

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, November 25, 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

- 1. Appointment of Mary Barber to the Office of Mayor**
Suggested Motion: Move to appoint Mary Barber to the Office of Mayor
 - a. Staff Report: City Clerk Josh Stecker
 - b. Clarifying Questions
 - c. Public Comment
 - d. Council Deliberation and Action
- 2. Oath of Office for Mayor Mary Barber**
Administered by Mayor Pro Tempore Brenda Lykins

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

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

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

- 1. City Council Minutes - October 29, October 30, and November 12, 2024**
- 2. Approval of Vouchers: Check Numbers 107318 through 107421 and ACH payments in the amount of \$2,240,510.38**
- 3. Court Security Contract Renewal**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. Department Updates - November 20, 2024

BUSINESS ITEMS

1. Resolution 1325 Adopting the City's 2025 Legislative Agenda

Suggested Motion: Move to approve Resolution 1325

- a. Staff Report: City Administrator Katrina Knutson
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

2. Public Hearing: Second Reading and Adoption of Ordinance 1532 Adopting the 2025-26 Budget

Suggested Motion: Move to approve Ordinance 1532.

- a. Staff Report: Finance Director David Rodenbach
- b. Clarifying Questions
- c. Public Hearing
- d. Council Deliberation and Action

3. First Reading of Ordinance 1533 Relating to Utility Rates for the City's Water, Wastewater, and Stormwater Utilities

Suggested Motion: None.

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

4. First reading of Ordinance 1534 Adopting a New Chapter 9.15 to the Gig Harbor Municipal Code to Prohibit Knowingly or Recklessly Permitting a Child or Dependent Person to have Contact with a Controlled Substance Other than Cannabis

Suggested Motion: Move to approve Ordinance 1534

- a. Staff Report: Chief of Police Kelly Busey
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

5. Direction to Fill a Vacancy on the City Council

Suggested Motion: Move to direct the city clerk to begin the councilmember appointment process as outlined in Council Guidelines & Procedures Article 8.

- a. Staff Report: City Clerk Josh Stecker

- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

ADJOURN

PUBLIC COMMENT & DECORUM

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

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

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

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

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

All remarks shall be addressed to the council as a body and not to any specific

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

There will be no demonstrations during or at the conclusion of any public comment. These guidelines are intended to promote an orderly system of holding public meetings, to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by voicing their opinions.

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

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



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

Meeting Date: November 25, 2024

SUBJECT: Appointment of Mary Barber to the Office of Mayor

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to appoint Mary Barber to the Office of Mayor

BACKGROUND INFORMATION: On November 18, Tracie Markley submitted her resignation as mayor of the City of Gig Harbor. A vacancy in the office of mayor is filled by appointment of the city council (RCW [42.12.070](#)). The city council has 90 days to fill the vacancy, after which time it becomes the responsibility of the Pierce County Council to fill the vacancy.

There is no prescribed procedure for filling the vacancy in state law, the Gig Harbor Municipal Code, or city policy. Any appointee must meet the requirements of an elected mayor, namely:

- a) be a registered Gig Harbor voter, and,
- b) be a resident of the city for at least one year.

On November 21, council held a special meeting to determine the best process to fill the mayoral vacancy. Councilmember Mary Barber announced her willingness to fill the role and council by consensus directed that her appointment be placed on the agenda for the November 25 city council meeting.

If appointed, Councilmember Barber will be required to resign from council and will not be able to return her position on council following the expiration of the mayor's term. Appointment of Councilmember Barber will result in a vacancy on the city council that would be filled by the process outlined in Council Guidelines & Procedures Article 8.

Councilmember Barber will serve as mayor until a new mayor is elected in November 2025. Upon certification of that election, the newly elected mayor would immediately assume the duties of mayor.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

- 1. Council Guidelines & Procedures - Article 8

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



CITY OF GIG HARBOR

COUNCIL GUIDELINES & PROCEDURES

REVISED APRIL 8, 2024

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ARTICLE 1 – PURPOSE & SCOPE

The City Council Guidelines & Procedures should be considered a means to an end, and not an end in themselves. If used well, guidelines of procedure will advance fundamental goals and principles. They will help council spend its time well and make good decisions on behalf of the community. The guidelines should not become the master and the primary focus for the meeting. The "horse" (the principles) should come before the "cart" (the guidelines).

These guidelines of procedure are adopted for the sole benefit of the members of the city council and the mayor to assist in the orderly conduct of council business. These guidelines of procedure do not grant rights or privileges to members of the public or third parties. Failure of the city council to adhere to these guidelines shall not result in any liability to the city, its officers, agents, and employees, nor shall failure to adhere to these guidelines result in invalidation of any council act. The city council may implicitly or by a majority vote determine to temporarily waive any of the guidelines. Council action taken in disregard or non-conformity with these guidelines shall be construed as an implicit waiver.

The purpose of this document is to state shared values and workflows that emulate to the Gig Harbor community that the city council is dedicated to service with civility, accountability, public confidence, and respect. The city council understands that in order for the city to run efficiently and transparently, there must be a set of rules and procedures that are regularly followed. The city council, by adoption of this document, seeks to inspire public confidence in the city government.

The city council has a responsibility to set the policies for the city. In doing so, certain types of conduct are beneficial while others are destructive. The city council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all choose to serve in public office and, therefore, have the obligation to preserve and protect the well-being of the community and its citizens. In all cases, this common goal should be acknowledged, and the council must recognize that certain behavior is counterproductive, while other behavior will lead to success.

STATEMENT OF ETHICS

Gig Harbor city councilmembers shall:

- Be dedicated to the concepts of effective and democratic government.
- Affirm the dignity and worth of the services rendered by government and maintain a sense of social responsibility.
- Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.
- Recognize that the chief function of local government at all times is to serve the best interest of all the people.

- Keep the community informed on municipal affairs and encourage communications between the citizens and all municipal officers.
- Emphasize friendly and courteous service to the public and each other; seek to improve the quality of public service and confidence of citizens.
- Seek no favor; do not personally benefit or profit by confidential information or by misuse of public resources.
- Conduct business of the city in a manner which is not only fair in fact, but also in appearance.

PUBLIC SERVICE AGREEMENTS

1. Disagreement and difference of opinion is an honored and respected feature of government in Gig Harbor. Councilmembers will acknowledge and respect other councilmembers' perspectives. In areas of disagreement with another councilmember, every attempt will be made to have a private conversation outside of a council meeting first.
2. Councilmembers will take special care to listen and hear other councilmembers' perspectives. Communication will be done respectfully, kindly, and directly. Councilmembers will refrain from directing disrespectful gestures and using intimidating behavior toward each other.
3. Public input is paramount to crafting City policy. Councilmembers will actively listen and seek to understand citizen feedback.
4. Councilmembers will base their decisions on facts, but reconsider decisions if changing circumstances warrant reconsideration.
5. Councilmembers will not seek out the media to vent feelings when on the losing end of a vote.
6. Councilmembers will not criticize those who voted against their position on issues.
7. Once the council has adopted a policy or an issue is passed/defeated by majority vote, remaining councilmembers will not work against the decision.
8. Once a vote has been taken on an issue, councilmembers will support the policy/vote of the council.
9. When asked about an issue that has been decided by the council, councilmembers will state the city council's position, and that they support the body's decision. If asked, councilmembers may give their individual views on the issue.

ADHERENCE TO GUIDELINES

Each councilmember shall have the duty and obligation to review these guidelines and procedures and be familiar with its provisions.

During city council discussions, deliberations, and proceedings, the mayor will be primarily responsible to ensure that the city council, staff, and members of the public adhere to the council's adopted guidelines and procedures.

Knowing and/or willful failure to adhere to the provisions of guidelines and procedures may subject a councilmember to enforcement and sanctions, as follows:

- 1) Prior to undertaking any further steps, a councilmember who believes that a failure to adhere to these guidelines and procedures has been committed by a fellow councilmember must first reach out individually to that councilmember and express their concern(s) and provide an opportunity for the offending councilmember to remedy the failure to adhere.
- 2) Upon determining that there is credible evidence that a councilmember has, or may have, engaged in knowing and/or willful action or omission that constitutes failure to adhere to the provisions of these guidelines and procedures, a councilmember may call upon the council to determine whether such knowing and/or willful action or omission has occurred, and the sanctions, if any, to be imposed. This conversation may be held in executive session in accordance with RCW 42.30.100(1)(f). However, upon the request of the councilmember against whom the complaint is brought, this conversation must be held in open session;
- 3) A majority of the city council shall vote on whether to hold a hearing to determine the existence of an act or omission constituting a failure to adhere to these guidelines and procedures and the sanctions, if any, that may be considered. If such hearing is approved by the council, the hearing shall be held at the time and place specified in the motion approving such hearing, no sooner than 12 days following approval of the motion.
- 4) Prior to conducting any hearing on an alleged failure to adhere to the provisions of these guidelines and procedures, the city administrator shall provide written notice to the councilmember alleged to have engaged in such failure to adhere to these guidelines and procedures at least ten calendar days prior to the hearing. The written notice shall identify the specific provisions of these guidelines with which the councilmember is alleged to have failed to adhere and the facts supporting such allegation, as presented by the councilmember(s) calling for the hearing.
- 5) At such hearing, council shall determine whether there is sufficient evidence indicating that a councilmember has knowingly and/or willfully acted or failed to act in a manner constituting a failure to adhere to the provisions of these guidelines and procedures. The councilmember alleged to have failed to adhere to the provisions of these guidelines and procedures shall have the right to present evidence and testimony. A finding of the existence of such knowing and/or willful failure to adhere shall be determined by motion approved by a majority of the city council plus one.
- 6) Upon finding that a knowing and/or willful failure to adhere to the provisions of these guidelines and procedures has occurred, the city council shall proceed to determine whether the sanctions, if any, should be imposed. Appropriate sanctions may include, but are not limited to, the following:
 - i. public censure by resolution of the city council

- ii. removal of appointment to community boards, committees, or commissions; and
- iii. removal of appointment to council boards or committees

ARTICLE 2 – CITY COUNCIL MEETINGS

2.1 City Council Meetings Defined

A city council meeting is any meeting comprised of four or more councilmembers where city business is conducted. All city council meetings are subject to all provisions of the Open Public Meetings Act (OPMA).

Types of city council meetings include:

- **Regular and Official Meetings** – The city council meets in regular session on the second and fourth Mondays of each month at 5:30 p.m., as established in GHMC Chapter 2.04. In the event any of the regular and official meeting days fall upon a legal holiday, the regular and official meeting day shall be on the Tuesday following the second and fourth Monday of each month. During the months of August and December, the mayor is directed to cancel the second regular meeting of the month, unless the mayor or city council determines that it is necessary to hold these meetings to conduct essential city business.
- **Special Meetings** – Special meetings may be called by the mayor or a majority of council. Council may take final action on items published on the agenda of a Special Meeting.
- **Study Sessions** – Study sessions provide council with the opportunity to discuss and explore issues before moving the matter to a regular and official meeting for final action. Council may direct the mayor to direct staff by motion or consensus at study sessions, but council may not take final action on any matters. In order to encourage discussion, study sessions are intended to be less formal in nature than regular meetings. It is appropriate for councilmembers to address each other informally during these meetings while still maintaining civility and decorum.
- **Council Retreats** – Annually, or as needed, council may hold retreats to discuss work plans and visioning for future action. Similar to study sessions, council may direct the mayor to direct staff by motion or consensus, but council may not take final action on any matters.
- **Workshops** – Workshops are utilized to provide training or procedural guidance to council on the role and function of council and other city governance matters.
- **Emergency Meetings** – An emergency meeting may be called without noticing requirements. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the mayor or a majority of council. The minutes will indicate the reason for the emergency.
- **Remote Meetings** – Any of the preceding meetings may be designated as a remote meeting during a state of emergency declared by the city, state, or federal government at the discretion of the mayor, or by a quorum of the city

council if allowed by law. A remote meeting is a meeting of the city council during which a quorum or more of councilmembers appear or attend entirely by phone, the internet, or via other electronic means that allow real-time verbal communication during which all participants are simultaneously able to hear each other. Final action may be taken during remote meetings. Remote meetings are subject to all requirements of the Open Public Meetings Act. The public shall be provided with access and notice for all meetings as required by the Open Public Meetings Act.

At all council meetings, a majority of the council shall constitute a quorum for the transaction of business.

All city meetings will be broadcast live using the Zoom meetings platform (or another similar platform at the discretion of the city clerk) to allow residents to attend the meetings remotely. Public comment will be accepted by remote attendees at the appropriate portions of the meeting as defined in these guidelines.

