating for the repainting of the exterior and interior of the tank.

BID RESULTS: The project was competitively bid using the city's Public Works Bidding process. On October 16, the city received three responsive bids for the project. Based upon the city's standard review of bids the city has determined Scott Coatings does not meet the bidder qualification requirements. Therefore, the city considers Scott Coatings a non-responsible bidder.

Bidder	Total Bid Amount
Coatings Unlimited, LLC	\$ 766,329.30
Purcell Painting and Coatings, LLC	\$ 1,429,366.95
Scotts Coatings LLC (NON-RESPONSIBLE)	

FISCAL CONSIDERATION: In the city's 2023-24 Budget, Water Division – Capital Objectives 2 is identified to complete the painting of the exterior and interior Shurgard Water Tank. The project will be funded by water capital funds.

A third-party Professional Services Contract for special inspection services has been executed with Quality Coatings Inspection and Consulting, Inc.

The Budget allocations for this projects is as follows:

2023-24 Budget Project Funding:	
Shurgard Water Tank Repainting - Water Capital, Objective 2	\$550,000.00
Proposed Total Project Budget:	\$550,000.00

Project Expenses:

Public Works Construction Contract – Coatings Unlimited. / construction contract	(\$766,329.30)
Special Inspection Services – Quality Coatings Inspection and Consulting, Inc. (previously approved)	(\$38,474.80)
Public Works Director Change Order Authority Amount	(\$50,000.00)
Total budget**:	(\$854,804.10)

Expenditure Required: \$ 774,163.65	Amount Budgeted: 550,000.00	Appropriation Required: \$ 0
--	--------------------------------	---------------------------------

ATTACHMENTS:

1. CWP-2329 PW Contract-Coatings Unlimited
-

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

CONTRACT FORM

CITY OF GIG HARBOR Shurgard Water Tank Repainting Project CWP-2329

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

WITNESSETH:

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

1. The Contractor shall do all of the work and furnish all of the labor, materials, tools, and equipment necessary for the repainting of the Shurgard Water Tank Repainting Project, all in accordance with the Technical Specifications, Conditions of the Construction Contract and Supplementary Conditions of the Contract, and shall perform any changes in the Work, all in full compliance with the Project Manual entitled "Shurgard Water Tank Repainting Project, CWP-2329," which are by this reference incorporated herein and made a part hereof; and agrees to accept payment for the same in accordance with the said Project Manual, including the schedule of prices in the "Proposal," the sum of Seven Hundred Sixty-six Thousand Three Hundred Twenty-nine Dollars and thirty Cents (\$766,329.30) including state sales tax, subject to the provisions of the Project Manual.
2. Work shall commence and contract time shall begin as stated in Section SC-4.02 of the Supplementary Conditions. All Contract Work shall be physically complete as stated in Section 01 12 16.
3. The Contractor agrees to pay the City Liquidated Damages for each and every working day all Work remains uncompleted after expiration of the specified time, as stated in Section 01 12 16.
4. The Contractor shall provide for and bear the expense of all labor, materials, tools and equipment of any sort whatsoever that may be required for the full performance of the Work provided for in this Contract upon the part of the Contractor.
5. The term "Project Manual" shall mean and refer to the following: "Invitation to Bidders," "Bid Form," "Addenda" if any, "Specifications," "Plans," "Contract," "Performance Bond," "Payment Bond," "Notice to Proceed," "Change Orders" if any, and any documents referenced or incorporated into the Project Manual, including, but not limited to the Standard General Conditions, the Supplementary Conditions and the Technical Specifications.
6. The City agrees to pay the Contractor for materials furnished and Work performed in the manner and at such times as set forth in the Project Manual.

7. The Contractor for himself/herself, and for his/her heirs, executors, administrators, successors, assigns, agents, subcontractors, and employees, does hereby agree to the full performance of all of the covenants herein contained upon the part of the Contractor.
8. It is further provided that no liability shall attach to the City by reason of entering into this Contract, except as expressly provided herein.

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

CITY OF GIG HARBOR:

CONTRACTOR:

Tracie Markley, Mayor

City of Gig Harbor

Date: _____

Print Name: _____

Print Title: _____

Date: _____

ATTEST:

City Clerk

APPROVED FOR FORM:

City Attorney

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



To: Mayor Markley and City Council
From: David Rodenbach, Finance Director
Date: October 28, 2024
Subject: Third Quarter Financial Report

The quarterly financial reports for the third quarter of 2024 are attached.

Total resources, which include all revenues, non-revenues, and beginning fund balances, are at eighty-one (81%) percent of the 2023-24 budget. City-wide revenues, across all funds, excluding internal transfers, loan receipts and beginning and ending fund balances, are eighty-six (86%) percent. Expenditures are at fifty-eight (58%) percent of the biennial budget.

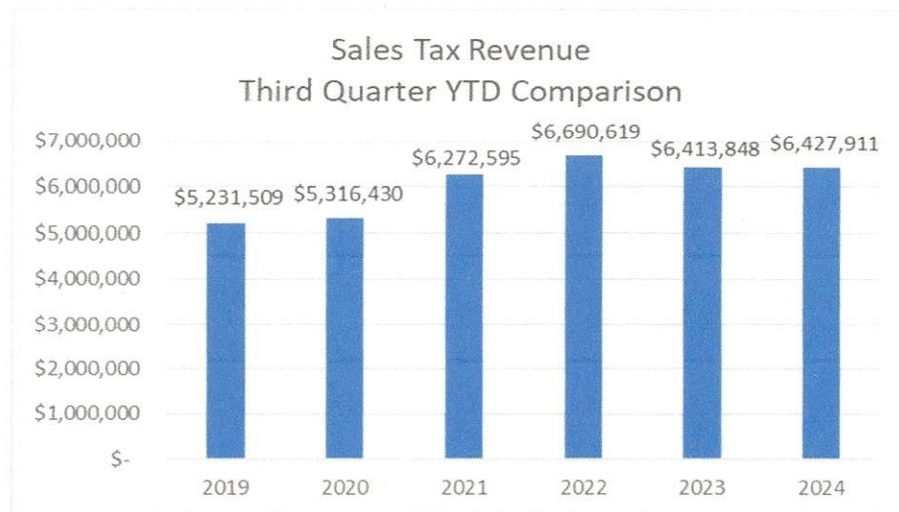
General Fund Revenues

General Fund revenues (excluding beginning balances) are at eighty-seven (87%) percent of the biennial budget.

General Fund Revenues 2023-24				
Budget vs. Actuals				
General Fund Revenue Source	Budgeted Revenue	Actual Revenue	% Collected	Balance
Taxes				
Property	\$ 6,764,207	5,233,916	77%	\$ (1,530,291)
Sales	17,728,920	15,354,892	87%	(2,374,028)
B&O Private Utility	2,940,789	2,423,901	82%	(516,888)
City Utility	1,117,407	964,999	86%	(152,408)
Other	612,703	539,018	88%	(73,685)
Sub-Total Taxes	\$ 29,164,026	\$ 24,516,727	84%	\$ (4,647,299)
Licenses & Permits	1,716,003	1,673,085	97%	(42,918)
Intergovernmental	1,778,616	1,914,140	108%	135,524
Charges for Services	271,072	299,837	111%	28,765
Fines & Forfeitures	104,857	120,838	115%	15,981
Miscellaneous	1,099,463	1,217,839	111%	118,376
Transfers and other Sources of Funds	77,634	126,712		49,078
Sub-Total	\$ 5,047,645	\$ 5,352,450	106%	\$ 304,805
Total General Fund	\$ 34,211,671	\$ 29,869,176	87%	\$ (4,342,495)

Sales Tax Revenue

Third quarter year-to-date sales tax revenue is illustrated below for years 2019 through 2024. Sales tax is at 87% of the biennial budget for 2023-24.



Property Tax Revenue

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

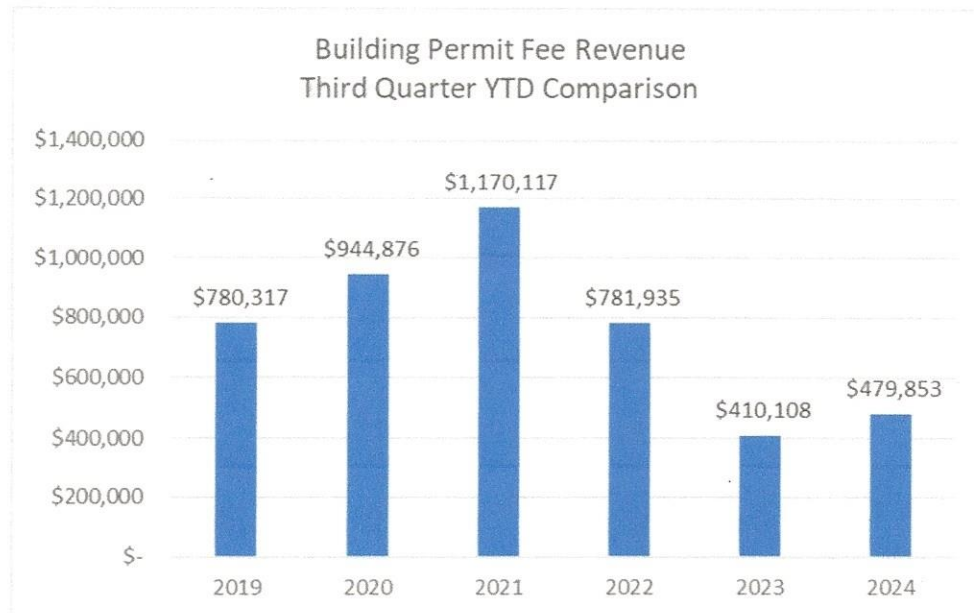


Transportation Benefit District

The City began receiving revenue in the second quarter of 2020 from the Transportation Benefit District (TBD). Total TBD resources are \$8,896,413.