Councilmembers and the mayor may appear at a council meeting by remote connection. Councilmembers intending to attend a meeting remotely should notify the mayor and city clerk in advance of the meeting. In instances when the mayor is remotely attending a meeting, the mayor will still function as the presiding officer. These remote attendance guidelines do not apply to remote meetings as defined above.

The city clerk or assistant city clerk shall attend all council meetings. If the city clerk and the assistant city clerk are absent from any council meeting, the city administrator shall appoint a clerk for that meeting.

Any city employee shall attend a city council meeting when requested by the mayor or city administrator for clarification or explanation of agenda items.

2.2 Rules of Order

All city council meetings shall be guided by the most recent edition of *Robert's Rules of Order*, as published by Scott, Foresman and Company. A quick reference chart of the most common "Rules of Order" questions is attached as **Exhibit A**. The city clerk shall act as parliamentarian during all meetings of the city council.

The mayor shall be addressed as "Mayor (surname)." Councilmembers shall be addressed as "Councilmember (surname)."

Councilmembers should speak to the issues in a civil manner, respecting the viewpoints of others, and focus on the issue at hand, sharing their own motives and reasons for supporting or not supporting an item for discussion in a polite manner towards each other and the public. Respect should be shown to present

and past councilmembers, the mayor, and staff. If a motion is on the table, councilmember comments should speak to the motion. If an amendment to a motion is on the table, councilmember comments should speak only to the amendment.

The purpose of council discussion is to make known a councilmember's stance on a particular issue. Councilmembers should not use their comments in an attempt to debate their fellow councilmembers. Comments should be concise, succinct, and to the point. Rather than repeating other councilmembers' comments, councilmembers should simply express agreement with prior comments. Councilmembers may call a "point of order" if another councilmember persists in providing comment that is not germane to the issue.

Councilmembers may not email, text, or call anyone during a council meeting, except in an emergency. Councilmembers may not record or broadcast council meetings, aside from the city's authorized recording.

Councilmembers shall be seated in a manner acceptable to council. If there is a dispute, the council will decide by vote.

2.3 Public Comment

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.

The city council will accept oral public comments at its regular and official council meetings. Oral comments may be made in person or by remote connection using the Zoom (or similar) 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. Oral comments are not accepted at all other city council meetings, unless specifically noticed on the agenda for the meeting.

The city council will accept written comments on all agenda items when sent to mayorandcouncil@gigharborwa.gov.

During regular meetings, speakers will be allotted 3 minutes per individual, unless revised by the mayor. The mayor may allocate 5 minutes to speakers speaking on behalf of groups in attendance at the meeting.

In-person comments shall be made from the microphone. No in-person comments shall be made from any other location, and anyone making "out of order" comments may be subject to removal from the meeting.

All remarks shall be addressed to the council as a body and not to any specific councilmember. The City Council requests that all speakers be courteous in their language and deportment and not engage in discussion 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 for holding a public meeting, to give every person an opportunity to be heard, and to ensure that no individuals are embarrassed by voicing their opinions.

2.4 Role of the Mayor in Council Meetings

It shall be the duty of the mayor to:

- Call the meeting to order.
- Call the roll of councilmember attendance.
- Keep the meeting to its order of business.
- Control discussion in an orderly manner.
- Give every councilmember who wishes an opportunity to speak when recognized.
- Permit audience participation at the appropriate times.
- Require all speakers to speak to the question and to observe the rules of order.
- State each motion before it is voted upon.
- Put motions to a vote and announce the outcome.
- Decide all questions of order, subject to the right of appeal to the council by any councilmember.
- Attend all council meetings. In the event that the mayor is unable to attend a council meeting, the mayor pro tempore shall preside. In the event that both mayor and mayor pro tempore are unable to attend, council may pick a member to preside for that meeting.

The mayor has the authority to preserve order at all meetings of the council, to cause removal of any person from any meeting for disorderly conduct, and to enforce these guidelines. The mayor may command assistance of any peace officer to enforce all lawful orders of the mayor to restore order at any meeting.

The mayor shall have the authority to interpret and determine the application of these guidelines to any particular situation occurring during the course of that meeting, subject to an appeal and second by a councilmember, which places the matter before the full council.

2.5 City Council Regular Business Meeting Agendas

Consistent with Gig Harbor Municipal Code Chapter 2.04.030, the agenda for regular business meetings of the council shall be set by the mayor and city administrator. Any one of the city's elected officials may place an item on the agenda as long as the item is submitted to the city administrator a minimum of five working days prior to the council meeting. Other parties desiring to place an item on the agenda shall submit the item to the city administrator or mayor at

least five calendar days prior to the council meetings. The city administrator and the mayor shall solely determine whether items submitted by other parties shall appear on any city council agenda.

The accepted order of business for the regular business meetings of the council shall be transacted as follows. The city administrator or mayor may rearrange items on the agenda to conduct the business before the council more expeditiously.

I. CALL TO ORDER / ROLL CALL

The mayor (or mayor pro tempore in the absence of the mayor) shall call to order the meeting of each city council meeting. The mayor shall call the names of each councilmember who will respond in the affirmative if present.

Councilmembers not present at roll call of a meeting shall be declared "excused" (if an acceptable reason for the absence was provided in advance of the meeting) or "absent" by the mayor. Council may reverse the mayor's declaration by a majority vote. Councilmembers arriving late to the meeting shall be recorded as "present" at the meeting with their arrival time noted in the minutes.

II. PLEDGE OF ALLEGIANCE

The mayor shall lead the council, staff, and all others present in reciting the pledge of allegiance at the beginning of each regular business meeting.

III. LAND ACKNOWLEDGMENT

At the beginning of each regular business meeting of the city council, the mayor shall read the following 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."

IV. CHANGES TO THE AGENDA

Councilmembers or the mayor may make suggested changes to the agenda. Councilmembers wishing to bring up new items for discussion should do so at this time. Changes to the agenda will be approved by a majority vote of the council.

V. PUBLIC COMMENT ON CONSENT AGENDA ITEMS Public comment on consent agenda items shall be accepted in accordance with Section 2.3 of these guidelines. Speakers at all times must confine their remarks to those

facts which are germane and relevant, as determined by the mayor, to the matters included within the consent agenda.

VI. CONSENT AGENDA

Each agenda shall include a “consent agenda” in the order of business. When the city administrator and mayor determine that any item of business requires action by the council, but is of a routine and noncontroversial nature, they may cause such item to be presented at a regular meeting of the council as part of the consent agenda.

The reference material for all matters listed within the consent agenda shall be distributed to each member of the city council for their review prior to the meeting. Matters on such consent agenda shall be considered to be routine and may be enacted by a single motion of the council with no separate discussion unless removed from the consent agenda as hereinafter provided.

If separate discussion of any consent agenda item is desired, that item may be removed from the consent agenda at the request of any individual councilmember. At the conclusion of passage of the consent agenda, those items removed at the request of any individual councilmember shall either be discussed and acted upon before proceeding to the next item of business on the agenda or shall be set to a later position on the agenda for that meeting.

Approval of the motion to approve the consent agenda shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

VII. PRESENTATIONS

This portion of the meeting is reserved for presentations from individuals or organizations outside of city government. Presentations will be added to the agenda at the discretion of the mayor and city administrator or at the request of individual councilmembers.

Presentations should strive to be no longer than 15 minutes in length, not including questions from council.

VIII. MAYOR’S REPORT

IX. CITY ADMINISTRATOR’S REPORT

X. BUSINESS ITEMS

The sequence of steps for considering business items shall be:

- a) Staff report
- b) Clarifying questions from council
- c) Public comment
- d) Council deliberation and action

Public comment will be allowed on all business agenda items unless the matter was previously considered under a formal public hearing and the hearing has been closed, or if the matter is governed by ordinance or statute that prohibits the receipt of public comment.

Public comment on business items shall be accepted in accordance with Section 2.3 of these guidelines. Speakers at all times must confine their remarks to those facts which are germane and relevant, as determined by the mayor, to the questions or matter under discussion.

Councilmembers should refrain from making motions until the step for council deliberation and action, after taking public comment.

XI. STAFF REPORTS

This portion of the meeting is reserved for presentations from city staff only. Staff reports will be added to the agenda at the request of staff and/or at the discretion of the mayor and city administrator, or at the request of individual councilmembers. Actions taken during this portion of the meeting should be limited to providing guidance and direction to the mayor to direct staff.

XII. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Public comment on items not on the agenda shall be accepted in accordance with Section 2.3 of these guidelines.

During public comment, the mayor may recognize any councilmember or city staff for the limited purpose of providing a brief response, comment, or summary of expected action. No debate of the merits of the item should occur at this time. Any councilmember may indicate that he or she desires to discuss the matter further under Councilmember Reports & Comments.

XIII. COUNCILMEMBER REPORTS & COMMENTS

This portion of the meeting is reserved for reports from the council committee chairs and other general comments from councilmembers. This portion of the meeting is the time for councilmembers to introduce new items for consideration. Councilmembers may bring up suggestions and ideas and, with majority of council concurrence, may direct the mayor to direct staff to analyze and prepare a brief report on the issue.

XIV. ANNOUNCEMENT OF UPCOMING MEETINGS

A list of upcoming meetings with proposed agenda items shall be included in each packet along with the city council's strategic plan.

XV. EXECUTIVE SESSION

The council may hold executive sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110.

Before convening an executive session, the mayor shall announce the purpose of the session, the anticipated time when the session will be concluded, and if any business or action is anticipated to be conducted by council after the executive session. Should the executive session require more time, a public announcement shall be made that the executive session is being extended.

Councilmembers must keep confidential all written materials and verbal information provided to them during executive session, to ensure that the city's position is not compromised. Confidentiality also includes information provided to councilmembers outside executive session when the information is considered to be exempt from disclosure under state law. State statute prohibits both the disclosure of confidential information and its use for personal gain or benefit.

If the council, in executive session, has given direction or consensus to city staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated city staff representative handling the issue. Prior to discussing the information with anyone other than fellow councilmembers, the city attorney, or city staff designated by the city administrator, councilmembers should review such potential discussion with the city administrator. Any councilmember having such contact or discussion shall make full disclosure to the city administrator and/or the city council in a timely manner.

XVI. ADJOURN

Meetings shall be adjourned by a motion, second, and majority vote of the council.

2.6 Voting

Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any councilmember, a roll call vote shall be taken by the mayor.

The passage of any ordinance, grant, or revocation of franchise or license, any resolution for the payment of money, and any approval of warrants shall require the affirmative vote of at least a majority of the whole membership of the council.

The passage of any public emergency ordinance (an ordinance that takes effect immediately), expenditures for any calamity or violence of nature or riot or insurrection or war, and provisions for a lesser emergency, such as a budget amendment, shall require the affirmative vote of at least a majority plus one of the whole membership of the council.

The passage of any motion or resolution shall require the affirmative vote of at least a majority of the membership of the council who are present and eligible to vote, unless otherwise required by provisions of state law, the Gig Harbor Municipal Code, or these guidelines.

In the situation where the city attorney states that a councilmember's participation would violate, or appears to be violating, the appearance of fairness doctrine by failure to recuse, a super majority (majority plus one of members present) of the nonaffected councilmembers may vote to require the affected member not to participate in a particular proceeding and, if so, the affected councilmember's vote shall not be counted and the affected councilmember shall not participate in the proceeding.

Councilmembers who are board members with an outside agency that is being considered for funding with the city may not put a motion forward or vote on the motion. If a councilmember could secure special privileges or exemptions for himself, herself, or others from a particular council discussion and/or action, that councilmember must recuse himself or herself from voting on that issue.

A motion by a councilmember to "call the question" allows a vote on the pending motion to immediately take place. Prior to the vote on the motion to call the question, the Mayor will inform council of the number of councilmembers still waiting to speak.

All votes on final actions taken by the city council will be recorded in the city council vote tracker posted on the city's website.

2.7 Enacted Ordinances, Resolutions and Motions

An enacted ordinance is a legislative act prescribing general, uniform, and permanent rules or regulations relating to the operation and corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or where such conduct is enforced by penalty.

An enacted resolution is an administrative act, which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

An enacted motion is a form of action taken by the council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and

entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law, and where such motion is not in conflict with existing state or federal statutes, city ordinances, resolutions, or these guidelines.

On occasion, council may give direction or express its intention by consensus. Consensus is achieved when a direction is provided and receives stated approval with no objections raised by councilmembers. To avoid ambiguity that can arise from consensus decision-making, and to provide staff with concise directions, council should formalize their intent by motion whenever possible.