Building Permit Fee Revenue

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



General Fund Expenditures

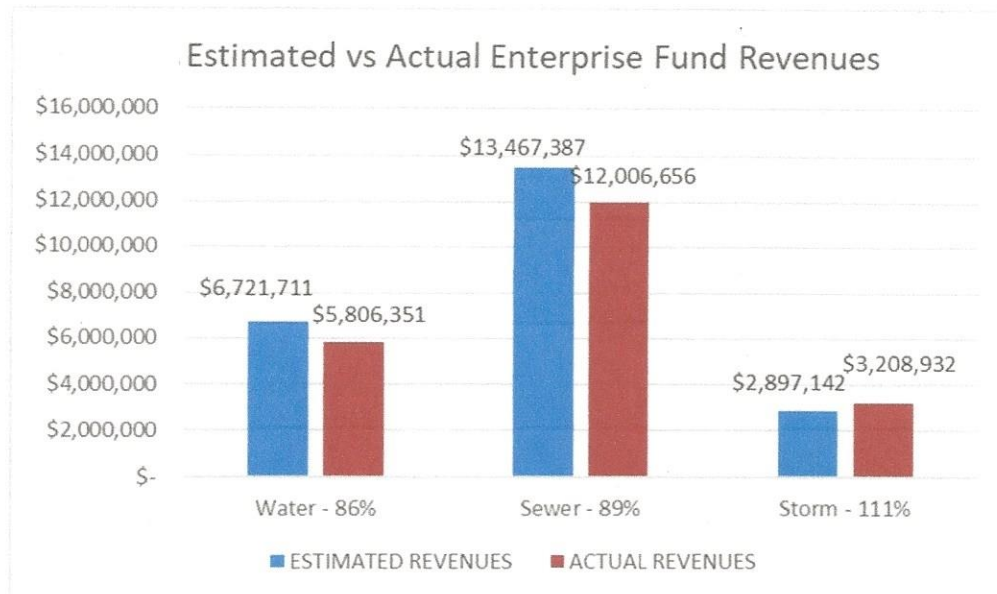
General fund expenditures are at seventy-three (73%) percent of the biennial budget.

General Fund Expenditures 2023-24					
By Department					
FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENT %
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 9,063,288	\$ 6,690,419	\$ 2,372,869	74%
02	LEGISLATIVE	163,200	129,000	34,200	79%
03	MUNICIPAL COURT	1,300,654	1,022,478	278,176	79%
04	ADMINISTRATIVE/FINANCIAL	5,414,633	3,966,940	1,447,693	73%
06	POLICE	11,327,417	9,263,834	2,063,584	82%
14	COMMUNITY DEVELOPMENT	5,084,264	3,683,411	1,400,853	72%
15	PARKS AND RECREATION	3,912,335	2,611,465	1,300,870	67%
16	BUILDING	3,389,806	1,406,941	1,982,865	42%
001	TOTAL GENERAL FUND	\$ 39,655,597	\$ 28,774,487	\$ 10,881,110	73%

Water, Sewer and Storm

Revenues:

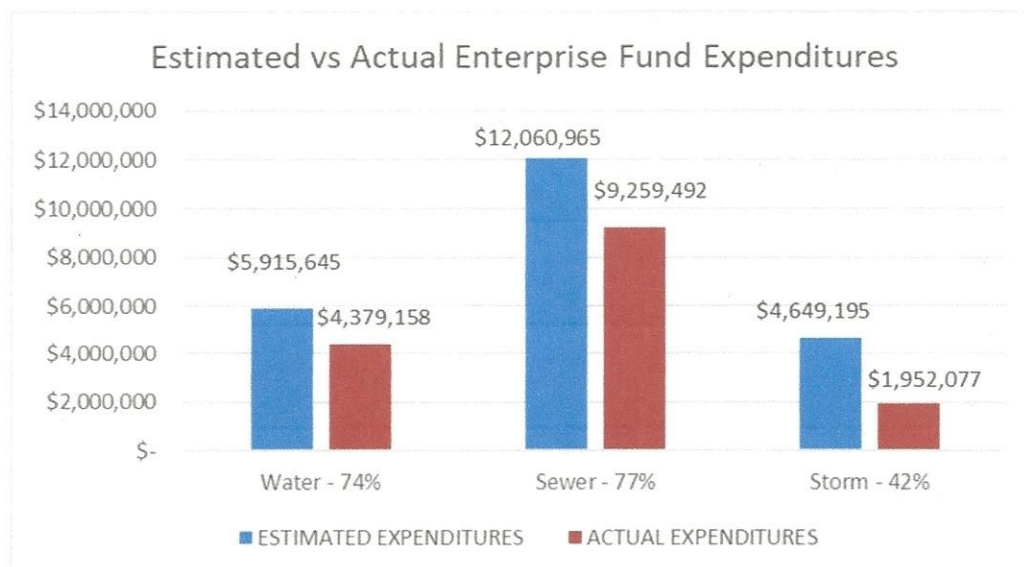
Water, Sewer and Storm revenues are eighty-six (86%) percent, eighty-nine (89%) percent and one hundred and eleven (111%) percent of the biennial budget.



Water, Sewer and Storm

Expenditures:

Expenditures for the three funds are at seventy-four (74%) percent, seventy-seven (77%) percent and forty-two (42%) percent of the 2023-24 budget.



Cash & Investments

Cash balances are adequate in all funds. The balance of cash and investments across all funds as of September 30, 2024 exceeds \$67.0 million.

Composition of Cash and Investments		
CASH ON HAND	\$	300
CASH IN BANK		3,000,327
LOCAL GOV'T INVESTMENT POOL		44,542,842
OTHER INVESTMENTS		20,041,418
	\$	67,584,887

US Bank Safekeeping Investments:

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

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



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

FUND NO.	DESCRIPTION	BEGINNING CASH AND INVESTMENTS	REVENUES	EXPENDITURES	OTHER CHANGES	ENDING CASH AND INVESTMENTS
001	GENERAL GOVERNMENT	\$ 7,966,215	\$ 29,869,176	\$ 28,774,487	\$ (834,691)	\$ 8,226,213
101	STREET FUND	851,711	4,336,121	4,505,870	(127,290)	554,672
102	STREET CAPITAL FUND	409,820	4,780,452	5,038,308	(151,073)	890
103	SENIOR CAPITAL FUND	202,708	18,607	-	-	221,315
104	PEDESTRIAN SAFETY FUND	218,803	18,200	170,000	-	67,004
105	DRUG INVESTIGATION FUND	16,307	1,497	-	-	17,804
106	DRUG INVESTIGATION FUND	9,878	654	5,007	-	5,525
107	HOTEL-MOTEL FUND	1,328,943	984,081	1,220,776	(112,007)	980,241
108	PUBLIC ART CAPITAL PROJECTS	25,382	2,328	28	-	27,681
109	PARK DEVELOPMENT FUND	266,257	3,350,607	3,556,774	(58,169)	1,922
111	STRATEGIC RESERVE FUND	2,646,118	242,897	-	-	2,889,015
112	EQUIPMENT RESERVE FUND	497,553	45,672	-	-	543,225
113	CONTRIBUTIONS/DONATIONS	-	13,963	8,918	(5,045)	-
208	LTGO BOND REDEMPTION	181,307	1,175,817	3,214,043	1,942,995	86,076
211	UTGO BOND REDEMPTION	262,304	345,274	270,915	-	336,663
301	PROPERTY ACQUISITION FUND	1,873,584	1,126,830	40	-	3,000,373
305	GENERAL GOVT CAPITAL IMPR	1,278,651	1,051,507	40	-	2,330,117
309	IMPACT FEE TRUST	3,381,044	805,767	1,041,300	4,653	3,150,164
310	HOSPITAL BENEFIT ZONE	2,566,229	8,572,015	3,560,140	-	7,578,104
401	WATER OPERATING	3,298,707	5,806,351	4,379,158	(106,452)	4,619,448
402	SEWER OPERATING	5,506,557	12,006,656	9,259,492	199,712	8,453,433
403	SHORECREST RESERVE FUND	243,883	65,429	2,725	3,413	310,000
407	UTILITY RESERVE	1,454,464	77,578	41	(40)	1,531,962
408	UTILITY BOND REDEMPTION	264,681	3,325,242	3,302,153	-	287,770
410	SEWER CAPITAL CONSTRUCTION	6,962,158	1,082,924	1,672,265	(2,015,083)	4,357,733
411	STORM SEWER OPERATING FUND	1,844,575	3,208,932	1,952,077	199,406	3,300,836
412	STORM SEWER CAPITAL	2,940,795	292,101	1,396,549	(3,933)	1,832,414
420	WATER CAPITAL ASSETS	8,234,599	771,587	4,206,717	(16,274)	4,783,196
631	MUNICIPAL COURT	-	94,653	91,498	(3,155)	-
650	TRANSPORTATION BENEFIT DISTRICT	4,994,288	3,902,125	805,323	-	8,091,090
		<u>\$ 59,727,521</u>	<u>\$ 87,375,043</u>	<u>\$ 78,434,643</u>	<u>\$ (1,083,033)</u>	<u>\$ 67,584,887</u>

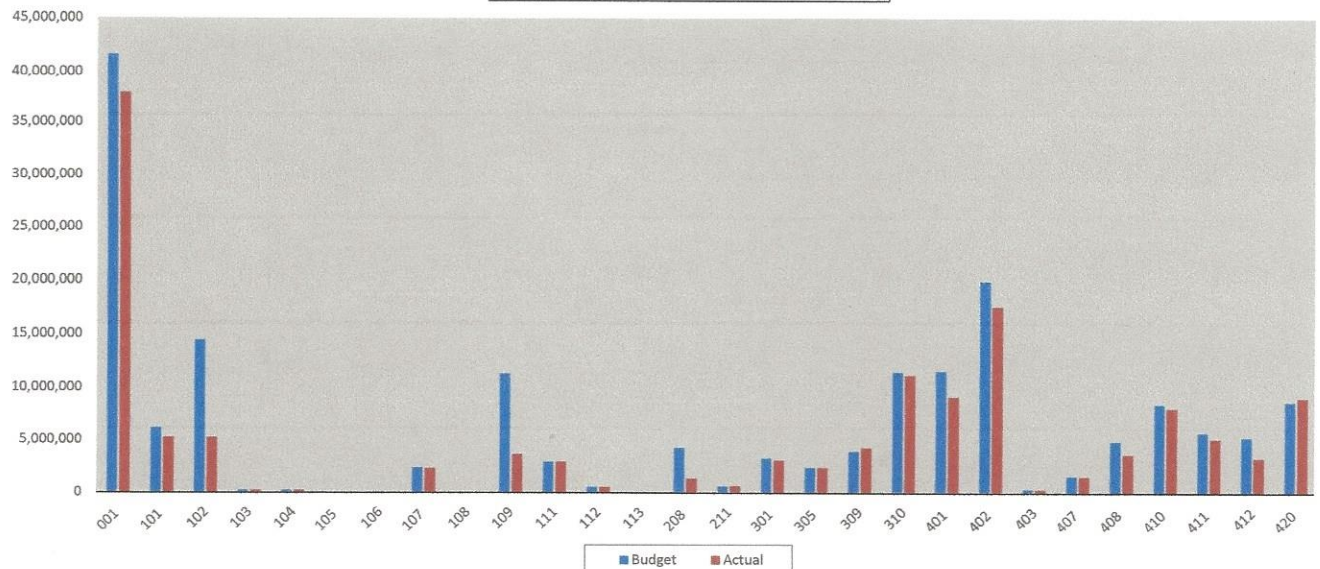
**COMPOSITION OF CASH AND INVESTMENTS
AS OF SEPTEMBER 30, 2024**

	MATURITY	RATE	BALANCE
CASH ON HAND			\$ 300
CASH IN BANK			3,000,327
LOCAL GOV'T INVESTMENT POOL	(Net Earnings Rate)	5.4042%	44,542,842
OTHER INVESTMENTS		3.85% avg	20,041,418
			<u>\$ 67,584,887</u>