2.8 Reconsideration

Any action of the council shall be subject to a motion to reconsider. Reconsideration can be requested only by motion of a member of the prevailing side of the original motion. A motion to reconsider must be made at the next regular meeting after the meeting in which the original motion was considered. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter shall be added to the agenda of the next regular meeting.

2.9 Meeting Packets

The city clerk shall prepare the meeting packet for all council meetings containing the agenda, all reports of council committees, all documentary materials upon which council action is to be taken, and copies of all minutes to be approved. The agenda and packet shall be published on the City's website before 5:00 p.m. five calendar days before the meeting date. Items may be revised or added to the agenda after publication, subject to the mayor's discretion. Presentation materials (i.e., PowerPoint files) will be added to the online meeting packet as soon as they are available in advance of the meeting.

Councilmembers and affected staff should read the agenda material and ask clarification questions prior to the council meeting, when possible. Printed copies of the meeting packet will be provided to the mayor, councilmembers, and staff upon request.

2.10 Minutes

Minutes of city council meetings shall be recorded and signed by the city clerk or their designee. Minutes of city council business meetings shall be approved by council at the subsequent regular business meeting. Minutes of city council study sessions and council committees shall be submitted to council as part of the consent agenda at a subsequent regular business meeting.

In order to maximize personnel resources in a cost-effective and efficient manner, and to preserve an accurate and concise record, minutes of all city meetings shall be recorded as "action minutes" and shall include the following:

- Name of the body.

- Date, hour, and place of the meeting.
- The names of members in attendance and members absent. If a member arrives late or departs before adjournment, the minutes should reflect the time of arrival and/or departure at that point in the minutes.
- Whether it is a regular, adjourned, or special meeting.
- Time the meeting commenced. Time of meeting recess (if any).
- Topics of business.
- Actions taken on each business item.
- Record of motions and votes.
- Direction given to staff by general consensus.
- Oral communications/public comment need only reference the name of the person, subject matter addressed, and direction given from council (if any).
- Adjournment time and, if applicable, whether the meeting was adjourned to another time prior to the next regular meeting.
- Signature block for the city clerk.

ARTICLE 3 – COUNCIL COMMITTEES

3.1 Council Committees Defined

Council may form *ad hoc* committees to address specific issues as needed.

Each council committee shall have a designated staff person assigned by the city administrator who will assist the committee with scheduling meetings, preparing packet materials, and taking action minutes of the meetings.

3.2 Committee Meetings

All council committee meetings shall be subject to all provisions of the OPMA. Committees shall meet during regular working hours unless an emergency exists. Meeting agendas shall be posted five calendar days prior to the committee meeting unless an emergency exists.

It shall be the right and responsibility of each department head to make their position known to the council committee on each matter for council action affecting the department referred to the committee.

3.3 Duties of the Chair

Each council committee shall have an elected chair. The chair of the respective Council Committees shall have the following responsibilities:

- Schedule and attend meetings of the committee, which shall be open to members of the public.
- Determine the need to cancel a scheduled committee meeting.
- Determine the need to call a meeting of the committee.
- Work with other committee members, the mayor, and city staff to develop the agenda for each meeting.
- Ensure that the committee adheres to the defined scope of business for that committee.
- Determine the appropriateness of accepting public comment during committee meetings.

3.4 Actions Taken by the Committees

The chief duty of council committees is to take up matters referred to them by the city council. Motions made at a committee meeting should be phrased as recommendations to council on specific actions to be taken.

Council committees do not have the authority to take action on behalf of council. Council committees may not direct the mayor or staff. Council committees may make recommendations to the mayor on administrative actions within the scope of the committee, but these recommendations should be informal; the mayor is not obligated to adhere to these recommendations. Council committees cannot terminate an action or request by staff or the public. They can only provide council a recommendation on the topic.

ARTICLE 4 – MAYOR PRO TEMPORE

4.1 Appointment

Pursuant to RCW 35A.12.065 and consistent with GHMC Chapter 2.14, annually at the second regular business meeting in January, council shall elect from their number a mayor pro tempore who shall hold office at the pleasure of council. Council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. The mayor pro tempore shall have such powers and authority, in the absence or temporary disability of the mayor, as specified in these guidelines.

4.2 Authority

The mayor pro tempore shall have authority to preside over meetings of council, sign warrants and written contracts, and perform other administrative duties of the mayor, but only for such period of time as the mayor is absent or temporarily disabled, as defined herein, and only to the extent necessary for the efficient conduct of the business of the city.

The mayor pro tempore shall have the authority to act as the mayor in the mayor's absence only when the mayor is away and cannot perform duties that cannot await their return or that cannot be performed by telephone or other type of communications link. The authority of the mayor pro tempore to act under authority of these guidelines shall end upon the mayor's return or the removal of any temporary disability. The mayor pro tempore shall not delegate the authority herein granted to another city official.

The mayor pro tempore shall not in any case have the authority to appoint or remove city officers and employees, to veto ordinances, to adopt or repeal administrative procedures, or to reorganize the administration of the city.

4.3 Absence or Temporary Disability of the Mayor Defined

For purposes of these guidelines, the "absence or temporary disability of the mayor" shall mean that due to absence or illness, the mayor is unable to perform the regular duties of their office. In application of the foregoing definition, the following shall apply:

- The mayor shall not be deemed temporarily disabled if, due to illness, he or she is unable to perform some of the duties, such as attending a council meeting, if he or she is able to perform other duties of the office on an ongoing basis.
- During such times as city offices are closed, the mayor pro tempore shall have authority to act in the mayor's absence only with respect to such emergencies that require the mayor's presence.

4.4 Mayor's Salary for the Mayor Pro Tempore During Extended Absence or Disability of the Mayor

The mayor pro tempore shall not receive the mayor's salary during the extended absence or disability of the mayor, provided, the council may by ordinance provide for such compensation for the mayor pro tempore.

ARTICLE 5 – ADVISORY BOARDS, COMMISSIONS, & COMMITTEES

5.1 Purpose and Application

The purpose of this section is to establish general provisions applicable to all Advisory Boards. The provisions of this article govern advisory boards unless otherwise specifically provided by ordinance, motion, or resolution of the city council, or as may be required by state law.

An “advisory board” means any board, committee, or commission created by the city council to give advice on subjects and perform such other functions as prescribed by the city council. Advisory boards also include task forces, informal committees, or working groups formed by city council resolution for short periods of time or for specific tasks.

The City of Gig Harbor’s advisory boards are fundamental to encouraging the use of citizen talent and interest in affairs of the city. Our residents have enjoyed a long tradition of participation in city government. Through representation on boards and commissions, Gig Harbor residents are offered an important avenue to help create effective and equitable policies. Resident involvement contributes to the success of government and the quality of life enjoyed by everyone in the community.

5.2 Formation of Advisory Boards

All standing advisory boards shall be established in the Gig Harbor Municipal Code. Current standing advisory boards include:

- Arts Commission
- Civil Service Commission
- Design Review Board
- Historic Preservation Commission
- Lodging Tax Advisory Committee
- Parks Commission
- Planning Commission
- Salary Commission

Council may also create *ad hoc* advisory boards, such as blue ribbon work groups and task force groups, by resolution. Such advisory boards are subject to the same provisions of this article.

5.3 Scope of Work

Each advisory board, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the city council to determine its effectiveness. This statement of purpose, as well as other information regarding duties and responsibilities, will be made available to all members when appointed.

The city council may determine any specific guidelines or tasks to be referred to the advisory board by motion or resolution.

Each advisory board may develop an annual work plan, within the jurisdiction and area of responsibility assigned to the board in the Gig Harbor Municipal Code. All work plans must be approved by the city council and carried out under the direction of the mayor.

5.4 Membership and Residency Requirements

The number of members and any specific qualifications of each standing advisory board shall be set forth in the Gig Harbor Municipal Code.

Unless otherwise specifically provided in the Gig Harbor Municipal Code, or as may be required by state law, each person at the time of nomination, and continuing uninterrupted thereafter while serving on an advisory board, shall be a resident of the greater Gig Harbor area within Pierce County (west of the Tacoma Narrows Bridge and east of the Purdy Bridge). Persons living outside of the greater Gig Harbor area may be appointed to an advisory board if they work full-time within Gig Harbor city limits in a position which qualifies them for appointment (i.e. lodging tax collectors or receivers or design review professionals).

5.5 Appointment Process

Appointments to Advisory Boards shall be made by the mayor as specified in the Gig Harbor Municipal Code.

The city clerk shall be responsible for recruiting applicants for advisory board vacancies. Upcoming vacancies will be noticed on the city's website and through various other outreach methods, as appropriate. The city clerk will establish an application form and application deadlines to facilitate timely appointment of candidates.

All interested candidates must submit an advisory board application on the city's website to be eligible for consideration. Current members seeking reappointment are required to submit an application.

Following selection for appointment by the mayor, candidates will be introduced to council at a study session. Candidates shall be deemed appointed and shall commence service after confirmation by the city council on the consent agenda of a regular city council meeting.

5.6 Appointment Terms

Each appointee shall be assigned a specific numbered position on each Advisory Board. Each confirmation motion by the council shall include an ending date and term for the position to which the person is appointed and such information shall be entered into the council minutes.

Unless otherwise specified in the Gig Harbor Municipal Code or by state law, all appointment terms shall be for a period of three years.

At the expiration of a member's term, the member may hold over and continue to serve as a member until the member or a successor is appointed and confirmed by the council.

5.7 Vacancies

Vacancies shall be filled for the unexpired term in the same manner as the original appointment. Membership vacancies shall be filled for the unexpired term.

Any member may be removed by the mayor, if, in the mayor's determination, that removal is in the best interest of the city. Removal should not occur for disagreement with an official recommendation of the board or its members. The mayor may also remove any member who has violated the provisions of these guidelines or the Gig Harbor Municipal Code. The mayor may also remove members who have three or more consecutive unexcused absences from regular advisory board meetings.

5.8 Expectations of Advisory Board Members

It is imperative that board members recognize they are in a critical position to shape and influence board decisions and actions. It is important that each member keeps informed and up to date on issues and statutes affecting their board.

Regular attendance is essential so that decisions will represent the opinions of the board as a whole. In addition, regular attendance enables board members to keep abreast of board concerns and helps ensure that issues are examined from a variety of perspectives. A person may forfeit their position on the board as a result of poor attendance.

Effective board members will:

- Attend all board meetings and be well prepared for meetings.
- Recognize that serving the public interest is the top priority.
- Recognize that the board must operate in an open and public manner.
- Be knowledgeable about the legislative process and issues affecting the board.
- Examine all available evidence before making a judgment.
- Communicate well and participate in group discussions.
- Remain aware that authority to act is granted to the board as a whole, not to individual members.
- Exhibit a willingness to work with the group in making decisions.
- Recognize that compromise may be necessary to reach consensus.

- Prioritize equity and inclusivity by ensuring that personal feelings or biases towards fellow board members or staff do not impede their ability to make fair and unbiased decisions.
- Positively promote the mission, vision, and values of the city and the board.
- Continuously exemplify the city's commitment to fostering an inclusive culture that embraces diversity and promotes equity for all.
- Treat every individual with a commitment to respect, courtesy, thoughtfulness, and genuine appreciation for the unique experiences and perspectives each person brings, recognizing and valuing their diverse identities and backgrounds.

If a member is unable to complete their term, they should inform the City Clerk's Office and the staff liaison for the board. An email or letter of resignation should be sent to the City Clerk indicating the date the resignation is effective and whether the member is able to serve until a replacement is named.

5.9 Chair and Vice Chair - Identification and Election

Each advisory board shall elect from its membership a presiding officer who shall be referred to as chair, and such officer shall serve for one year. Each advisory board shall also elect from its membership a vice chair who shall perform the duties of the chair in the absence of the chair, and such officer shall serve for one year. Elections should be held at the first regular meeting of each year.

The Chair shall:

- Work with staff liaison to prepare agendas
- Preside at all meetings
- Call the meeting to order at the scheduled time
- Verify the presence of a quorum
- "Process" all motions (state the motion prior to discussion, restate the motion just prior to the vote, announce the result of the vote)
- Facilitate meetings by staying on track and adhering to time constraints
- Rule on any points of order using Roberts Rules of Order as guidance
- Conduct the meeting in a fair and equitable manner
- Maintain neutrality to facilitate debate
- Serve as official representative of the commission or designate another commissioner

The Vice Chair shall:

- In the absence of the chair, assume the role of the chair
- Preside at any meeting where the chair is absent
- Work in partnership with the chair

5.10 Quorums, Transacting Business

A majority of the appointed members of the advisory board shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry any proposition.