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

FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	41,636,268	\$ 37,835,391	\$ 3,800,877	91%
101	STREET FUND	6,163,876	5,187,832	976,044	84%
102	STREET CAPITAL FUND	14,399,289	5,190,271	9,209,018	36%
103	SENIOR CAPITAL FUND	220,810	221,315	(505)	100%
104	PEDESTRIAN SAFETY FUND	238,991	237,004	1,987	99%
105	DRUG INVESTIGATION FUND	18,671	17,804	867	95%
106	DRUG INVESTIGATION FUND	12,351	10,532	1,819	85%
107	HOTEL-MOTEL FUND	2,360,825	2,313,025	47,800	98%
108	PUBLIC ART CAPITAL PROJECTS	27,722	27,709	13	100%
109	PARK DEVELOPMENT FUND	11,316,488	3,616,864	7,699,624	32%
111	STRATEGIC RESERVE FUND	2,886,489	2,889,015	(2,526)	100%
112	EQUIPMENT RESERVE FUND	544,818	543,225	1,593	100%
113	DONATIONS/CONTRIBUTIONS		13,963	(13,963)	#N/A
208	LTGO BOND REDEMPTION	4,216,537	1,357,124	2,859,413	32%
211	UTGO BOND REDEMPTION	602,683	607,578	(4,895)	101%
301	PROPERTY ACQUISITION FUND	3,175,717	3,000,413	175,304	94%
305	GENERAL GOVT CAPITAL IMPR	2,325,245	2,330,158	(4,913)	100%
309	IMPACT FEE TRUST	3,842,270	4,186,811	(344,541)	109%
310	HOSPITAL BENEFIT ZONE	11,430,787	11,138,244	292,543	97%
401	WATER OPERATING	11,503,187	9,105,058	2,398,129	79%
402	SEWER OPERATING	19,895,378	17,513,213	2,382,165	88%
403	SHORECREST RESERVE FUND	316,753	309,312	7,441	98%
407	UTILITY RESERVE	1,539,019	1,532,043	6,976	100%
408	UTILITY BOND REDEMPTION	4,793,599	3,589,923	1,203,676	75%
410	SEWER CAPITAL CONSTRUCTION	8,429,831	8,045,081	384,750	95%
411	STORM SEWER OPERATING FUND	5,659,162	5,053,507	605,655	89%
412	STORM SEWER CAPITAL	5,185,765	3,232,896	1,952,869	62%
420	WATER CAPITAL ASSETS	8,647,509	9,006,187	(358,678)	104%
631	MUNICIPAL COURT		94,653	(94,653)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	9,383,875	8,896,413	487,462	95%
		\$ 180,773,915	\$ 147,102,564	\$ 33,671,351	81%

Estimated vs Actual Resources 2023-24 Budget

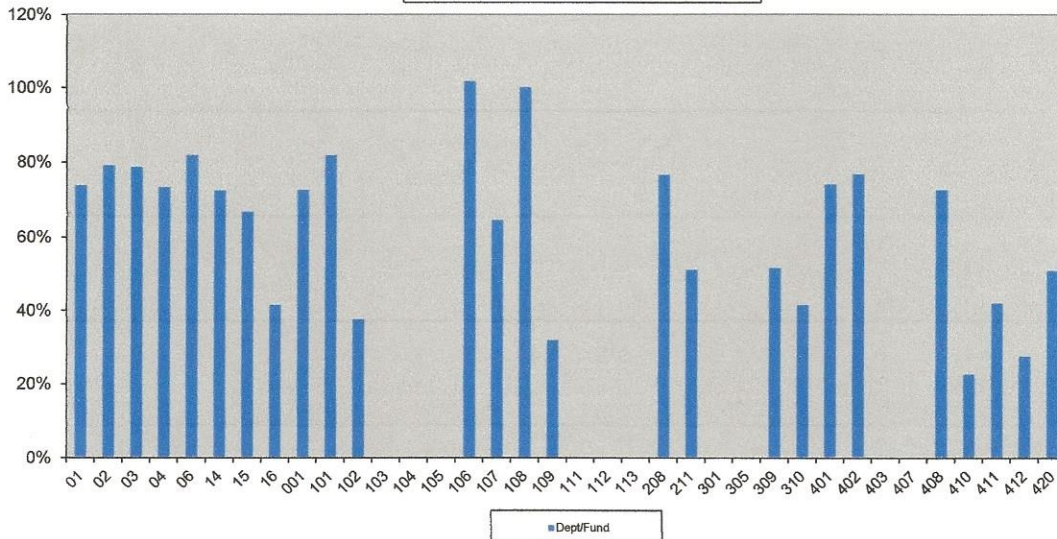




BIENNIAL-TO-DATE EXPENDITURE SUMMARY AND COMPARISON TO BUDGET AS OF SEPTEMBER 30, 2024

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 9,063,288	\$ 6,690,419	\$ 2,372,869	74%
02	LEGISLATIVE	163,200	129,000	34,200	79%
03	MUNICIPAL COURT	1,300,654	1,022,478	278,176	79%
04	ADMINISTRATIVE/FINANCIAL	5,414,633	3,966,940	1,447,693	73%
06	POLICE	11,327,417	9,263,834	2,063,584	82%
14	COMMUNITY DEVELOPMENT	5,084,264	3,683,411	1,400,853	72%
15	PARKS AND RECREATION	3,912,335	2,611,465	1,300,870	67%
16	BUILDING	3,389,806	1,406,941	1,982,865	42%
001	TOTAL GENERAL FUND	39,655,597	28,774,487	10,881,110	73%
101	STREET FUND	5,506,253	4,505,870	1,000,383	82%
102	STREET CAPITAL FUND	13,400,998	5,038,308	8,362,690	38%
103	SENIOR CAPITAL FUND	-	-	-	#N/A
104	PEDESTRIAN SAFETY FUND	-	170,000	(170,000)	#N/A
105	DRUG INVESTIGATION FUND	-	-	-	#N/A
106	DRUG INVESTIGATION FUND	4,919	5,007	(88)	102%
107	HOTEL-MOTEL FUND	1,894,054	1,220,776	673,278	64%
108	PUBLIC ART CAPITAL PROJECTS	28	28	(0)	100%
109	PARK DEVELOPMENT FUND	11,195,032	3,556,774	7,638,258	32%
111	STRATEGIC RESERVE FUND	-	-	-	#N/A
112	EQUIPMENT RESERVE FUND	-	-	-	#N/A
113	DONATIONS/CONTRIBUTIONS	-	8,918	(8,918)	#N/A
208	LTGO BOND REDEMPTION	4,192,995	3,214,043	978,952	77%
211	UTGO BOND REDEMPTION	531,766	270,915	260,851	51%
301	PROPERTY ACQUISITION FUND	1,300,040	40	1,300,000	0%
305	GENERAL GOVT CAPITAL IMPR	1,200,040	40	1,200,000	0%
309	IMPACT FEE TRUST	2,025,000	1,041,300	983,700	51%
310	HOSPITAL BENEFIT ZONE	8,588,140	3,560,140	5,028,000	41%
401	WATER OPERATING	5,915,645	4,379,158	1,536,487	74%
402	SEWER OPERATING	12,060,965	9,259,492	2,801,473	77%
403	SHORECREST RESERVE FUND	-	2,725	(2,725)	#N/A
407	UTILITY RESERVE	-	41	(41)	#N/A
408	UTILITY BOND REDEMPTION	4,548,066	3,302,153	1,245,913	73%
410	SEWER CAPITAL CONSTRUCTION	7,392,162	1,672,265	5,719,897	23%
411	STORM SEWER OPERATING FUND	4,649,195	1,952,077	2,697,118	42%
412	STORM SEWER CAPITAL	5,059,800	1,396,549	3,663,251	28%
420	WATER CAPITAL ASSETS	8,282,490	4,206,717	4,075,773	51%
631	MUNICIPAL COURT	-	91,498	(91,498)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	4,875,000	805,323	4,069,677	17%
		\$ 142,278,185	\$ 78,434,643	\$ 63,843,542	55%

**Expenditures as a Percentage of
2023-24 Budget**

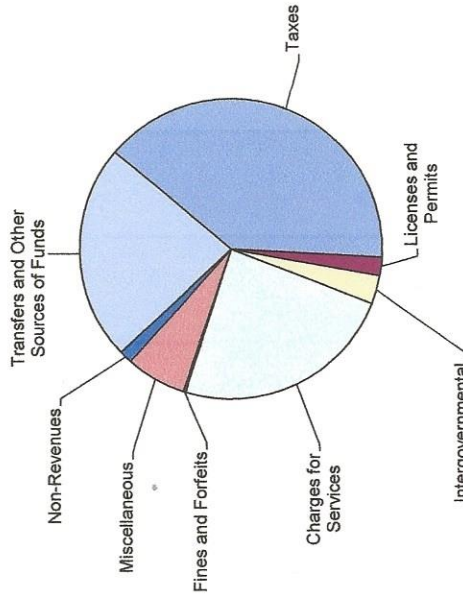




BIENNIAL-TO-DATE REVENUE SUMMARY
BY TYPE
AS OF SEPTEMBER 30, 2024

TYPE OF REVENUE	AMOUNT
Taxes	34,733,222
Licenses and Permits	1,713,485
Intergovernmental	2,654,660
Charges for Services	20,987,345
Fines and Forfeits	215,491
Miscellaneous	5,682,709
Non-Revenues	1,191,037
Transfers and Other Sources of Funds	20,197,093
Total Revenues	87,375,043
Beginning Cash Balance	59,727,521
Total Resources	147,102,564

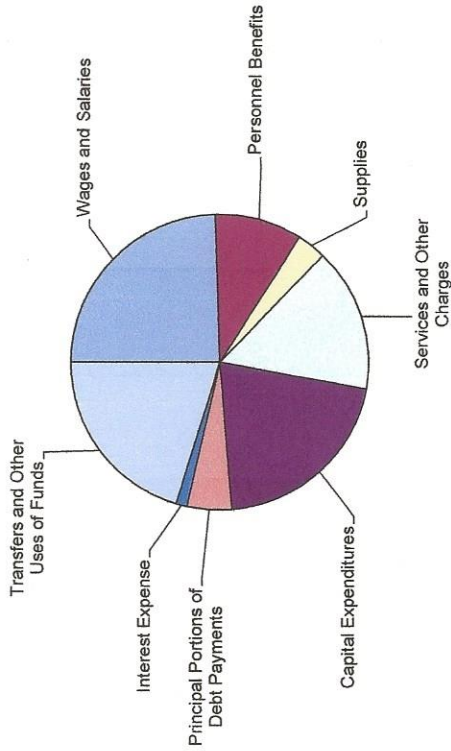
Revenues by Type - All Funds



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

TYPE OF EXPENDITURE	AMOUNT
Wages and Salaries	19,206,191
Personnel Benefits	7,411,996
Supplies	2,512,441
Services and Other Charges	12,295,841
Capital Expenditures	16,330,234
Principal Portions of Debt Payments	3,795,642
Interest Expense	938,609
Transfers and Other Uses of Funds	15,943,730
Total Expenditures	78,434,683
Ending Cash Balance	67,584,887
Total Uses	146,019,571

Expenditures by Type - All Funds



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

		SPECIAL REVENUE FUNDS											
		101	102	103	104	105	106	107	108	109			
		STREET	STREET CAPITAL	SENIOR CAPITAL	PEDESTRIAN SAFETY	DRUG INVESTIGTN	DRUG INVESTIGTN	HOTEL - MOTEL	PUBLIC ART PROJECTS	PARK DVLP FUND			
001	GENERAL GOVERNMENT												
\$	361,013	\$ 24,982	\$ 40	\$ 9,968	\$ 3,018	\$ 802	\$ 249	\$ 44,149	\$ 1,247	\$ 87			
	INVESTMENTS	7,865,199	850	211,347	63,986	17,002	5,276	936,092	26,435	1,835			
	RECEIVABLES	2,126,753	1,344	-	-	-	-	60,742	-	-			
	FIXED ASSETS	-	-	-	-	-	-	-	-	-			
	OTHER	-	-	-	-	-	-	-	-	-			
	TOTAL ASSETS	10,352,966	2,234	221,315	67,004	17,804	5,525	1,040,983	27,681	1,922			
LIABILITIES													
	CURRENT	30,829	0	-	-	-	-	-	-	-			
	LONG TERM	81,423	-	-	-	-	-	-	-	-			
	TOTAL LIABILITIES	112,252	0	-	-	-	-	-	-	-			
FUND BALANCE:													
	BEGINNING OF YEAR	9,146,025	260,091	202,708	218,803	16,307	9,878	1,277,678	25,382	208,088			
	Y-T-D REVENUES	29,869,176	4,336,121	18,607	18,200	1,497	654	984,081	2,328	3,350,607			
	Y-T-D EXPENDITURES	(28,774,487)	(5,038,308)	-	(170,000)	-	(5,007)	(1,220,776)	(28)	(3,556,774)			
	ENDING FUND BALANCE	10,240,714	2,234	221,315	67,004	17,804	5,525	1,040,983	27,681	1,922			
\$	TOTAL LIAB. & FUND BAL.	10,352,966	\$ 591,919	\$ 221,315	\$ 67,004	\$ 17,804	5,525	\$ 1,040,983	\$ 27,681	\$ 1,922			

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

	111	112	113	301	305	309	310	631	650	TOTAL SPECIAL REVENUE	208 LTGO BOND REDEMPTION	211 UTGO BOND REDEMPTION	TOTAL DEBT SERVICE
ASSETS													
STRATEGIC RESERVE	\$ 130,119	\$ 24,466	\$ -	\$ 136,957	\$ 106,769	\$ 141,880	\$ 341,311	-	351,638	\$ 1,317,681	\$ 3,877	\$ 15,163	\$ 19,040
EQUIPMENT	2,758,896	518,759	-	2,863,416	2,223,348	3,008,284	7,236,794	-	7,739,452	28,141,463	82,199	321,500	403,699
INVESTMENTS	-	-	5,045	25,982	25,982	-	-	-	351,860	508,202	-	6,374	6,374
RECEIVABLES	-	-	-	-	-	-	-	-	-	-	-	-	-
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	2,889,015	543,225	5,045	3,026,355	2,356,099	3,150,164	7,578,104	-	8,442,950	29,967,345	86,076	343,037	429,113
LIABILITIES													
CURRENT	-	-	-	-	-	4,653	-	19	-	7,672	-	-	-
LONG TERM	-	-	-	-	-	-	-	-	-	-	1,942,995	4,113	1,947,109
TOTAL LIABILITIES	-	-	-	-	-	4,653	-	19	-	7,672	1,942,995	4,113	1,947,109
FUND BALANCE:													
BEGINNING OF YEAR	2,846,118	497,553	-	1,899,566	1,304,633	3,381,044	2,566,229	(3,173)	5,346,148	20,615,720	181,307	264,565	445,871
Y-T-D REVENUES	242,897	45,672	13,963	1,126,830	1,051,507	805,767	8,572,015	94,653	3,902,125	29,347,975	1,175,817	345,274	1,521,090
Y-T-D EXPENDITURES	-	-	(8,918)	(40)	(40)	(1,041,300)	(3,560,140)	(91,498)	(805,323)	(20,004,022)	(3,214,043)	(270,915)	(3,484,958)
ENDING FUND BALANCE	2,889,015	543,225	5,045	3,026,355	2,356,099	3,145,511	7,578,104	(19)	8,442,950	29,959,674	(1,856,919)	338,923	(1,517,996)
TOTAL LIAB. & FUND BAL.	\$ 2,889,015	\$ 543,225	\$ 5,045	\$ 3,026,355	\$ 2,356,099	\$ 3,150,164	\$ 7,578,104	\$ (0)	\$ 8,442,950	\$ 29,967,345	\$ 86,076	\$ 343,037	\$ 429,113

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

	401	402	403	407	408	410	411	412	420	TOTAL PROPRIETARY	TOTAL
	WATER OPERATING	SEWER OPERATING	SHORECREST RESERVE	UTILITY RESERVE	UTILITY REDEMPTION	SEWER CAP. CONST.	STORM SEWEF OPERATING	STORM CAPITAL	WATER CAP. ASSETS		
ASSETS											
CASH	\$ 201,762	\$ 368,053	\$ 13,962	\$ 65,804	\$ 12,961	\$ 196,268	\$ 148,667	\$ 82,530	\$ 212,886	\$ 1,302,893	\$ 3,000,627
INVESTMENTS	4,417,686	8,085,380	296,038	1,466,158	274,809	4,161,465	3,152,170	1,749,884	4,570,310	28,173,899	64,584,260
RECEIVABLES	420,209	620,711	(86)	-	-	2,583,661	231,042	-	-	3,855,536	6,496,864
FIXED ASSETS	15,638,915	50,135,151	-	-	-	418,524	2,365,589	2,171,641	3,796,875	74,526,695	74,526,695
OTHER	-	-	-	-	317,631	-	-	-	-	317,631	317,631
TOTAL ASSETS	20,678,571	59,209,294	309,913	1,531,962	605,402	7,359,918	5,897,467	4,004,055	8,580,071	108,176,654	148,926,078
LIABILITIES											
CURRENT	6,663	10,606	-	-	1,962,069	-	298	-	38,581	2,018,216	2,056,717
LONG TERM	93,102	128,002	-	-	14,806,762	-	40,856	-	-	15,088,721	17,097,253
TOTAL LIABILITIES	99,764	138,607	-	-	16,768,831	-	41,154	-	38,581	17,086,937	19,153,970
FUND BALANCE:											
BEGINNING OF YEAR	19,151,613	56,323,523	247,210	1,454,424	(16,186,519)	7,949,260	4,599,459	5,108,503	11,976,620	90,624,093	120,831,709
Y-T-D REVENUES	5,806,351	12,006,656	65,429	77,578	3,325,242	1,082,924	3,208,932	292,101	771,587	26,636,800	87,375,043
Y-T-D EXPENDITURES	(4,379,158)	(9,259,492)	(2,725)	(41)	(3,302,153)	(1,672,265)	(1,952,077)	(1,396,549)	(4,206,717)	(26,171,176)	(78,434,643)
ENDING FUND BALANCE	20,578,807	59,070,687	309,913	1,531,962	(16,163,429)	7,359,918	5,856,313.04	4,004,055	8,541,490	91,089,717	129,772,108
TOTAL LIAB. & FUND BAL.	\$ 20,678,571	\$ 59,209,294	\$ 309,913	\$ 1,531,962	\$ 605,402	\$ 7,359,918	\$ 5,897,467	\$ 4,004,055	\$ 8,580,071	\$ 108,176,654	\$ 148,926,078

GENERAL FUND – NON-DEPARTMENTAL
Admin – City Clerk

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue to facilitate the appropriate and timely response to the increasing volume of public records requests in order to be more open, accountable, and responsive to citizens. Implement the public records policy	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 75% Notes:
Continue to implement open data access on the City's website. Open data can facilitate government transparency, accountability, and public participation	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 75% Notes:
Work for continued compliance with document and electronic records retention and ways to facilitate record retrieval through the Records Management Committee	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 75% Notes:

GENERAL FUND – NON-DEPARTMENTAL

Objective	Status of Objective (as described in the 2023-24 Budget)
Financial. The annual audit performed by the state auditor's office: \$50,000. Insurance for General Governmental activities: \$389,280.	Objective on track to be met in 2024: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/24: 75% Notes: Insurance paid \$397,497
Operating transfers out. General fund transfers to other funds for 2023 are as follows: Fund Amount Street Operating \$2,200,000 Street Capital 1,350,000 Park Development 1,225,000 LTGO Debt 700,000	Objective on track to be met in 2024: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 75% Notes:

GENERAL FUND – NON-DEPARTMENTAL
Admin – HR

Goal	Status of Goal (as described in the 2023-24 Budget)
Conduct an employee satisfaction survey - \$5,000 annually	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes: Employee engagement (satisfaction) survey was completed with improved participation over the prior year by 4%.
Staff experience – special events, engagement opportunities	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 75% Notes: The city was recognized with the Best Commuter Business (silver level) and WellCity awards, respectively, for demonstrating effective planning, promotion, execution, and engagement in the areas of alternative commute options and staff health and wellness. In the six months remaining of 2024, there are several special events and engagement opportunities planned in support of the staff experience.
Salary and benefit study to assesses and determine any needed adjustments - \$100,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 90% Notes: Consultant has completed work products and all associated reports. Council has been briefed and policy direction given in anticipation of 2025 labor contract negotiations. Union reps and an all staff presentation, respectively, are being scheduled and will take place shortly.
Safety and risk – develop City-wide safety and risk plan	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0%