5.11 Conflicts of Interest

If any members of an advisory board conclude that they have a conflict of interest or an appearance of fairness problem with respect to a matter pending before the advisory board so that they cannot discharge their duties on such an advisory board, they shall disqualify themselves from participating in the deliberations and the decision-making process with respect to the matter.

5.12 Liaisons and Representatives

The mayor shall designate a staff person to function as the primary support person for each advisory board. The designated staff person will serve as the liaison between the Advisory board and the city council, other advisory boards, and city staff. The designated staff liaison may request the assistance of the chair or vice chair in relaying advisory board matters to other bodies.

The primary function of the staff liaison is to carry out the rules, policies, and programs developed by the board. In addition, staff members notify board members of pertinent issues and legislative activity. They also arrange meetings, prepare meeting materials, compile background information, and conduct research.

5.13 Procedures, Records, and Minutes

Rules of order not specified by statute, ordinance, or council resolution shall be guided by the principles of Robert's Rules of Order. Advisory boards should not allow strict adherence to Roberts Rules of Order to impede the board in conducting its business.

The city clerk shall provide for the taking of action minutes, as defined in Section 2.10 of these guidelines, and maintaining the records of all regular and special meetings.

5.14 Meetings

Each advisory board shall hold regular public meetings at such times and places as determined by the advisory board with the concurrence of the mayor. All meetings of an advisory board shall be subject to all requirements of the Open Public Meetings Act (OPMA). All members of governing bodies must complete OPMA training. Training must be completed within 90 days of assuming duties.

Advisory boards are required to take oral public comment at each of their regular meetings. Oral comments may be made in person or by remote connection using

the Zoom (or similar) meetings platform. Comments are subject to a 3-minute time limit and the other provisions of Section 2.3 of these guidelines.

Advisory Boards may request special meetings to deal with specific matters. Special meetings may only be held with the consent of the mayor.

5.15 Subcommittees

Advisory boards may form subcommittees to address specific tasks or issues assigned to an advisory board. All subcommittees must be approved by the mayor and all meetings of subcommittees are subject to the Open Public Meetings Act.

5.16 Communications with City Council

Expressions of an advisory board's position, recommendation, or request for any action shall be in the form of a motion or other written communication, setting forth the reasons, facts, policies, and/or findings of the body supporting the communication, and shall be directed to the city council. Such communications shall be conveyed to council by the staff liaison designated to support the advisory board. Staff liaisons shall regularly report to the city council on board activities.

Advisory board members are appointed by the city council on the basis of their expertise or passion for the subject matter of each advisory board. As such, councilmembers should not attempt to influence or persuade advisory board members on matters referred to the advisory board. Councilmembers should not attend advisory board meetings in person in order to not unduly influence advisory board deliberations.

Similarly, advisory board members should not reach out individually to councilmembers to seek direction or guidance. Communications between the city council and an advisory board should be conducted through the designated staff liaison for each advisory board.

5.17 Communications with the Public

In general, advisory board communication with the public should be restricted to the staff liaison assigned to each advisory board. Members should not represent themselves as advisory board members unless they have specifically been directed to do so by the advisory board in consultation with the staff liaison.

5.18 Communications with Other Advisory Board Members

Advisory board members should not communicate directly with other members of the same advisory board on official advisory board business outside of their meetings. Such communications should be directed toward staff liaisons who can inform other board members as necessary in advance of the next meeting.

Communications between individual board members can easily lead to “serial meetings” which violate the Open Public Meetings Act. A serial meeting occurs when a majority of members have a series of smaller gatherings or communications that results in a majority of the body collectively discussing board matters, even if a majority is never part of any one communication.

5.19 Lobbying Efforts

Advisory boards shall not lobby on legislative or political matters unless specifically directed or authorized to do so by the city council or the mayor. A member of the advisory board is not authorized to speak for the board, unless the board has expressly authorized the member’s communication and no board member is authorized to speak on behalf of the city. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the city or as a member of an advisory board.

5.20 Compensation and Reimbursement of Expenses

Members of advisory boards shall serve without compensation. Members shall be reimbursed for authorized travel expenses incidental to that service, which are authorized in advance by the mayor.

ARTICLE 6 – COUNCILMEMBER COMMUNICATIONS

6.1 General Communications

All city-related correspondence from councilmembers should come from the councilmember's city-assigned email account. Personal email accounts and texting from personal phones shall not be used when communicating with each other, staff, or residents on city business. If personal devices are used for city business or contain city records, those personal devices may need to be searched in order to fully respond to public records requests and may eventually be subpoenaed as evidence in public records disclosure cases. Further, any city document contained on a personal device must be retained according to the State prescribed retention schedules.

6.2 Communications with Other Councilmembers

When communicating with each other outside of city council meetings, councilmembers should be mindful of avoiding creating a serial meeting in violation of the Open Public Meetings Act (OPMA). It is important to remember that serial meetings are not limited to simple email chains. They can be created by a combination of personal conversations, text messages, emails, or other forms of communication.

Emails sent to the entire council should be strictly *informational* in nature. Opinions should be withheld from emails and should be shared during a noticed public meeting. Once one councilmember has stated their opinion on a group email, all other councilmembers are thereafter prevented from stating their own opinions on the matter via email. The spirit of the OPMA is that councilmembers should express their ideas and opinions openly and transparently in a public meeting. City council meetings and study sessions are the appropriate time to make known opinions and discuss ideas amongst council.

6.3 Communications with the Public

Councilmembers are free to discuss their ideas and opinions with residents. When stating an opinion or preference, councilmembers should be clear that they are not speaking on behalf of the city or the city council, unless council has formally stated a position or direction. Councilmember communications with the public should be consistent with the purpose and scope outlined in Article 1.

6.4 Communications with Staff

The city administrator is the primary point of contact between city council and staff. Councilmembers may contact department directors to inquire about issues and/or seek information. Department directors are responsible to notify the city administrator of this conversation for administrative purposes.

Staff time is a valuable resource for the city. Councilmembers should be considerate of staff members' time. If a councilmember is requiring too much

staff attention, the mayor may take measures to reduce the amount of time staff spends responding to the councilmember's requests.

Similarly, the city attorney is available to address questions and concerns raised by councilmembers. The city attorney will treat conversations with councilmembers with discretion and maintain confidentiality, unless the city attorney determines it is in the best interest of the city to share the details of the conversation with the mayor or city administrator. Councilmembers should not share the content of any conversation with the city attorney with anyone else, with the exception of other councilmembers and senior staff, as that communication may be protected as attorney-client privileged communication.

Councilmembers may not direct staff in any manner. Suggestions for staff direction must be directed to the mayor or city administrator. Ideas and proposals that may impact the city's budget or staff time should first be brought up with the city administrator.

Whenever possible, councilmembers will contact the staff member noted on the agenda bill or study session memorandum in advance of council meetings with key questions. This will allow staff to be prepared at the meeting and lead to enhanced council/staff relationships. The city council should respect the professional advice from staff.

Governance of the city relies on the cooperative efforts of elected officials who set policy and the city staff who implement and administer the council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each other for the good of the community.

Councilmembers shall treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior toward staff is not acceptable.

Councilmembers shall never demean or personally attack an employee regarding the employee's job performance in public. All employee performance issues shall be forwarded to the city administrator through private correspondence or conversation.

Councilmembers should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, collection of petition signatures, etc.) from city staff. City staff may, as private citizens within their constitutional rights, support political candidates, but all such activities must be done away from the workplace. Photographs of uniformed city employees shall not be used in political ads.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions of the city are based on merit, qualifications,

and abilities. The city does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, sexual orientation, age, disability, or any other characteristic protected by law. This governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Councilmembers shall treat employees and each other in a manner consistent with this city policy to prevent unlawful discrimination and promote an inclusive positive work environment and working relationships.

6.5 Lobbying Efforts

Councilmembers shall not lobby on behalf of the city on state legislative or political matters, unless the city council has formally taken a position on the matter. A councilmember is not authorized to speak for the council, unless the council has expressly authorized the member's communication. An individual councilmember is free to voice a position, oral or written, on any issue as long as it is made clear that the councilmember is not speaking as a representative of the city.

Per RCW 42.17A, councilmembers and other city officials are not allowed to encourage residents to call legislators or the legislative hotline to comment on legislation.

6.6 Responding to Emails Sent to mayorandcouncil@gigharborwa.gov

The city maintains the email address mayorandcouncil@gigharborwa.gov as a convenience for residents to email the mayor and all councilmembers at once. the city administrator, city clerk, and assistant city clerk are copied on all emails sent to this address.

It is the responsibility of the mayor to acknowledge and address each email sent to this address. The mayor may delegate the acknowledgement and response to the city administrator or another appropriate staff member. Councilmembers will be copied on all responses to these emails. The mayor maintains the discretion to not respond to any email when a response is not warranted or when responding would not be an appropriate use of staff time.

Councilmembers are free to individually respond to any email sent to this email address. Councilmembers should not "reply all" to any emails sent to this address.

ARTICLE 7 – PROCLAMATION POLICY

It is the policy of the city to consider requests to proclaim certain events or causes when such proclamations pertain to a Gig Harbor event, person, organization, or cause with local implications. The city will consider requests that are timely, have potential relevance to a majority of Gig Harbor's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of proclamations which are read at council meetings:

- The person(s) or organization making the request must submit a completed application requesting a city proclamation. The city clerk shall be responsible for developing a request form and collecting applications. the request should be made at least three weeks in advance of the requested council meeting.
- The mayor, in consultation with the city administrator, city attorney, and other appropriate staff, shall approve or reject proclamation requests in accordance with the intent of this policy. The mayor has the discretion to modify, edit, or otherwise amend the proposed proclamation. The mayor retains the right to decide if the proclamation will or will not be issued. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.
- Once approved, the proclamation will be included on the appropriate council agenda. Council will make no more than two proclamations at a council meeting.
- Either the person making the request or a representative of the organization making the request must be present at the council meeting to accept the proclamation.

The mayor may issue proclamations consistent with this policy without receiving an application from a person or organization. Councilmembers may individually submit requests for proclamations under the same guidelines and procedure listed above. The city council may, by majority vote, direct the mayor to prepare a resolution in lieu of a proclamation to be read at a future meeting.

If a person or organization requests a proclamation for an event or presentation and does not request it be read at a council meeting, the same policy will apply. The requestor must arrange with the city clerk's office to either pick up the proclamation or have it mailed. Upon request, the mayor (or a councilmember or staff person designated by the mayor) may attend an event to read a proclamation.

ARTICLE 8 – COUNCIL VACANCIES

8.1 Declaration of Council Vacancy

In the event of a vacancy in a councilmember office, the city council shall, by majority vote, choose and appoint a councilmember to fill said vacancy. Pursuant to state law, a vacancy on the city council shall be filled to serve the remainder of the unexpired term.

A council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a councilmember. The councilmember who is vacating his or her position cannot participate in the appointment process.

the city council shall direct staff to begin the councilmember appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.

8.2 Procedure to Recruit Applicants to Fill a Council Vacancy

The city clerk's office shall prepare and submit notice to the city's official newspaper, with courtesy copies to other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter of the City of Gig Harbor, and (b) have a one-year residency in the City of Gig Harbor. This display advertisement shall be published once each week for two consecutive weeks. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, councilmember powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the city council deems appropriate. Notice of the vacancy will be provided to current members of the city's advisory boards.

The city clerk's office shall prepare an application form which requests appropriate information for city council consideration of the applicants. Applications will be available online and at the civic center. Applications received by the deadline date and time will be copied and circulated by the city clerk's office to the mayor and city council.

8.3 Council Applicant Interviews

The city clerk's office shall publish public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled city council meeting, or a special city council meeting. The city clerk's office shall notify applicants of the location, date, and time of city council interviews.

At the beginning of the interview meeting, each applicant will be provided three minutes to introduce themselves and state the reasons for their candidacy. Following these introductory statements, councilmembers will identify by paper ballot the unranked names of four applicants they would like to interview for the vacancy. The name of the councilmember and the names of their four selected applicants shall be read aloud by the city clerk. The four applicants who receive the most selections will be interviewed in an open forum. In the event of a tie, councilmembers shall vote for their preferred applicant by paper ballot to be read aloud by the city clerk.

Prior to the date and time of the interview meeting, the mayor shall accept one interview question from each councilmember. Interview questions will be collected, modified, and edited to eliminate redundancy. These questions will be asked of each applicant selected for an interview in a forum setting with all four applicants present. Applicants will alternate the order of answering questions so that applicants take turns being the first to respond. Each applicant will have two minutes to answer each question.