	Notes: Hiring the Risk & Safety Program Manager is on pause for the duration of this budget cycle. Recruiting and hiring for this position is scheduled to occur in early 2025, if/when approved as part of the next biennial budget.
Rewards and recognition – staff anniversaries, birthdays, project accomplishments, certifications/licenses, etc.	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 90% Notes: Continuing to build out and implement meaningful reward and recognition activities for staff.
Staff training and development – performance evaluations, supervisory training, leadership academy	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 90% Notes: Ensuring regular consistency with completion of performance evaluations. Some members of the executive team are beginning to participate in a leadership academy facilitated by the International City/County Management Association (ICMA). All supervisors recently completed a supervisory workshop which refreshed and sharpened their leadership skills. As part of the 2024 leadership retreat, staff participated in a workshop focused on communication and conflict resolution. The leadership team will continue learning on these subjects with a series of additional workshops through October in support of team and capacity building efforts.
Productivity and efficiency – staff onboarding, automated timekeeping and leave management \$30,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 75% Notes: Continuing to make improvements to onboarding experience and leave management. Employee Self Service went live in 1Q 2024 (providing access to electronic paystubs, automating

	direct deposit changes, emergency contact updates, etc.). A system-driven onboarding solution has been fully implemented, supporting an improved experience for all new hires, supervisors, and HR staff. Reduced payroll processing time by approximately two hours each pay period through automating and digitizing associated records and reports. Completed training on full payroll backup processing in support of organizational contingency planning. Automated timekeeping and leave management systems will be proposed in/shifted to the next budget cycle, therefore this goal will not be marked as complete by year end.
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GENERAL FUND – NON-DEPARTMENTAL
Admin – ITS

Goal	Status of Goal (as described in the 2023-24 Budget)
FUND MANAGEMENT - Establish ITS internal service fund	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This is projected may not be completed this budget cycle due to staffing limitations in finance.
DATA MANAGEMENT - Migration of data from box.com to Microsoft 365 to align the city's data with the productivity products used by city staff	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 26% Notes:
CYBER SECURITY - Cyber Security Penetration Testing and Remediation - Implement Multi-factor Authentication (MFA) in Microsoft 365	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 50% Notes: Multi-factor Authentication (MFA) in Microsoft 365 has been completed. The Cyber Security Penetration Testing and Remediation will be scheduled soon.
BUILDING FACILITIES - Provision network and communications for the new public works operations center - Upgrade fiber optic cables that feed the police and public works engineering / community development buildings at the civic center campus - Collaborate with Public works to implement new door control security access system citywide	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes: We have completed implementing the new door control security access system at the Civic Center and the Public Works operations center. We also completed provisioning network and communications for the new public works operations center. The upgrade of the fiber optic cables that feed the police and public works engineering / community development buildings at the civic center campus has been cancelled at this time.

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

Goal	Status of Goal (as described in the 2023-24 Budget)
Maintain state lobbying contract - \$40,000 annually	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 75% Notes:
Maintain federal lobbying contract - \$60,000 annually	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: Contract not renewed for 2023
Provide funding for the Gig Harbor Downtown Waterfront Alliance and its continued activities to promote downtown businesses – funded through Lodging Tax	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 75% Notes:
Promote and attract new businesses to downtown Gig Harbor through a variety of methods	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes:
Establish a new Sister City in Croatia	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Contract with on-call grant writer in support of city priorities - \$20,000 annually	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes:

GENERAL FUND – NON-DEPARTMENTAL
Admin – Tourism & Communications

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue measurement of success through increased growth of lodging tax year over year	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 75% Notes:
Self-publish the 2023 and 2024 Visitors Guide, with a goal of increasing advertising year over year to cover costs, return to distribution on WS Ferries and at Seatac International Airport, create a database of reciprocal agreements with other cities with the same visitor profile (Port Townsend; Bend, OR; Mercer Island, etc.), mail to a growing list of Gig Harbor addresses (city limits, adding in additional lists from 332 and 335) and, in the years to come, create a profit that underwrites further expenses from Summer Sounds and/or holiday events and offerings	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes: This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
Build holiday draw within city limits for the region, define Gig Harbor as a perfect seaside village for the holiday with events and programming throughout the month of December	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 75% Notes: This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
Create interactive art campaign in partnership with local muralists in order to increase photo opportunities for visitors and residents to post, creating a soft influencer approach on reasons to visit Gig Harbor	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 12.5% Notes: This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
With the assistance of a City committee, engage a branding firm to renew the image of City signage and external materials, creating a brand guideline, updated logo, colors and fonts to maintain consistency throughout all City of Gig Harbor / Visit Gig Harbor publications and signage	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: Objective de-prioritized by Council at 3/30/23 study session
Fund a variety of events in interest areas and portions of the year as defined by the 2023 (and 2024) LTAC recommendations after review of event and operations applications	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100%

	Notes:
Create a City-wide Communications Strategy and Plan - \$50,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: Removed from work plan
Fourth of July event - \$100,000 annually	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: Removed from work plan

CAPITAL PROJECTS - CITY BUILDINGS

Goal	Status of Goal (as described in the 2023-24 Budget)
Civic Center HVAC Upgrade. The City is in the process of completing a feasibility study to identify HVAC replacement alternatives that reduce the City's carbon emissions, reduce energy costs, and reduce future maintenance costs. Based on the outcome of the feasibility study the City will engage in a construction contract to implement the recommended improvements. \$2,200,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/24: 50% Notes: Council approved additional funding with award of the final design and construction contract.
Civic Center Security Upgrades at Reception Desks. The City has three reception desks that have no separation from the public. This proposed work would provide improved security features including placing a security between staff and the public. \$60,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is being deferred due to limited staff capacity.
Bogue Visitor's Center Building Rehabilitation. The original scope of work for this project required a small Public Works contract to re-roof the City's Bogue Visitor's Center building. However, per Building Code requirements, the insulation in the building must also be replaced. Additionally, the HVAC system was identified as being beyond its useful life. This project proposes to replace both the indoor and outdoor HVAC units. This objective was initiated in 2022 with the completion of contract documents and award of a Public Works construction contract. This objective will complete the construction of the project awarded in 2022. \$100,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/24: 100% Notes: Project complete but council approved additional construction funding beyond the original budgeted amount.
Replacement Purchase – Building Access and Control System. The current building access control equipment at the Civic Center was installed over 19 years ago when the building was constructed. The current equipment and software are no longer supported as the vendor is no longer in business. New equipment will include two new control panels, multiple card readers and two keypad readers. A cloud-based software system upgrade may be included which	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes: Project Complete

allows for remote management of equipment. \$120,000	
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CAPITAL PROJECTS - PARKS DEVELOPMENT

Gig Harbor Sports Complex Phase 1B Design, Permitting, and Construction. The City has been proceeding with developing a Sports Complex in Gig Harbor North since the City acquired park land in this area in 2011 in accordance with the 6-year CIP. The City then developed a series of master plans for the Sports Complex and the scope of the complex increased until 2018 when the project developed into the phased development of what we have today. The current project phase consists of two sub-phases that are interrelated but not equivalent. The YMCA will proceed with the Phase 1A project, which consists of two artificial turf fields with associated lighting and parking and is funded in part with the City's previously awarded legislative grant and a Recreation and Conservation Office (RCO) grant. Phase 1B is the City's portion of the complex and includes pickleball, bocce ball, multiple playgrounds, multiple pavilions, and a natural turf open space. Phase 1B requested funding from two RCO grants in 2020 and will proceed to YMCAs Phase 1A. The design and permitting effort for the project was initiated in 2022 with construction beginning either at the end of 2022 or early in 2023. \$5,250,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/24: Construction is 40% complete. Design & permitting is 100% complete Notes: Construction began May 28, and has been progressing on schedule for substantial completion in first quarter of 2025.
Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various location alternatives and building alternatives. The City completed the site development in 2019, completed the building design in 2021, and awarded a public works construction contract in 2022. Construction of the building will begin in 2023 and the City will furnish the new building in 2023. \$4,200,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/24: 99% Notes: Council approved funding with construction contract award. C of O received. Project is still going through project closeout.

Gig Harbor North Trails. The City's 2022 PROS Plan identifies the siting and construction of various trails in Gig Harbor North. The City currently has three areas of vacant undeveloped lots that mostly consist of native vegetation. These areas include the Harbor Hill Open Space and the "Old Burnham Properties" (north of the intersection of Burnham Drive and Wood Hill Drive). This objective would provide for the design and permitting associated with the development and enhancement of native trails on these existing City Park properties and in coordination with private owners. \$150,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is unlikely to move forward in 2024 as it was not identified as a high priority by city council and due to limited staff capacity.
Cushman Trail Connection to Harborview Drive. In 2009 the City, in conjunction with Pierce County Parks, constructed Phase 2 of the Cushman Trail from Grandview Street to 96th Street. Since construction of Cushman Trail Phase 2 the City, along with the morning Rotary, the Downtown Waterfront Alliance, and multiple individuals, have considered and requested a connection trail between the Donkey Creek Park area and Cushman Trail. Due to topographic and critical area constraints, the City and its partners have considered multiple locations and trail cross sections. Now that the City has acquired conservation properties between Harborview Drive and Cushman Trail just north of the City's Wastewater Treatment Plant, there is opportunity for a new and improved location for this proposed connection trail. This objective will design and permit the Cushman Trail connection. \$200,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is being deferred due to limited staff capacity.
Crescent Creek Park – Master Plan and Phase 1A Conceptual Design and Construction. The City's Crescent Creek Park (previously known as "City Park") has developed, redeveloped, and expanded in a sporadic fashion. Staff, with the support of a consultant, will conclude the public visioning that began in 2022 then establish, with Council support, a master plan for Crescent Creek Park. The momentum of the planning effort will go into the immediate	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/24: 10% Notes: A contract amendment will be presented at the 10/28/2024 council meeting. Project will be extended into 2025, with additional cost due to year-long delay.

implementation of Phase 1A improvements. \$225,000	
Shaw Park Analysis and Remediation. Shaw Park is located on Borgen Boulevard between the Heron's Key development and the planned commercial village on Harbor Hill Drive and was partially constructed by a private developer under a development agreement that lacked park specifications. The resulting first phase of the Park is flat terrain that was stripped of topsoil as part of the adjacent site development projects. The combination of poor soils and the lack of a working drainage system has made it impossible to maintain vegetation or natural turf at the Park. At this time, the only existing amenity is a cement plaza close to Borgen Boulevard with benches and donated outdoor musical equipment from the Gig Harbor Rotary Club. This proposed objective would perform a site analysis, provide specifications to improve soils and drainage, and complete the construction of the proposed improvements. \$95,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is being deferred due to limited staff capacity.
Skansie Netshed Improvements. The City of Gig Harbor purchased the Skansie Property in 2002 with the intent of expanding public access to the City's waterfront. The City eventually separately leased both the existing Skansie Residence and the wooden Skansie Netshed to two separate non-profit organizations to provide opportunities to the public for educational programming. The City has leased the Skansie Netshed to multiple non-profit organizations with the current lease expiring in December 2035. The City repainted and reroofed the Netshed in 2004 and then later rehabilitated the foundation and flooring on which the Netshed sits. The Netshed is again in need of repainting and reroofing. Additionally, based on two separate reports, the Netshed requires structural improvements. The City will complete the design and permitting of these improvements in 2023, then award a construction contract in 2023. This objective proposes to complete the structural repairs, siding repairs, repaint the exterior of the	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/24: 85% Notes: Exterior work is complete. Interior frames are constructed and will be installed by the end of the year. The city council contract award has exceeded the available budgeted amount.