Following the predetermined interview question period, councilmembers may ask follow-up questions of individual applicants.

8.4 Voting and Appointment of a New Councilmember

Upon completion of the interviews, councilmembers may convene into executive session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations, and votes taken by the council shall be in open public session.

Following the interviews, the mayor shall ask for nominations from the councilmembers for the purpose of creating a group of candidates to consider. No second is needed. Nominations are closed by a motion, second, and majority vote of the council. Councilmembers may deliberate on such matters as criteria for selection and the nominated group of candidates.

The mayor shall poll councilmembers to ascertain that councilmembers are prepared to vote. The city clerk shall pass out polling slips and instruct each councilmember to write their name on the top of the slip, and the name of their preferred candidate on the bottom. The city clerk will then collect all slips and read the results into the record. If no applicant receives four or more votes, then a second written poll is conducted, but with the nominee(s) who received the fewest votes on the first vote removed from consideration. Voting will continue until a nominee receives a majority vote of the remaining councilmembers. At any time during the election process, the city council may postpone elections until a date certain or regular meeting if a majority vote has not been received.

Nothing in this policy shall prevent the city council from reconvening into executive session to further discuss the applicant/candidate qualifications.

The mayor shall declare the nominee receiving the majority vote as the new councilmember and shall be sworn into office by the city clerk at the earliest opportunity or no later than the next regularly scheduled city council meeting.

If the city council does not appoint a qualified person to fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to Pierce County.

ARTICLE 9 - DELEGATION OF PURCHASING AUTHORITY

The mayor is authorized to enter into purchasing agreements, public works contracts, professional services contracts, and interlocal agreements up to \$100,000, provided that the expenditure is identified in the current city budget and the contract does not exceed the amount identified in the current city budget.

The mayor is further authorized to enter into purchasing agreements, public works contracts, professional services contracts, and interlocal agreements *which are not identified in the current city budget or that exceed the amount specified in the current city budget* up to \$100,000, provided that:

- a) The city administrator has determined that the expenditure falls within the normal functions of the city and is an implied or anticipated expense within the current city budget.
- b) The finance director has determined that such expenditure will not require a future amendment to the current city budget.

The mayor is authorized to enter into agreements where no expenditure is incurred to facilitate cooperative arrangements with other local agencies in support of normal functions of the city.

The mayor is authorized to submit grant applications on the city's behalf in support of any budgeted objectives or the routine functions of the city. The mayor is authorized to accept grant awards, provided that the acceptance of a grant award does not commit the city to any expenditure which is not delegated to the mayor in this article.

The city administrator will ensure that council is informed about all agreements signed under this delegation of authority by verbal staff reports at a council meeting and/or written department update reports.

The provisions of this article supersede the approval authority provisions of Resolution 1066 (adopted January 23, 2017). The purchasing and contracting procedures of Resolution 1066 remain in place and unchanged by this article.

EXHIBIT A – PARLIAMENTARY PROCEDURE AT A GLANCE

To do this:	You say this:	May you interrupt speaker?	Must be seconded?	Is motion debatable?	Vote required
Introduce business	"I move that ..."	NO	YES	YES	MAJORITY
Amend a motion	"I move to amend this motion"	NO	YES	YES	MAJORITY
Request information	"Point of information"	YES	NO	NO	NO VOTE
Suspend further discussion	"I move we table it"	NO	YES	NO	MAJORITY
End debate	"I call the question ..."	NO	YES	NO	2/3 VOTE
Postpone discussion	"I move we postpone this matter until..."	NO	YES	YES	MAJORITY
Have something further studied by a committee	"I move we refer..."	NO	YES	YES	MAJORITY
Ask for a vote count to verify a voice vote	"I call for a roll call vote"	NO	NO	NO	NO VOTE
Object to considering some matter	"I object to consideration of this"	YES	NO	NO	2/3 VOTE
Take up a matter previously tabled	"I move to take from the table..."	NO	YES	NO	MAJORITY
Reconsider something already disposed of	"I move we reconsider action on ..."	YES	YES	YES	MAJORITY
Consider something in unscheduled order	"I move we suspend the guidelines and ..."	NO	YES	NO	2/3 VOTE
Vote on a ruling by the chair	"I appeal the chair's decision"	YES	YES	YES	MAJORITY
Object to procedure or personal affront--chair decides	"Point of order"	YES	NO	NO	NO VOTE
Complain about noise, room temperature, etc.	"Point of privilege"	YES	NO	NO	NO VOTE
Recess the meeting	"I move that we recess until ..."	NO	YES	NO	MAJORITY
Adjourn the meeting	"I move that we adjourn"	NO	YES	NO	MAJORITY

MINUTES
GIG HARBOR CITY COUNCIL MEETING
Tuesday, November 12, 2024 - 5:30 PM
Council Chambers

CALL TO ORDER/ROLL CALL City Clerk Josh Stecker called the meeting to order at 5:30 p.m. in the absence of the mayor and mayor pro tempore. Councilmembers Barber, Coronado, Henderson, Rodenberg, Storset, and Woock were present. Councilmember Lykins was excused. Councilmember Coronado nominated Councilmember Rodenberg to serve as chair for the meeting (unanimously approved).

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

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

VOTE: Unanimously approved.

1. **City Council Minutes: October 17 and 28, 2024**
2. **Approval of Vouchers: Check numbers 107223 through 107317 and ACH payments in the amount of \$1,408,187.64.**
3. **Approval of Payroll: Check Numbers 8531 through 8533 and direct deposit transactions in the amount of \$608,895.40.**
4. **Resolution 1324 Adopting the 2018 Water System Plan**

MAYOR'S REPORT None.

CITY ADMINISTRATOR'S REPORT City Administrator Katrina Knutson reported on No-shave November and the Planning Commission Public Hearing on November 21. Interim Community Development Director Jeff Wilson reported on the Pierce County Comprehensive Plan Update currently including the Purdy area remaining in the city's urban growth area (UGA). There was consensus from council to authorize the mayor to submit a letter in support of the removal of the subject properties from the UGA.

1. **Department Updates**

BUSINESS ITEMS

1. **Public Hearing: General Fund 2025-26 Budget Revenue Sources** Finance Director Dave Rodenbach presented the general fund revenue estimates. Mayor Pro Tempore Rodenberg opened the public hearing. There were no comments. Mayor Pro Tempore Rodenberg closed the public hearing.
2. **First Reading and Adoption of Ordinance 1531 Levying General Property Taxes for 2025** Finance Director Dave Rodenbach introduced the ordinance.

MOTION: Move to approve Ordinance 1531 (Woock/Henderson).
VOTE: Unanimously approved.
3. **Public Hearing: First Reading of Ordinance 1532 Adopting the 2025-26 Budget** Dave Rodenbach introduced the ordinance. Mayor Pro Tempore Rodenberg opened the public hearing. Public comment was provided by Guy Hoppen. Mayor Pro Tempore Rodenberg closed the public hearing.

PUBLIC COMMENT ON NON-AGENDA ITEMS None.

COUNCIL REPORTS/ COMMENTS Councilmember Woock thanked staff for preparing the budget. Councilmember Barber announced Woock's birthday. Councilmember Storset reported on the Veterans Day event at Tacoma Narrows Airport.

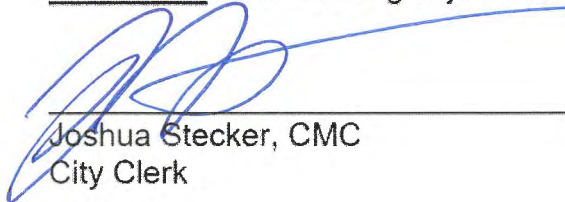
ANNOUNCEMENT OF UPCOMING MEETINGS

1. **Upcoming City Meetings**

EXECUTIVE SESSION - To Discuss Pending Litigation per RCW

42.30.110(1)(i) Mayor Pro Tempore Rodenberg announced that council would be entering executive session for 5 minutes at 6:20 p.m. Council returned from executive session at 6:25 p.m.

ADJOURN The meeting adjourned at 6:26 p.m.



Joshua Stecker, CMC
City Clerk

MINUTES
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, October 30, 2024 – 2:00 p.m.
Civic Center Community Rooms A/B or Zoom

CALL TO ORDER / ROLL CALL Mayor Pro Tem Lykins called the meeting to order at 2:03 p.m. Councilmembers Barber, Coronado, Henderson, Rodenberg, Storset, and Woock were present.

DISCUSSION ITEMS

2025-26 Budget Discussion

- 1. Community Development (continued from October 29 Study Session) –** Interim Community Development Director Jeff Wilson completed his overview and answered council questions.
- 2. Hotel/Motel Tax Fund –** Staff provided an overview and answered council questions.
- 3. Strategic Reserve Fund –** Staff provided an overview and answered council questions.
- 4. Equipment Reserve Fund –** Staff provided an overview and answered council questions.
- 5. Public Art Capital Projects Fund –** Staff provided an overview and answered council questions.
- 6. Public Works –** Public Works Director Jeff Langhelm provided an overview and answered council questions.

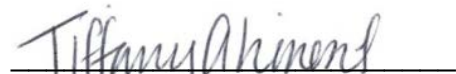
At 3:21 p.m. council entered into a five-minute break. Council returned from break at 3:28 p.m.

Public Works (continued) – Public Works Director Jeff Langhelm continued with his overview and answered council questions.

At 4:13 p.m. council entered into a ten-minute break. Council returned from break at 4:25 p.m.

Public Works (continued) – Public Works Director Jeff Langhelm completed his overview and answered council questions.

ADJOURN The meeting adjourned at 6:03 p.m.



Tiffany Aliment
Assistant City Clerk

MINUTES
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, October 29, 2024 – 2:00 p.m.
Civic Center Community Rooms A/B or Zoom

CALL TO ORDER / ROLL CALL In the absence of both the mayor and mayor pro tempore, City Clerk Joshua Stecker called the meeting to order at 2:09 p.m. Councilmembers Barber, Coronado, Henderson, Lykins, Rodenberg, Storset, and Woock were present.

DISCUSSION ITEMS

2025-26 Budget Discussion

- 1. Introduction** – Finance Director Dave Rodenbach provided an overview and answered council questions.
- 2. Non-Departmental** – Finance Director Dave Rodenbach provided an overview and answered council questions.
- 3. Administration** – City Administrator Katrina Knutson, H3 Program Manager Shea Smiley, and City Clerk Joshua Stecker provided an overview and answered council questions.

At 3:08 p.m. council entered into a five-minute break. Council returned from break at 3:15 p.m.

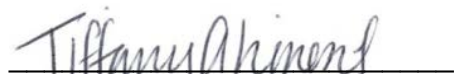
- 4. Information Technology** – ITS Manager Keith Smith provided an overview and answered council questions.
- 5. Finance** – Finance Director Dave Rodenbach provided an overview and answered council questions.
- 6. Administration (continued)** – Human Resources Director Shannon Costanti provided an overview and answered council questions.

At 4:20 p.m. council entered into a five-minute break. Council returned from break at 4:27 p.m.

- 7. Police** – Police Chief Kelly Busey provided an overview and answered council questions.
- 8. Municipal Court** – Court Administrator Stacy Colberg provided an overview and answered council questions.
- 9. Community Development** – Interim Community Development Director Jeff Wilson provided an overview and answered council questions.

This discussion will continue at the October 30 study session.

ADJOURN The meeting adjourned at 5:38 p.m.


Tiffany Aliment
Assistant City Clerk



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

Meeting Date: November 25, 2024

SUBJECT: Court Security Contract Renewal

SUBMITTED BY: Court Administrator Stacy Colberg

DEPARTMENT: Municipal Court

PHONE: (253) 853-7619

SUGGESTED MOTION: Move to authorize Judge Sandra Allen to execute the contract renewal for court security services.

BACKGROUND INFORMATION: In September 2022 a professional services contract was entered into between Seattle's Finest Security & Traffic Control, LLC and Gig Harbor Municipal Court for armed court security services. The contract was extended in 2023 for another year and terminates on December 31, 2024.

The parties have reached a subsequent agreement and desire to extend the term of the agreement for an additional year to cover January 1, 2025 through December 31, 2025. The agreement contemplates a 2% increase in the hourly pay rate to cover rising costs, taxes, and inflation. All other terms of the agreement remain unchanged.

Seattle's Finest is a Washington State employer of generally commission armed off-duty law enforcement officers for various types of security and traffic control jobs all over the state. It was founded in 2002 by Raleigh Evans, a retired 20-year veteran police officer from Seattle Police Department. Seattle's Finest employs nine (9) full time administrative staff, including two (2) schedulers. Seattle's Finest has staffed many large scale events such as Seattle Seahawks, Seattle Sounders, UW Husky Football, concerts and events at CenturyLink Field, and many major construction projects. Seattle's Finest received #1 ratings from the National Football League during its annual audits of security operations at all NFL stadiums for four years in a row.

The Amendment No. 2 to Court Security Services Agreement, Exhibit A --Scope of Services, and Exhibit B --Court Security Guidelines have been agreed upon by the parties.

FISCAL CONSIDERATION: Per the amended contract, court security will be paid at the rate of \$99 per hour for armed security and \$153 per hour for unavoidable overtime and holidays. Appropriation will not be required because adequate funds exist within the Court's 2025 budget to cover the full expenditure.

Expenditure Required: \$ 50,688	Amount Budgeted: \$ 54,136	Appropriation Required: \$
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ATTACHMENTS:

1. Court Security Services Contract Amendment 2

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

AMENDMENT NO. 2 TO COURT SECURITY SERVICES AGREEMENT

THIS AMENDMENT NO. 2 to that certain court security services agreement dated September 27, 2022, as amended (the "Agreement") is made by and between the City of Gig Harbor Municipal Court, a Washington municipal corporation (the "Court") and Seattle's Finest Security & Traffic Control, LLC, a Limited Liability Corporation ("Seattle's Finest").

WITNESSETH:

WHEREAS, the parties entered into an Agreement for the provision of court security services in the Gig Harbor Municipal Court for the 2022-2024 calendar years; and

WHEREAS, the parties have reached subsequent agreement and desire to extend the term of the Agreement to cover January 2025 through December of 2025; and

NOW, THEREFORE, in consideration of the mutual promises contained in the Agreement and this Amendment, the parties hereto agree as follows:

TERMS:

Section 2. Section 2 of the Agreement is hereby amended to read as follows:

Term. The term of this Agreement shall commence on January 1, 2025, and terminate on December 31, 2025, unless earlier terminated as specified herein, or unless extended by written agreement of the parties.

Section 4. Section 4 of the Agreement is hereby amended to read as follows:

Compensation. In consideration for the services to be provided by Seattle's Finest hereunder, the Court agrees to pay Seattle's Finest \$99.00 per hour, per security officer, for armed services, and \$153.00 per hour per security officer for unavoidable overtime and holidays. Unavoidable overtime is defined as shift extensions that result for circumstances beyond Seattle's Finest control such as critical incidents, arrests, and jury trials that exceed an eight (8) hour day. Seattle's Finest holidays subject to overtime compensation are defined as New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Day following Thanksgiving Day, and Christmas Day. There shall be no overtime costs except as described above. Seattle's Finest shall invoice the Court by the fifth day of the following month after services are rendered. The Court shall pay the full amount of an invoice within net 30 days of receipt. If the Court objects to all or any portion of any invoice, it shall so notify Seattle's Finest of the same within 15 days from the date of receipt and shall pay that portion of the invoice not in disputed, and the parties shall immediately make every effort to settle the disputed portion.

EXCEPT AS EXPRESSLY MODIFIED BY THIS AMENDMENT NO. 2, ALL
TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN FULL FORCE
AND EFFECT.

IN WITNESS WHEREOF, this Amendment shall become effective upon January
1, 2025.

The parties have executed this Agreement this ____ day of _____,
2024.

SEATTLE'S FINEST

GIG HARBOR MUNICIPAL COURT

By: _____

Raleigh J. Evans

By: _____

Judge Sandra Allen



SCOPE OF SERVICES --COURT SECURITY

The [agency] shall provide court security services to the Gig Harbor Municipal Court. The Gig Harbor Municipal Court will provide a magnetometer hand wand for use in screening all individuals entering the courtroom. The [agency] shall ensure that all officers assigned to the Gig Harbor Municipal Court have received training on the use and application of these devices and are retrained as necessary to maintain proficiency and any associated certifications.

The court security officer shall be either a General authority Washington peace officer or a Specially commissioned Washington peace officer as defined in RCW 10.93 and be equipped with appropriate issued department duty gear.

The court security officer shall:

- Direct each individual entering the courtroom through one designated entry point and screen them for weapons, contraband, or other dangerous objects. The detection of prohibited objects will be accomplished by the use of electronic wands, pat-down searches, and bag searches.
- Upon discovery of weapons or other prohibited items, refuse entry to the bearer and direct them to immediately leave the Court building, or if applicable, allow person to store weapon per Court's weapon storage procedure listed in "Exhibit B".
- It will be the [agency] responsibility to keep the security station staffed at all times during the scheduled hours.
- Immediately notify GHPD and court staff of potentially dangerous individuals.
- Pursuant to GR 36, the court security officer should make a record of each security threat or incident involving court personnel, litigants, attorneys, witnesses, jurors, or others using the courthouse. It also includes any event or threatening situation that disrupts the court or compromises the safety of the court community, as soon as practicable, but no later than two days after the incident. The report shall be provided to the Court Administrator.
- Pursuant to RCW 2.28, the court security officer shall immediately report to the judge the presence of any officer in the courthouse for purpose of civil arrest of a defendant. The officer shall document the date, defendant name, and arresting agency. A copy of the civil arrest order shall be immediately provided to the judge for review prior to the defendant's arrest.
- As requested, be available in the event of trials or deliberations extending beyond scheduled times.
- Conduct all activities in a professional and appropriate manner.
- Court security officer will be in uniform and easily identified as court security.
- Be familiar with emergency evacuation routes.
- Be familiar with the location of fire extinguishers, first aid kits, fire alarm pull stations, panic buttons, etc.
- Shall not be responsible for court transports or moving prisoners to/from bathrooms.



Judge Sandra L. Allen
GIG HARBOR MUNICIPAL COURT
3510 Grandview Street | Gig Harbor, WA 98335
Phone (253) 851-7808 | Fax (253) 853-5483 | www.cityofgigharbor.net

COURT SCHEDULE		
Traffic Court (virtual)	2 nd Tuesday each month	No court security needed
Criminal Court (in person)	Wednesdays 8:30am-3:30pm	Court security required
Jury Trials (in person)	3 rd or 4 th Thursday each month (varies) 7:30am-5pm	Court security required
Should a recognized holiday fall on a normally scheduled court date, a special docket may be held on another day of the week.		



EXHIBIT B

COURT SECURITY PLAN AND PROCEDURES

Background

Due to the nature of activities conducted by the Gig Harbor Municipal Court, additional levels of security are required to ensure safety during court proceedings. The safety and security of the public and city/court employees is a primary concern of the Gig Harbor Municipal Court and the Gig Harbor City Council. As such, funding has been provided for court security services.

Security Threat

The most realistic security threat is a distraught individual or individuals who take exception to a Court ruling, a Prosecuting Attorney's effort, has mental health issues, or has disagreement with a fellow citizen or spouse regarding some legal action that has brought them into proximity of each other.

Purpose

This plan establishes the security procedures to be in place to protect the public and city/court employees entering the Municipal Court. It does not address courtroom security other than initial response to incidents within the building.

Definitions

- a. Security access point – main point of entry into the Gig Harbor Municipal Courtroom.
- b. Secure area – that area beyond the security checkpoint.
- c. Court Security Officer - police officers supplied by the agency working under the direct supervision of the Municipal Court Judge and/or Court Administrator.
- d. Restricted area – an area not open to the public.
- e. High security area – those areas designated as limited access areas such as judge's chambers, clerk's office and jury room.

Security Procedures for Entering the Gig Harbor Municipal Courtroom

- a. The public entrance into the Gig Harbor Municipal Court will be the main courtroom door inside the front entrance of the building. The public will be restricted to public places within the Gig Harbor Municipal Court unless a city/court employee allows them into the restricted/high security areas.
- b. All public and city employees entering the Municipal Court during operational hours will pass through the security access point unless physically unable. Any person refusing to submit to this screening process shall be denied access to the courtroom.
- c. Certified law enforcement officers shall be allowed access to the courtroom without the need for weapons screening. Certified law enforcement officers who are not in uniform are required to provide department identification prior to being allowed in the courtroom area without being screened.
- d. Prohibited items within the Gig Harbor Municipal Court are listed in Appendix A.



- e. The security access point will be staffed by a court security officer who will facilitate the flow of individuals through the courtroom entrance and visually check briefcases, purses, and other carried items. The police officer may use a handheld metal detector to assist in locating metal objects or any unauthorized material. The following procedures will be followed:
1. Only briefcases or purses will be allowed beyond the security access area. If a member of the public brings in a backpack or other large bundle, they will be advised to secure it outside the building in their vehicle.
 2. The individual, when entering the screening area, will be asked to remove all metallic items from their pockets or person and place them in the provided container. Carried containers or items will be placed on the table.
 3. The individual shall be screened using the handheld device before entering the courtroom. If the individual continually fails this procedure, they may be denied access to the courtroom. This will be at the sole discretion of the Municipal Court Judge and/or Court Administrator.
 5. Once the individual has been checked for metallic items, the court security officer will visually inspect the personal possessions in the container. If any objects appear to be of an illegal nature, the court security officer will deny that person access to the courtroom.
 6. If the individual has a purse, briefcase or other carried item, the court security officer will ask them to open it to visually inspect the contents. If the court security officer is still unable to do a thorough inspection, they will ask the individual if they will allow the court security officer to look through the container. If the individual will not give consent, the individual will be advised the item will need to be secured in their vehicle prior to entering the courtroom. Individuals bringing in electronic equipment (such as laptops) will be asked to turn them on to see if they are operational.
 8. Upon discovery of weapons or other prohibited items, the court security officer shall refuse entry to the bearer and direct them to immediately leave the Court building, or if applicable, allow the person to store their weapon per the court's weapon storage procedure listed below or take the bearer into custody.
 9. If staff cannot prevent an individual from entering the building without being screened, police and court staff will immediately be notified.
 10. Re-entry into the courtroom will be allowed only if rescreened.
 11. Court security officers will be aware that persons with disabilities may have special needs or requirements during the screening process:
 - o Individuals with disabilities will not be automatically waved through a weapons-screening station.
 - o If an individual is in a wheelchair or electric cart, they will be searched with the use of the handheld metal detector, keeping in mind that weapons can be concealed in auxiliary aids such as manual or powered wheelchairs, crutches, personal backpacks, or orthopedic and prosthetic appliances.
 - o Court security officers will be polite at all times and act as discretely as possible when handling personal items, i.e., a backpack containing a colostomy bag, prosthesis, or a wheelchair, etc.

Procedures for Weapons Storage

Weapon lock boxes are located in the interior lobby of the Municipal Court, but outside the security checkpoint. The following procedures will be followed if a citizen wishes to store their weapon:



1. As a citizen declares that he/she wishes to store a legal weapon, the court security officer shall instruct the citizen to keep the weapon secured until locked in an available weapons storage locker. The citizen shall obtain a lock box key from court staff.
2. The key to any occupied pistol lockers shall be stored by the citizen.

Response to Incidents in the Gig Harbor Municipal Court

- a. The court security officer will attempt to resolve any issues that occur at the security checkpoint or courtroom. Court staff will be notified of any disruptions or problems in the screening process and will contact police for assistance as appropriate.
- b. Panic buttons are installed in critical areas within the Municipal Court. These buttons set off alarms in the 911 Communications Center and a dispatcher will take action to notify the appropriate agencies.
- c. Court staff shall call 911 in the case of an emergency that the court security officer is not able to immediately resolve, and if able to do so under emergency situations.

Review/Changes to Security Plan

The Municipal Court Judge, Court Administrator and Police Department will review the overall security plan as needed. The Municipal Court has responsibility for this plan.



Appendix A: Items prohibited/controlled in the Gig Harbor Municipal Court:

In accordance with Washington State Law, certain items are prohibited in a Courtroom. Signs will be posted at the building's entrance and at the security entrance point designating prohibited items.

The following items are prohibited within the Gig Harbor Municipal Court. Additional items may be prohibited as determined by Police, Court Staff, or agency.