building, and re-roof the building. The City will also review the option to have the exterior painting completed by volunteers from the Skansie Netshed Foundation or other means to reduce the total project costs while meeting all necessary requirements. \$330,000	
Cushman Trail Phase 5A Scoping and Value Engineering Study. The City completed the Cushman Trail Phase 5 Planning Study in May 2020. This Study concluded the project should be divided into reasonably sized sub-sections due to the otherwise significant cost to design and construct the entire Phase 5 route identified in the Planning Study. This proposed objective would prepare for project implementation by completing the scoping for the Phase 5A limits then performing a value engineering study for the Cushman Trail crossing at Borgen Boulevard, including a cost estimate. \$85,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is unlikely to move forward in 2024 as it was not identified as a high priority by city council and due to limited staff capacity.
Gig Harbor Sports Complex Phase 2 and 3 - Feasibility Study. In 2018 the City completed the master planning process for the Gig Harbor Sports Complex. The master plan identified three separate phases for implementing the development of the Sport Complex. Phase 1 consists of two lit, synthetic turf fields, an adjacent recreational area, and associated parking. Phase 1 is under design based on a collaborative effort between the City and the YMCA. Per the master plan, Phase 2 primarily consists of rehabilitating the City's existing Peninsula Light Fields by converting them from natural turf to synthetic turf and identifying any additional site improvements. The master plan also established two new synthetic turf fields with lights for the Phase 3 site. This proposed objective would develop a detailed scope of work then complete a feasibility study for the Phase 2 and 3 work, including a cost estimate. \$120,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/24: 100% Notes: Feasibility Study is complete. Council approved additional funding beyond the original budgeted amount.
Commercial Fishing Homeport Design, Permitting, and Construction. In 2012 the City purchased three waterfront parcels along Harborview Drive that eventually became	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No

Ancich Waterfront Park. Due to its waterfront location, the City's vision for the site quickly focused on waterfront uses, including access for commercial fishing vessels, human powered craft, and general public access. The park vision was adopted through Resolution 949 in 2013, and soon after the City applied for grants and looked for other funding sources. Due to funding constraints, the City decided to develop the site in at least three phases, including upland development, commercial fishing operation development, and human powered craft development, all in accordance with the 6-year CIP. The upland development was completed in 2018. This proposed objective will complete the design and permit effort then initiate a construction contract for the new float system for the commercial fishing homeport at Ancich Park. \$3,200,000	Percent complete as of 9/30/24: 35% Notes: Federal permitting delays have moved the project construction schedule into 2025.
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CAPITAL PROJECTS - STREET DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various location alternatives and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building. \$4,200,000	See Parks Development
Burnham Drive Half-Width Roadway Improvements Phase 1A – Design, Permitting and Construction. Complete the design and permitting then construct approximately 1,400 LF of roadway corridor improvements along the east side of Burnham Drive (between 96th Street and the northerly Eagles driveway) where gaps exist. Improvements will be consistent with Alternative 3 as described to City Council in November 2020. This work will also incorporate a storm culvert replacement	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/24: 40% Notes: Construction is underway and is anticipated to be completed in mid-2025. Project is expected to be over the mid-biennial budgeted amount, however, staff has redistributed funds between projects to balance

(identified separately in Storm Capital, No. 412). Due to the proximity of these two utility projects, the City will see cost savings by bidding and constructing these projects together. \$4,950,000	funds. General funds are not proposed to be used for this project.
Harbor History Museum Driveway Entrance Revision. In 2012 the City installed a new sidewalk at the entrance to the Harbor History Museum driveway as part of the City's Donkey Creek Daylighting project. The back of the new driveway, despite meeting standards at the time, has a vertical curve that causes some vehicles to scrape along the asphalt driveway. This proposed objective will revise the sidewalk and driveway grade at the entrance to the Harbor History Museum to reduce the large change in grade that exists. This objective has been in the City's budget since 2017 but due to other priorities it has not been completed. This objective is proposed to be designed by Engineering Division staff and put out to bid for construction. \$75,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 25% Notes: This project is being deferred due to limited staff capacity.
Harbor Hill Drive Landscape Mitigation. As part of the Harbor Hill Drive extension project constructed in 2017 the City removed some native vegetation within the portions of Northarbor Business Park. This objective will complete the installation of landscape mitigation associated with the removal of the native vegetation. \$100,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: Staff intends to begin this project in Q4 of 2024.
Mid-Block Rapid-Flash Beacon Crosswalk System. The City routinely identifies locations to improve pedestrian safety through the installation of mid-block rapid-flash beacon systems. This objective will provide for the in-house design, purchase, and construction of mid-block pedestrian crosswalks and the associated rapid-flash beacon system at 50th St Ct. adjacent to Veterans Memorial Park and along Soundview Drive in the vicinity of Hunt Street. \$50,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 50% Notes: Only the crosswalk and RRFB at 50th Street Court is complete. The Soundview Dr location has been deferred until after the completion of the Soundview Dr watermain project.
Wollochet Dr./SR-16 Westbound On-ramp Right Turn Lane – Conceptual Design. Complete a conceptual design and estimates to install a right turn lane along eastbound Wollochet Drive to the SR-16 westbound on-	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 15%

ramp. Submit to WSDOT for an intersection justification report (IJR). This project is part of the larger Wollochet Dr. improvement project. \$150,000	Notes: The City/Consultant team is working with WSDOT to justify a right turn pocket at this location.
Wollochet Dr/SR-16 Eastbound Off-ramp Right Turn Lane. Design, submit to WSDOT for an intersection justification report (IJR), and construct a right turn lane on the SR-16 eastbound off-ramp approaching the signal. Coordination with WSDOT will be required. \$500,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 20% Notes:.
Prentice Ave/Fennimore St Half-Width Roadway Improvements – Design and Construction. Complete the design and construction of half-width frontage improvements between Harbor Ridge Middle School and Peacock Hill Avenue. Improvements will include new sidewalks, pedestrian ramps, roadway realignment, lighting, storm drainage, retaining walls, and RRFB crossings. PW/Engineering staff applied for a grant as described in the expense summary, however, if the grant is unsuccessful, local funds are proposed to be used. \$2,605,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/24: 75% Notes: The city council contract award has exceeded the available budgeted amount. Project will be closed out in Q4, 2024.
Olympic Drive Streetlights. Purchase and install with Operations staff five new 30-foot tall streetlights along the north side of Olympic Drive between Point Fosdick Drive and 50 th St. This will fill in the gap of streetlights along this section of roadway. \$60,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 20% Notes:
Peacock Hill Ave Streetlights. Purchase and install with Operations staff nine new 20-foot tall streetlights along the east side of Peacock Hill Ave from Vernhardson St. to Ringold St. This will fill in the gap of streetlights along this section of roadway. \$118,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes:
Electric Vehicle Charging Station. Purchase and install one new electric vehicle charging station. Location is to be determined. \$20,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 50% Notes:
38th Avenue Phase 2 Half-Width Roadway Improvements. Design and construct half-width roadway improvements in accordance	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget:

with the Public Works Standards with the intent of using low-impact design for stormwater management. PW/Engineering staff applied for a grant described in the expense summary. However, if the grant is unsuccessful, local funds are proposed to be used. \$3,900,000	☒ Yes ☐ No Percent complete as of 9/30/24: 32% Notes: The design of a RAB at the intersection of 38th/56th was added to the project. Project will be under budget because construction will not commence in 2024. Project will require ROW purchasing at 38th/56th Intersection. Project is anticipated to begin construction in 2025-26.
Wollochet Dr/Wagner Wy Intersection Improvements. Update a previously designed project to perform improvements at the intersection of Wagner Way and Wollochet Drive then construct the designed improvements. This project is necessary due to traffic impacts from surrounding private developments that have recently been constructed and those that are pending. \$1,300,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/24: 40% Notes: The construction contract was awarded by city council above the budgeted construction amount. However, due to previously unanticipated TIB funding, the city is not anticipating expending more local funds than identified in the 2023-24 budget. Project working days will be suspended once the intersection is paved, awaiting signal components to become available.
Olympic Dr./Pt. Fosdick Dr. Right Turn Lane Extension. Design and construct extension to the right turn lane approaching Pt. Fosdick Dr traveling eastbound on Olympic Dr. This project will increase the vehicle storage length along Olympic Dr. \$150,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 20% Notes: Design of this project will be complete in Q4, 2024. Construction timeline is dependent on funding and staff capacity.
Burnham Dr/SR-16 RAB Metering Traffic Analysis and Conceptual Design. Review latest traffic data then create a conceptual design with cost estimate. \$75,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 5% Notes: Traffic data collection and analysis identified no LOS deficiency at this location. This was confirmed with 2024 Comprehensive Plan

	transportation modeling. Project is on hold indefinitely.
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CAPITAL PROJECTS - WASTEWATER DIVISION

Inflow and Infiltration Repairs of Manholes and Pipelines. As our underground collection system ages, the potential for leaks and failures increase. These failures use up capacity at the WWTP and add unnecessary costs to treat clean water. These funds will be used to repair/replace known deficiencies in the collection system. \$175,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is being deferred due to limited staff capacity.
Lift Station 2A (Bogue Viewing Platform) Generator Replacement. Replace the existing generator with a new generator and associated transfer switch. \$90,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 90% Notes:
Lift Station 14 (Wagner Way) Improvements. Lift Station 14 was scheduled to be recoated in 2019. Recent failures of the piping in the Station will result in complete piping replacement. If the pipe replacement occurs prior to the recoating, then the coatings would be damaged. The decision was made to postpone the coating until the pipe rehab had taken place. This would make the pipe rehab and the recoating a single project. Both projects would require bypasses and would be significantly more expensive if completed as separate projects. The repairs would also include a new level control to replace the current probe that is continually fouled by grease and flushables, which requires regular hands-on maintenance. \$300,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is being deferred due to limited staff capacity
Lift Station 1 (Crescent Creek Park) Rehabilitation. This lift station mostly consists of original equipment since its construction in 1974. This objective will replace existing pumps, electrical and mechanical equipment. \$265,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/24: 22% Notes: The design concept was approved by city council at an estimated amount above the budgeted project amount