Deadly Weapon as defined under RCW 9A.04.110

Guns (unless Law Enforcement Official)	Throwing Stars
Knives	Fireworks
Explosives	Ice Axes/Picks
Box cutters/Mail openers	Meat Cleavers
Scissors (Pointed tips and blades over four inches in length)	Razor type blades
Realistic Replicas of Firearms	Sabers
Starter Pistols	Swords
Axes and Hatchets	Clubs
Cattle Prods	Arrows
Crowbars Hammers	Pool Cues
Saws	Baseball Bats
Tools (greater than seven inches)	Spear Guns
Billy Clubs	Ski Poles
Black Jacks	Ammunition
Brass Knuckles	BB Guns
Mace/Pepper Spray	Compressed Air Guns
Night Sticks	Flare Guns
Nunchakus	Pellet Guns
Stun Guns	Any other items currently on TSA Hazardous Items List.
Tazers	



DEPARTMENT UPDATES

Wednesday, November 20, 2024

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

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

ADMINISTRATION

City Administrator Katrina Knutson

2025 Legislative Agenda: Building a Stronger Gig Harbor Together

Staff and our state lobbyists have crafted the draft 2025 State Legislative Agenda, designed to protect and enhance our community's character, infrastructure, and well-being. City council is expected to adopt this agenda at its November 25 meeting. Here's a look at our key priorities:

- **Commercial Fisherman's Homeport Project:** We're securing Gig Harbor's maritime legacy by creating long-term moorage for fishing vessels. With \$2.5 million already invested, we are requesting \$1 million from the state to complete this \$3.5 million project, preserving a cornerstone of our harbor's identity.
- **Expanding Childcare Access:** Affordable, quality childcare is essential for working families and economic growth. We support state efforts to increase childcare subsidies, expand facilities, and ensure families can access the resources they need.
- **Improving Fish Passageways:** Our local environment matters. With many culverts in need of replacement, we're calling on the state to fund projects that restore fish habitats and improve ecological sustainability.
- **Advocating for Renter Protections:** Nearly half of Gig Harbor residents are renters. We support legislation that promotes housing stability, prevents displacement, and ensures fair housing opportunities for all.
- **Preserving Mobile Home Parks:** Mobile home parks provide vital affordable housing. We're encouraging state funding and policy changes to empower residents to purchase and preserve their communities.
- **Enhancing Local Infrastructure:** From roads to utilities and recreation, we're pushing for increased state support to expand and maintain the services our residents rely on.
- **Supporting Indigent Defense:** As the costs of public defense rise, we're urging the state to provide additional funding, ensuring fair representation for all while protecting the city's limited resources.
- **Protecting Local Decision-Making:** We stand firm that decisions affecting our community should be made locally, and we'll oppose state mandates that interfere with local governance.

This agenda reflects our dedication to keeping Gig Harbor a vibrant, inclusive, and thriving community.

COMMUNITY DEVELOPMENT

Interim Community Development Director Jeff Wilson

The Community Development Department, in collaboration with the Public Works Department, is currently working on improvements to the permit processing timeline in response to recent state legislation. A draft plan will be presented to the city council during the study session on December 5, with a formal adoption request scheduled for the council meeting on December 9, aiming for implementation on January 1.

PLANNING

We're thrilled to share some exciting progress in our climate efforts!

Website Launch: On November 1, we officially launched our climate-focused website! This marks a significant milestone, and we're already planning more dynamic features for the site, including a community survey, a calendar of upcoming events, a comprehensive engagement strategy, and interactive maps to track our climate progress.

Climate Policy Advisory Team (CPAT): We held our first CPAT meeting, bringing together key stakeholders to begin shaping our policy framework. The discussions were productive and set the stage for future collaboration.

Policy Audit and Vulnerability Assessment: Work is underway on our policy audit and vulnerability assessment. These critical steps will help us identify areas for improvement and ensure that our strategies are well-aligned with current and future climate challenges and their effects on the community.

Climate Change and Resiliency Chapter: By mid-June 2025, the draft of the Climate Change and Resiliency Chapter will be completed and ready for the formal adoption process.

Stay tuned for more updates as we continue to make strides in our climate initiatives. Contact Senior Planner Natalie Kamieniecki, nkamieniecki@gigharborwa.gov for information.

The Planning Division is moving forward with code changes related Accessory Dwelling Units (ADUs), in response to House Bill 1337. This state legislation requires cities to adopt more streamlined and consistent ADU policies, including changes to permitting processes and design standards. The draft code, which will be discussed at the upcoming city council study session on November 21, aims to ensure compliance with HB 1337 while addressing local needs and priorities.

BUILDING & FIRE PREVENTION

The Building Division has received applications for several new projects this reporting period, including the storage facility located at the Sports Complex Phase 1A, the first (model home) for the Reserve Plat off Peacock, an SFR located on Shirley, and a Tenant Improvement for MKR Tactical in Pioneer Square.

Completed projects include the Starbucks remodel on Borgen, Sandin Lane Lot 9 SFR, the Harbor Plaza façade replacement, Peninsula Lutheran Church kitchen remodel, and the demolition of the barn, mobile, and accessory structures on one of the Cannon properties.



CODE ENFORCEMENT

- 5 new code compliance requests have been received this month so far.
- We closed 8 cases between the last update and this one.
- We are very close to abatement on a long-standing nuisance property.
- We will continue to monitor sign compliance. With elections over, campaigns have 10 days to remove signs.

COURT

Court Administrator Stacy Colberg

Washington Courts Network Outage: On November 4, Washington's Administrative Office of the Courts announced they had identified unauthorized activity on the Washington Courts network. That office took immediate action to secure critical systems and are currently working to safely restore service. As a result, the state's Judicial Information System, Washington Courts website, and affiliate websites are currently down.

Immediately upon notification, Gig Harbor Municipal Court and city ITS took appropriate and necessary action to further isolate itself. The court team quickly triaged urgent matters and implemented a continuity of operations plan. Court staff have worked diligently to keep the court running smoothly. For example, court staff teamed up and manually reviewed every open criminal case file for future hearing dates and compiled a shared spreadsheet with the data. This spreadsheet allowed the court and court users to know which cases are scheduled each week, track incarcerated individuals, and conduct most hearings. Municipal court remains open in a limited capacity until the system is fully restored.

Gig Harbor Municipal Court impacts include:

- Fine payments
- Bail receipting
- Account receivables collection activity
- Subpoenas
- Public records requests
- Electronic filing
- Clerk docketing and data entry
- Warrants
- Court calendars
- Sentencing
- No Contact Orders/Protection Orders
- Weapons Surrender Orders
- Drivers license suspensions

On November 8, the Washington Supreme Court issued Emergency Order [25700-B-720](#) to address the backlog created by this outage. Judge Sandra Allen issued Administrative Order [2024-01](#) to address the outage locally. Outage updates can be found on the [Washington Courts Facebook page](#).

Jury Trials: The November 21 jury trial has been cancelled. Two cases are set for trial on Thursday, December 19 at 8:30 a.m. Trials are open to the public.

Traffic Court: The next traffic court session is set for Tuesday, December 10 starting at 1:00 p.m. Traffic court is held virtually via Zoom and open to the public.

FINANCE

[Finance Director Dave Rodenbach](#)

No updates this week but stay tuned!

HUMAN RESOURCES

[Human Resources Director Shannon Costanti](#)

ADVANCE YOUR CAREER

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

Position	Type	Status
Police Officer - Exceptional Entry	FT	Continuous
Police Officer - Lateral Entry	FT	Continuous
Infrastructure Systems Engineer	FT	Open until 11/22

Associate Engineer	FT	Open until 12/5
Community Development Director	FT	Closed - selection pending
Finance Technician	FT	Closed - selection pending
Laborer	FT	Closed - selection pending
Maintenance Technician	FT	Closed - selection pending
Payroll & Benefits Administrator	FT	Closed - selection pending
Utility Billing Technician	FT	Closed - selection pending

ITS

Information Technology Services Manager Keith Smith

No updates this week but stay tuned!

POLICE

Police Chief Kelly Busey

Community Outreach: On November 18, Officers Burns and Roberson were able to visit the Peninsula School District Community Transition Program. This is a program in which challenged young adults 18 – 21 years old can learn life skills to be engaged in the working world and society. Our officers were able to explain how to interact with police officers and identify how officers can help them in certain situations. Feedback from the teachers was extremely positive.



Pursuit of Stolen Vehicle: On the afternoon of November 9, Officer Barber was patrolling the parking lot of Olympic Village when he observed a male slumped over the steering wheel of a vehicle stopped in a lane between parking stalls. When he checked the license plate, he learned that the vehicle was stolen. Before Officer Barber could make contact, the driver woke up and departed at a high rate in a reckless manner. Believing that the driver was impaired, Barber initiated a pursuit of the stolen vehicle.

Officer Erwin (and other neighboring officers) joined in the pursuit that led them into Burley and back again into Purdy. At that point, Officer Erwin was able to conduct a “PIT” maneuver and bring the vehicle to a stop. There was evidence in the front seat of the vehicle that indicated the driver had been smoking illegal drugs. The driver was transported to the hospital and a search warrant was obtained to draw a sample of the driver’s blood. The driver was taken into custody and booked into jail on charges of Possession of Stolen Property, Eluding a Police Vehicle, DUI, Driving While Suspended, and Hit and Run (contact with another vehicle during the pursuit).

PUBLIC WORKS

Public Works Director Jeff Langhelm

Cushman Trail Wall Repairs: The Operations crew has been repairing damaged walls along the Cushman Trail between Rosedale St and 96th St. These walls include an earth wall and a gabion basket wall. The repairs are permanent repairs and have stabilized the hillside in time for the winter season.

New Water Department On-call Staff: As of December 2, the Operations Division’s Water Department will have its own on-call staff member to respond to emergencies related to water system operations 24-hrs a day, 365 days a year. This change will provide for one on-call staff for the water department, one on-call staff for wastewater division, and one on-call staff for all other operational issues. As part of this change, the city will also have a third on-call phone number and will be making associated updates to the city’s website.

Cartegraph Asset Management: The Operations Division continues to expand the use of our existing Cartegraph asset management software. The expansion includes: (1) development of a water department parts inventory so staff can know at any time how many of each part we have in inventory and also receive automated notices when the city has a low inventory of each part; and (2) as of December 1, on-call staff is entering each call-out into Cartegraph to better track information and expenses while also tracking for trends.

Holiday Decorating Update: The Operations Division has been working with our partner organizations and an events consultant since the end of summer on holiday decorating plans and tasks. In early November, crews placed tree lights on certain street trees along Pioneer Way. The next steps in this process include crews bringing the Skansie Park holiday tree to the park on November 26. During the week following Thanksgiving, crews, partner organizations, and the events consultant will decorate the tree and Skansie House, and place decorations in Skansie Park, Donkey Creek Park, and Bogue View Plaza. This work will be complete in time for the December 7 tree lighting.

Storm Response Preparations: It is the time of year when we have strong fall and winter storms. As such, both the Operations Division and Wastewater Division have been preparing equipment and processes to provide appropriate responses during storms and any associated emergencies. These responses often include placing and/or verifying back-up power and pumping equipment, tree clearing, clearing blockages, street cleaning, coordination with partners, etc.

tx'waalqəł Conservation Area: Planning continues for the celebration of the latest addition to the tx'waalqəł Conservation Area. The event is scheduled for noon on Saturday, November 23 and will be in conjunction with the Chum Walk, hosted by Harbor WildWatch.

Parks Commission: The parks commission considered parks standards and pickleball court management at its November meeting. Conversations will continue at the December 4 meeting.

Our Fisherman, Our Guardian: Community members have reached out about protecting the sculpture from the elements. Key Parks/Public Works staff will be meeting with them in December to discuss options that work with shoreline permit conditions in the environmentally sensitive area.

Skansie Netshed: The Skansie Netshed structural repairs are nearing completion. Staff met with members of the Skansie Netshed Foundation to discuss timelines for moving artifacts back into the building.

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



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

Meeting Date: November 25, 2024

SUBJECT: Resolution 1325 Adopting the City's 2025 Legislative Agenda

SUBMITTED BY: City Administrator Katrina Knutson

DEPARTMENT: Administration

PHONE: (253) 851-6127

SUGGESTED MOTION: Move to approve Resolution 1325

BACKGROUND INFORMATION: Staff and the city council have worked closely with the city's lobbyists from Gordon Thomas Honeywell to prepare the 2025 State Legislative Agenda to inform the city's representatives, residents, and lobbyists of council's legislative priorities in 2025.

The Legislative Agenda is designed to capture the intent of the city council on key legislative matters and will be presented to the city's representatives from the 26th District and others as needed. The city's lobbyists will actively promote the city's interest on these items.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Resolution 1325
-

STRATEGIC PLAN PRIORITY: Maintain small town character and historic preservation while growing responsibly.