Stinson Slip Lining Sewer Main. This work will coincide with a proposed 2023-24 Public Works contract for storm pipe slip lining repair that staff intends to design in-house and bid using the small Public Works roster. The sewer main slip lining work will reduce Inflow & Infiltration (I&I) by repairing a section of sewer main along Stinson Avenue between Grandview Street and Rosedale Street. A longitudinal crack in the sewer main was discovered during pipeline investigation and needs to be repaired. \$40,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is being deferred due to limited staff capacity
Wastewater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control. The current centrifuge operation at the City's Wastewater Treatment Plant (WWTP) contributes a high proportion of ammonia concentration to the WWTP by way of its discharge. This high concentration severely limits the throughput of the centrifuge without causing detrimental impacts to the treatment plant. The proposed improvements will increase centrifuge capacity and plant efficiency. A side benefit will likely be a reduction in power costs for reduced blower and centrifuge runtime. \$200,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 10% Notes: This project will likely not complete the design portion in 2024.
Influent Screen Replacements in the Headworks Building. The replacement of two influent screens at the Wastewater Treatment Plant is necessary at this time. The current screens are failing and are not reliable. \$315,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 80% Notes:
Lift Station 5 (Harborview Dr. Ferry Landing Area) Basin Improvements. The City's existing Lift Station 5 is located along the shoreline of Gig Harbor bay adjacent to residential houses in the 2800 block of Harborview Drive. During extreme high tides a portion of Lift Station 5 is submerged. This improvement project will decommission the existing lift station then renovate the sewer basin by installing grinder pumps to serve some of the residences that currently flow by gravity to Lift Station 5. The project would also include constructing approximately 500 feet of a new gravity sewer main that will collect and convey sewage from outlying	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 10% Notes: This project will not be under construction in 2024 due to delays in design because of limited staff capacity and consultant delays.

parcels served by Lift Station 5 to the City's Wastewater Treatment Plant. \$3,400,000	
Reuse and Reclamation Study – Phase 2. Continue the development of a feasibility report to refine previous reuse and reclaimed water studies to explore specific recharge sites and reuse locations, sources of recharge water, as well as other potential benefits that may result from generating reclaimed water. \$116,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project will likely not be initiated in 2024 due to limited staff capacity.
Wastewater Treatment Plant VFD Replacement. The Wastewater Treatment Plant currently has 5 Variable Frequency Drives (VFD) units that require replacement as recommended by the manufacturer. One of the VFDs is limited because of an internal failure. The other 4 VFDs will offer more flexibility and safer operation with the new air header that will be installed for the Puget Sound Nutrient General Permit. Installation to be completed by Wastewater staff. \$54,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
38th Ave Dry Sewer Design and Construction. As part of the City's 38th Ave Phase 2 project the City is proceeding with designing and permitting a dry gravity sewer main along 38th Avenue from 56th Street to 60th Street. \$527,500	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 12% Notes: Project will be under budget because construction will not commence in 2024. Project is anticipated to begin construction in the 2025-26 budget cycle.

CAPITAL PROJECTS - WATER DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building. \$4,200,000	See Parks Development
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Shurgard Water Tank Recoating. This project will repaint the exterior and interior of the City's Shurgard water tank. Engineering staff will assemble the contract documents and manage the construction. \$550,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 5% Notes: This project currently out to advertisement with a bid opening on 10/16/2024.
Emergency Water Intertie – Canterwood Blvd. Complete the design then construct the water main (approximately 1,600 LF) along Canterwood Blvd between St. Anthony's hospital and Baker Way and associated emergency water intertie with an adjacent water purveyor to provide a redundant water source in the event of an emergency. \$482,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 25% Notes: Due to the city and Washington Water not agreeing to the terms of the intertie the city is abandoning this project and proceeding in a different direction.
Gig Harbor North Sports Complex Water Main. This project will provide a redundant water main and will be designed by Engineering Division Staff and installed by Operations Division Staff. \$84,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 25% Notes: See Parks – Gig Harbor Sports Complex Phase 1B.
Well #9 (11944 Olympus Way) Development and Water Rights Processing. In accordance with the City's 2018 Water System Plan, the City is proposing to develop Well #9 in the Gig Harbor North area adjacent to the City's Gig Harbor North water tank as a redundant groundwater supply system. Once Well #9 is on-line it will mitigate the need for additional standby (emergency) storage in storage tanks. This improvement is consistent with the City's operational goals of investing in its supply sources to make for a more redundant and reliable system. The City will also begin working with the Washington State Department of Ecology to obtain water rights for Well #9. \$2,100,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 10% Notes: Due to delays in water rights processing and modeling results showing impacts to regional creeks, this project is considering alternatives before proceeding.
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	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 65%

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. \$2,950,000	Notes:
Public Works Operations Decant Facility. Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard's decant facility for Gig Harbor's vactor waste. While this agreement provides a less expensive alternative than other regional disposal facilities, trucking waste to Port Orchard is expensive and time-consuming. The City of Gig Harbor has space and infrastructure on its new Public Works Operation Center site to install a decant facility. This objective will complete the design and permitting of a new decant facility for construction in 2023 at the existing Public Works Operations Center site. The City will review funding sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. \$370,000	See Stormwater Capital

CAPITAL PROJECTS - STORM WATER DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives, and building alternatives. The City completed the site development in 2019, completed the building design in 2021, and awarded a construction contract in 2022. Construction of the building will continue into 2023 then the City will furnish the new building in 2023. \$4,200,000	See Parks Development
Storm Pipe Slip Lining. Perform the slip lining of two storm pipes in the City right of way due to failed pipe connections. These two storm pipes are located at the east end of Mountain View Place and in Vernhardson Street in the vicinity of Crescent Creek. In-house design and small Public Works contract for construction. \$170,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is being delayed due to limited staff capacity.

North Creek Culvert Replacement – Design and Permitting. Based on the outcome of the 2022 North Creek Culvert Feasibility Study, this objective will complete the design and permitting of the North Creek Culvert replacement project. \$1,300,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 50% Notes: This work is being completed more slowly than originally anticipated due to the lack of grant funding to complete the construction of the project in the 2025-26 budget.
Burnham Dr. Culvert Replacement at 96th Street. This project was bid and awarded in 2022 with construction anticipated to begin in 2023. This work will complete the construction of a replacement storm cross culvert in Burnham Drive south of 96th Street. This work requires a new fish-passable culvert and is planned to be performed as part of the Burnham Dr. Half-Width Roadway Improvements Phase 1A project included in the Streets Capital fund (No. 102). \$2,500,000	See Burnham Drive Phase 1A project in Street Capital.
Outfalls to Marine Waters – Upgrades. Per the City’s NPDES Stormwater Permit, the City has completed an inventory of all City stormwater outfalls. In 2023, City staff, with the possible support of a consultant, will verify operational responsibilities and generate a prioritized list of capital improvement programs to correct or replace the deficient outfalls and a maintenance plan for all stormwater outfalls. This objective may also include funding for maintenance of at least one outfall, depending on staff capacity. Consultant support with survey and environmental reports with in-house staff or small Public Work contract. The City will review funding sources, including grants and the City’s stormwater opportunity fund through Pierce County Flood Control Zone District. \$150,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is being delayed due to limited staff capacity.
Public Works Operations Decant Facility. Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard’s decant facility for Gig Harbor’s vector waste. While this agreement provides a less expensive alternative than other	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0%

regional disposal facilities, trucking waste to Port Orchard is expensive and time-consuming. The City of Gig Harbor has space and infrastructure on its new Public Works Operation Center site to install a decant facility. This objective will complete the design and permitting of a new decant facility for construction in 2023 at the existing Public Works Operations Center site. The City will review funding sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. \$370,000	Notes: This project is unlikely to move forward in 2024 due to limited staff capacity
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GENERAL FUND – COMMUNITY DEVELOPMENT

Goal	Status of Goal (as described in the 2023-24 Budget)
Establish process and procedure for code compliance program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Update GHMC to support new code compliance program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Fully develop the SmartGov Portal and Dashboard for permit management and data reporting	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 75% Notes: On-going process
Increase staff access to training and education	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 75% Notes: On-going process
Begin electrifying the Department's fleet	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Establish a Planning Intern Program	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This effort will be forward to the 25-26 budget process
Continue 2024 Comprehensive Plan Periodic Update – includes Design Manual review and update, critical areas review and update	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 50% Notes: To additional time to complete our transportation element and to provide for a public workshop prior to any public hearing, completion of the comp plan adoption will

	occur in the first quarter of 2025. Work on Design Manual review and critical areas review and update will occur during the 25-26 budget cycle, after the 2024 Comp Plan is adopted.
Adopt a Climate Action Plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Conduct a Housing Needs Assessment & Middle Housing Analysis	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Form a Historic Preservation Commission/Board	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Complete Urban Forestry Management Plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Records management planning	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 50% Notes: On-going document conversion to digital format.
Update the GHMC Zoning and Environment titles as necessary	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 20% Notes: This will be continued into the 25-25 biennial budget, after the Com Plan update is adopted.

GENERAL FUND – JUDICIAL-MUNICIPAL COURT

Goal	Status of Goal (as described in the 2023-24 Budget)
Implement hybrid court system that allows for both virtual and in-person court proceedings.	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Fully implement Enterprise Justice case management and electronic filing system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 25% Notes: postponed until 2025
Update and improve website for better organization and user-friendly content consistent with Enterprise Justice electronic filing system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: postponed until 2025
Purchase office equipment needed for implementation of electronic case management system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: postponed until 2025

GENERAL FUND – PARKS OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Install native trees and shrubs at various parks, streetscapes, and other City grounds	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 30% Notes:
Per PROS Plan, identify priorities and processes to guide the City's land conservation interests	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes: New 11.41 acre conservation property was acquired 8/22/24.
Establish park standards that address park safety, desired outcomes, and instruct maintenance expectations	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 20% Notes: This project is being delayed due to limited staff capacity.
Develop open space management plan(s): identify public lands and conserve critical lands for coordinated management approaches	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 90% Notes: Management Plan for Phases 1 & 2 of Conservation Area complete.
Design, locate, and install sign and trail signage for all parks and trails, including specifically speed signs along the Cushman Trail and coordinate with Peninsula Metropolitan Park District	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is unlikely to move forward in 2024 due to limited staff capacity
Evaluate and improve ADA access in a transition plan for parks with goals and evaluation criteria	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is being delayed due to limited staff capacity.

Develop a formal recycling program in City parks through participation, education, and support from local businesses and interest groups	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is unlikely to move forward in 2024 due to limited staff capacity.
Obtain park reservation software to allow for online reservations and payments	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is unlikely to move forward in 2024 due to limited staff capacity. Staff is researching options available with current city systems to enhance reservation experience for staff and users.
Update the Eddon Boat Park aquatic lease	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Furnish the Eddon Boat Park Brickyard House	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Develop and award a small public works contract to resurface and re-stripe the tennis/pickleball court (including replacing the court net) at Crescent Creek Park and the basketball court at Veterans' Park	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 90% Notes:
Install new security and camera system at existing Operations Shop facility	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Replace spinner toy at Civic Center Park	Goal on track to be met by end of 2024: ☒ Yes ☐ No

	Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 80% Notes:
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SPECIAL REVENUE FUND – PEDESTRIAN SAFETY FUND

Goal	Status of Goal (as described in the 2023-24 Budget)
Design and permit half-street improvements along the west side of Peacock Hill Ave from just north of Ringold St to just north of 107 th St Ct	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 20% Notes: Due to the need to acquire property and the addition of water main construction task, the design and permitting of this project will be completed in 2025.
Install various crosswalks with Rectangular Rapid Flash Beacons(RRFBs) as necessary and/or install sidewalks at the direction of the Mayor or Council that are identified in the City's current Transportation Improvement Program, Transportation Element, or Active Transportation Plan	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 50% Notes: 50th St crosswalk installed. Soundview Dr crosswalk at Hunt is deferred to coincide with the proposed Soundview Dr pavement maintenance project.

GENERAL FUND – POLICE

Goal	Status of Goal (as described in the 2023-24 Budget)
Increase staffing levels to meet increasing demand	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 25% Notes: Hiring process in progress. Additional interviews 10/23.
Increase training for officers	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: N/A Notes: Ongoing. Training plan developed and implemented.
Attain Washington State Accreditation	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 9/30/24: 30% Notes: Updated completion – May 2025
Replace two additional patrol vehicles – consider eco-friendly options	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: Notes: All budgeted vehicles now in service.

SPECIAL REVENUE FUND – PUBLIC ART CAPITAL PROJECTS

Goal	Status of Goal (as described in the 2023-24 Budget)
Harborview/Stinson Roundabout Sidewalk art. \$25,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 25% Notes:

GENERAL FUND – PUBLIC WORKS

Goal	Status of Goal (as described in the 2023-24 Budget)
Complete the construction of the City's new Public Works Operations Center	See Capital Projects – Parks Development
Develop and implement a web-based GIS viewer that will be available to the public	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Develop and implement mobile GIS applications to be available to City staff and to the public	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Complete high-accuracy City asset updating	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 80% Notes:
Update the city's 2018 Public Works Standards	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 22% Notes: Due to a delay in the completion of the public works standards, this goal will not be completed in 2024.
Install new dust collection system at Public Works wood shop to improve safety and working conditions	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes:
Replace Light Duty Truck (hybrid or all electric)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No

	Percent complete as of 9/30/24: 100% Notes:
New Maintenance Van (all electric)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Replace Aerial Lift Truck (standard fuel)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Replace Side Mower with Tractor	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Replace 5-Yard Dump Truck	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Replace Lawn Mower	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
New Multi-terrain Mower	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:

ENTERPRISE FUND – SHORECREST SEWER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue to complete the maintenance tasks on time to comply with the Department of Health and receive the annual LOSS operating permit	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 88% Notes:

ENTERPRISE FUND – STORMWATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Complete the updating of a new Stormwater Management and Site Development Manual and begin implementation	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Update the storm section of the Public Works Standards as necessary to reflect the design manual and current policies and procedures as needed	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 22% Notes: This goal will not be completed since the public works standards will not be completed by the end of 2024.
Provide inspection and reporting support for the City's newly implemented Stormwater Source Control Program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 75% Notes:
Complete the stormwater utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 65% Notes: Due to extenuating circumstances, the city no longer has a consultant to support this goal. Staff is working to complete this goal in 2025.

SPECIAL REVENUE FUND – STREET OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Utilize the services of an on-call professional traffic engineer to address various issues that are in need of a solution when City staff are not available or do not have the resources where the City is reimbursed for any such expenditures	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 88% Notes:
Staff will be supported by a consultant to complete a comprehensive update to the City's 2018 Public Works Standards (including adding traffic calming measures, sidewalk design, utility updates, etc.) and provide a process to receive input from the public (including an Ad-Hoc Pedestrian/Cyclist Advisory Committee to consult on pedestrian/cyclist-related standards).	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 12% Notes: Due to a delay in the completion of the public works standards, this goal will not be completed in 2024.
Review existing on-street parking standards, develop new parking standards, and codes, consider new locations for ADA parallel parking stalls in the right-of-way, create an implementation plan, and receive input from other City Departments and external stakeholders	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is unlikely to move forward in 2024 due to limited staff capacity
Replace sections of sidewalk around the City to maintain safety and accessibility in accordance with the annual sidewalk replacement program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 88% Notes:
Staff to install upgrades to pedestrian crossings of the Cushman Trail at City streets	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 88% Notes:
Develop and institute roadway shoulder maintenance program	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget:

	☒ Yes ☐ No Percent complete as of 9/30/24: 15% Notes: Staff completed some shoulder maintenance but will not complete as much as originally planned.
Replant appropriate street trees along the frontage of Swift Water Elementary School	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Staff to institute a comprehensive program to replace older traffic signal lights at intersections around the City with LED devices	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 30% Notes:
Install new security and camera system at existing Operations Shop facility	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Staff and WSDOT to institute a comprehensive program to purchase and install a battery backup system for Point Fosdick Drive/Olympic Drive traffic signal	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 28% Notes: This goal has been initiated but will carry over into 2025 in order to complete.
Complete North Harborview Drive sidewalk ADA improvements (Finholm District)	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is unlikely to move forward in 2024 due to limited staff capacity

ENTERPRISE FUND – WASTEWATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
The City will need to be prepared to implement any potential process improvements and/or capital projects identified by the 2022 Nutrient Removal General Permit study. The specific process improvements and/or capital projects were not identified at the time this budget was developed	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 85% Notes:
Inspect at least 80,000 feet of sewer lines per year and clean where needed	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes: Approximately 120,000 feet of gravity main line was inspected in 2024
Install flow meters at priority lift stations as referenced in the current Wastewater Comprehensive Plan	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: The wastewater division will be installing flowmeters as lift stations are upgraded. Lift stations #1 and #5 are currently in the design phase and will have flow meters installed during construction likely in 2025 or 2026.
Capture locations and other information on sanitary sewer manholes and other facilities through the use of the City's GPS and keep the sewer GIS Mapping System up to date	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 90% Notes:
Optimize electrical and chemical consumption to help cut costs through Staff analysis and input	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 88% Notes:
Perform ongoing manhole ring and cover replacements in conjunction with pavement maintenance, water, sewer, and storm line	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget:

installation, repair and replacement projects to save the City money and staff time	☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This work will likely not be met due to limited pavement maintenance occurring throughout the city.
Staff to re-engage with local restaurants to ensure that they are handling fats, oils and grease (FOG) appropriately	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 85% Notes: Wastewater staff has contacted 95% of restaurants and has issued operational permits to approximately 85%.
Continue providing support to the non-profit organization offering free pump-out services to vessels located in and around Gig Harbor	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 88% Notes:
Provide an ARC flash analysis that identifies each electrical hazard in and around high voltage power and giving a rating as to the severity of the risk	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Complete the wastewater utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 65% Notes: Due to extenuating circumstances, the city no longer has a consultant to support this goal. Staff is working to complete this goal in 2025.

ENTERPRISE FUND – WATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Systematic servicing of generators for production wells to ensure standby power supply is operational	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Well #5 and Well #6 (North Creek Lane) chlorine room construction	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 0% Notes: This project is being delayed due to limited staff capacity.
Install new vents at each Grandview water tank to increase safety measures when performing inspections	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Purchase and install a 300-kWh back-up generator at Well #3 (Soundview Drive) with automatic transfer switch to increase water system reliability	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 70% Notes:
Remove, inspect, clean, and reinstall the existing pump and motor assembly at Well #6 (North Creek Lane) including performing an interior video inspection to ensure physical integrity, security, and water quality	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Remove, inspect, clean, rehabilitate, and reinstall the existing pump and motor assembly at Well #5 (North Creek Lane) in addition to completing a video inspection of the well casing to ensure physical integrity of the well screens and casing	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Replacement of the aging Harbormaster Lane water main that is designed by the Engineering Division and constructed by the Operations Division	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100%

	Notes:
Verify accuracy of source meters located at production wells	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Replace Backflow (Cross Connection) Prevention Management software	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Staff will continue to replace all water sampling stations	Goal on track to be met by end of 2024: ☒ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:
Complete the water utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☐ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 65% Notes: Due to extenuating circumstances, the city no longer has a consultant to support this goal. Staff is working to complete this goal in 2025.
Install the new variable frequency drive (VFD) at Well #3 (Soundview Drive)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/24: 100% Notes:

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

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

Day	Date	Time	Group	Agenda Items
M	Oct. 28	5:30pm	City Council Meeting	See Agenda
TU	Oct. 29	2:00pm	City Council Study Session	• 2025-26 Budget Discussion
TU	Oct. 29	5:30 pm	Historic Preservation Commission	• Historic Preservation Discussion
W	Oct. 30	2:00pm	City Council Study Session	• 2025-26 Budget Discussion
TH	Oct. 31	3:00pm	City Council Study Session	• Endangerment with a Controlled Substance • Pierce Transit <i>Destination 2045 Long Range Plan</i> Presentation
W	Nov. 6	5:30pm	Parks Commission	
TH	Nov. 7	3:00pm	Civil Service Commission	
TH	Nov. 7	5:30pm	Planning Commission	• Review entire Draft Comp Plan DRAFT and Open House results
M	Nov. 12	5:30pm	City Council Meeting	Consent: • Resolution XXXX Water System Plan Approval • Automated License Plate Readers (ALPR) Business Items: • Public Hearing on General Fund 2025 Budget Revenue Sources • Resolution XXXX Certifying the 2025 Regular Ad Valorem Tax Levy Upon Real Property • Public Hearing and First Reading of Ordinance XXXX Adopting the 2025-2026 Biennial Budget
W	Nov. 13	10:00am	Arts Commission	
TH	Nov. 14	3:00pm	City Council Study Session	• 2025 Legislative Agenda • Lodging Tax Grant Recommendations • Senior Utility Discount Program Eligibility Update • Proposed Utility Rate Adjustments
TH	Nov. 21	5:30pm	Planning Commission	Public Hearing: 2024 Comprehensive Plan Update – Recommendation to CC
M	Nov. 25	5:30pm	City Council Meeting	Business Items: • Public Hearing and Second Reading of Ordinance XXXX Adopting the 2025-2026 Biennial Budget
TH	Dec. 5	3:00pm	City Council Study Session	• 2024 Comprehensive Plan Update Review PC Recommendation • Lift Station 1A – Project Update
M	Dec. 9	5:30pm	City Council Meeting	Business Items: • Resolution XXXX Authoring Lodging Tax Grants
TH	Dec. 12	3:00pm	City Council Study Session	• Gig Harbor BoatShop lease revision request

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

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

Day	Date	Time	Group	Agenda Items
				• Code Updates to City Docks – Prohibition of Fishing, Shellfishing, and Diving • Introduction to Development of a New Transportation Impact Fee (move to Study Session in early 2025) • Homeless Response Plan • Tenant Protections
M	Dec. 23	5:30pm	City Council Meeting	NO MEETING

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

Adopted by Resolution 1317 on July 8, 2024

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

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