RESOLUTION 1325

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING THE CITY'S 2025 STATE LEGISLATIVE AGENDA

WHEREAS, city staff and the city council have worked diligently to establish a legislative agenda of matters of great importance to the city and its residents; and

WHEREAS, in working with our state legislators, the mayor, city council and city staff will put special emphasis on the matters listed in the legislative agenda; and

WHEREAS, the city council now desire to formally adopt the 2025 State Legislative Agenda to inform residents and legislators;

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

Section 1: Agenda Adoption. The 2025 State Legislative Agenda is hereby adopted as set forth in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 25th day of November, 2024.

Brenda Lykins
Mayor Pro Tempore

Attest:

Joshua Stecker
City Clerk

EXHIBIT A

2025 Legislative Priorities

Commercial Fisherman's Homeport Project – \$1 Million Capital Budget Request

In recent years, some of Gig Harbor's traditional fishing vessels have lost access to affordable and suitable moorage within the Harbor. Without a secure and permanent home, our fishing vessels are at risk of displacement to other ports, eroding the presence of the industry in the Harbor. The Commercial Fisherman's Homeport Project will reverse this trend by providing secure, long-term moorage for 17 vessels, allowing these boats to stay in Gig Harbor, thereby preserving a key part of our community's identity. The city has already committed \$2.5 million towards this \$3.5 million initiative and has successfully completed all required local, state, and federal permitting. The project is ready to proceed, and with state assistance, we can restore a vital piece of Gig Harbor's historical maritime identity.

Important Topics

The City of Gig Harbor will emphasize the importance of the following issues when they are brought up for discussion by the Legislature.

Childcare: Access to quality, affordable, childcare is a significant barrier to economic development in our communities. We will support state efforts to increase access to childcare for working families, including subsidies for childcare providers and additional capital investment for facilities.

Fish Passage Funding: Given the significant number of culverts in the City that need to be replaced, this is a significant issue. The state must increase the assistance it provides to local governments for the cost of providing fish passage.

Indigent Defense: This cost of providing indigent defense services has skyrocketed and is minimally reimbursed by the State. This places a heavy burden on limited flexible funds available to the City. The State must provide additional funding for the representation of indigent individuals, particularly if the Supreme Court adopts new caseload standards that reduce the workforce available to handle these cases.

Infrastructure Funding: Cities require stable and growing infrastructure funding to meet the demands of the Legislature and our residents for: affordable housing, reliable utility services, public health and recreation, and access to other city services. The Legislature must protect and increase existing infrastructure programs relied upon by local governments.

Local Control: The best governmental decisions are those that are made closest to the people represented. Cities possess strong local authority to provide for the safety and welfare of their residents, and the Legislature must abstain from restricting, mandating, or otherwise interfering with local decisions. The City will oppose legislative actions that are inconsistent with this view.

Mobile Home Park Residents: The Legislature has recognized the importance of mobile home parks as a source of affordable housing by providing mobile home residents with additional tools to purchase parks when they are placed on the market. The City applauds these efforts and encourages the Legislature to take further action to preserve existing mobile home parks, including providing additional funding to support residents attempting to purchase parks they live in.

Renter Protections: Nearly half of the City's residents are renters. The City supports policies that promote housing stability for renters and prevent displacement.

Juvenile Access to Attorney: The City supports clarifying statutes that govern law enforcement engagement with juveniles to promote community policing and eliminate unnecessary juvenile interaction with the criminal justice system.

The City of Gig Harbor supports the Association of Washington Cities' legislative agenda.



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

Meeting Date: November 25, 2024

SUBJECT: Public Hearing: Second Reading and Adoption of Ordinance 1532 Adopting the 2025-26 Budget

SUBMITTED BY: Finance Director David Rodenbach

DEPARTMENT: Finance

PHONE: (253) 853-7610

SUGGESTED MOTION: Move to approve Ordinance 1532.

BACKGROUND INFORMATION: The total city budget, including all funds for the 2025-2026 biennium, is \$190,703,479.

The budgeted beginning fund balance for all combined funds is \$63.4 million, and the budgeted ending fund balance is \$30.0 million. This means the 2025-26 budget plans to spend \$33.4 million in fund balance. This will all be spent on \$51.7 million in capital expenditures. Budgeted revenues (excluding transfers) are \$86.8 million. This includes about \$4.4 million in grant funding. Total expenditures (excluding internal transfers) are \$127.6 million. Internal transfers account for \$39.5 million in revenues and expenditures within the 2025-26 budget.

FISCAL CONSIDERATION: The 2025-26 budget is built on the assumption that general revenue growth will be two percent in each of 2025 and 2026. Estimated general fund tax revenues for 2023-24 are 1.7% more than 2021-22. We expect this trend to strengthen and continue through the 2025-26 budget period.

In addition to filing positions left vacant due to 2023-24 budget shortfalls, the proposed budget contains the following staffing additions:

- Communications Coordinator
- Development Review Engineer
- Water Operator OIT
- Collection System Lead

The budget has been changed from the Preliminary Budget distributed to council on November 1 as follows:

- Fund 109, Park Development Fund was increased by \$35,000. This is due to an increase to Parks project number 9, Loop Trail Construction and Signage at txʷaalqəl Conservation Area (Phase 2).
- Fund 121, City Buildings Capital Fund was increased by \$10,000. This is due to an increase in City Buildings project number 6, Civic Center Police Department Security Gate Upgrades.

- The Community Development staffing request for a Building Inspector was changed to a request for an Associate Planner.
- The salary schedule adopted as Exhibit B to the ordinance has been updated to include salary adjustments for non-represented position salary ranges based on the recently completed salary survey. It also includes a 4% COLA for those positions.

Council reviewed the Preliminary Budget at first reading on November 12 and made no amendments. Exhibit B of the ordinance was been amended by staff following first reading to revise the salary schedule for police personnel and non-represented employees to adjust for 2025 cost-of-living salary increases.

ATTACHMENTS:

1. Ordinance 1532
2. Ordinance 1532 Exhibit A: 2025-26 Gig Harbor Preliminary Budget
3. Ordinance 1532 Exhibit B: 2025 Salary Schedules
4. Public Comment - Richards
5. Public Comment - Druker & Puratich

STRATEGIC PLAN PRIORITY: Ensure a sustainable future for public services and facilities

ORDINANCE 1532

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING THE 2025-2026 BIENNIAL BUDGET; ESTABLISHING APPROPRIATIONS OF FUNDS FOR THE 2025-2026 BIENNIUM; TRANSMITTING BUDGET COPIES TO THE STATE; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the city administrator of the City of Gig Harbor, Washington, completed and placed on file with the city clerk a proposed budget and estimate of the amount of the monies required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the city for the 2025-2026 biennium; and

WHEREAS, the City of Gig Harbor published notice that the Gig Harbor City Council would meet on November 12, 2024, and November 25, 2024, at 5:30 p.m., in the Gig Harbor Council Chambers for the purpose of providing the public an opportunity to be heard on the proposed budget for the 2025-2026 biennium and to adopt the budget; and

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

WHEREAS, the 2025-2026 proposed biennial budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Gig Harbor for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of Gig Harbor for the 2025-2026 biennium;

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

Section 1. **Budget Adopted.** The budget for the City of Gig Harbor, Washington, for the 2025-2026 biennium, attached hereto as Exhibit A, is hereby adopted in its final form and content.

Section 2. **Funds Appropriated.** Estimated resources, including beginning fund balances, for each separate fund of the City of Gig Harbor, and aggregate total for all funds combined, for the 2025-2026 biennium are set forth in summary form below, and are hereby appropriated for expenditure during the 2025-2026 biennium as follows:

2025-2026 BUDGET APPROPRIATIONS

FUND / DEPARTMENT		AMOUNT
001	GENERAL GOVERNMENT	
01	Non-Departmental	\$9,086,609
02	Legislative	164,494
03	Municipal Court	1,517,300
04	Administrative / Financial / Legal	5,814,774
06	Police	13,760,413
14	Community Development	5,812,700
15	Park Operating	4,046,550
16	Buildings	1,032,526
19	Ending Fund Balance	3,275,592
TOTAL GENERAL FUND - 001		\$44,510,958
101	STREET OPERATING	7,195,788
102	STREET CAPITAL	18,309,792
650	TRANSPORTATION BENEFIT DISTRICT	13,426,324
103	SENIOR SERVICES	238,251
104	PEDESTRIAN SAFETY	128,960
105	DRUG INVESTIGATION STATE	20,327
106	DRUG INVESTIGATION FEDERAL	7,773
107	HOTEL / MOTEL FUND	1,533,962
108	PUBLIC ART CAPITAL PROJECTS	29,879
109	PARK DEVELOPMENT FUND	9,751,432
111	STRATEGIC RESERVE	3,062,844
112	EQUIPMENT REPLACEMENT RESERVE	565,933
121	CITY BUILDING CAPITAL	2,322,500
208	LTGO BOND REDEMPTION	2,123,606
211	UTGO BOND REDEMPTION	168,395
301	CAPITAL DEVELOPMENT FUND	4,043,736
305	GENERAL GOVT. CAPITAL IMPROVEMENT	3,159,461
309	IMPACT TRUST FEE	4,401,144
310	HOSPITAL BENEFIT ZONE REVENUE	11,139,439
401	WATER OPERATING	7,636,591
402	SEWER OPERATING	15,875,113
403	SHORECREST RESERVE	384,353
407	UTILITY RESERVE	1,659,512
408	UTILITY BOND REDEMPTION FUND	4,666,719
410	SEWER CAPITAL CONSTRUCTION	16,305,103
411	STORM SEWER OPERATING	5,325,328
412	STORM SEWER CAPITAL	6,834,348
420	WATER CAPITAL ASSETS	5,876,208
TOTAL ALL FUNDS		\$190,703,479

Section 3. Salary Schedule. The 2025 personnel salary schedule for all employees, attached hereto as Exhibit B, is hereby adopted.

Section 4. Transmittal. The city clerk is directed to transmit a certified copy of the 2025-2026 budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

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

Section 6. Correction of Errors. The city clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 7. Effective Date. This ordinance shall be in force and take effect five days after its publication according to law.

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof, held this 25th day of November, 2024.

Tracie Markley
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk



**City of Gig Harbor
2025-26 Preliminary Budget
Ver 1.1 -- November 6, 2024**

COVER ART

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

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

This year's artist is Jenna Stefanski, a current 12th grader at Gig Harbor High School.

CITY OFFICIALS

ELECTED

MAYOR

Tracie Markley

COUNCIL MEMBERS

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

APPOINTED

MUNICIPAL COURT JUDGE

Sandy Allen

CITY ATTORNEY

Daniel Kenny

EXECUTIVE STAFF

CITY ADMINISTRATOR

Katrina Knutson

POLICE CHIEF

Kelly Busey

PUBLIC WORKS DIRECTOR

Jeff Langhelm

INTERIM COMMUNITY DEVELOPMENT DIRECTOR

Jeff Wilson

FINANCE DIRECTOR

David Rodenbach

HUMAN RESOURCES DIRECTOR

Shannon Costanti

CITY CLERK

Joshua Stecker

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City Administrator's Message

I am pleased to present the City of Gig Harbor's 2025-26 Biennial Budget to the city council for its consideration and approval. This year's budget was brought together by the extraordinary hard work of city staff who were faced with the difficult task of finding a way to continue to fund all of the city's needs while being faced with diminishing revenue sources. The resulting budget reflects our commitment to fiscal responsibility and providing the services Gig Harbor residents have come to expect.

Throughout this document, staff have highlighted some of the many accomplishments of the last two years. I'd like to briefly call out a few here:

- Established a new housing, health, and human services program to support the most vulnerable residents in our community;
- Completed a full-scale wage study to ensure our staff are paid fairly and that the city can competitively recruit and retain quality employees;
- Reduced the city's crime rate by 32%;
- Enhanced our transparency to the community through initiatives including a full website redesign and a new online city meetings platform;
- Created a historic preservation commission to help us preserve our diverse heritage;
- Adopted a climate action plan and urban forestry plan to help forge a path through conservation challenges;
- Completed a new operations center building for our public works operations staff;
- Installed city fleet electric vehicle charging stations at the Civic Center and Operations Center
- Partnered with the Chamber of Commerce to provide tourism promotion services for the city;
- Began construction on Phase 1B of the Gig Harbor Sports Complex;
- Adopted management plans for the tx^waalqəł Conservation Area along North Creek;

All of these activities and many others were carried out in support of the city council's strategic plan, which is included in this budget document. As you can see, the last two years have been quite productive for the city.

2023-24 was not without its challenges, however. We identified early on that revenues from sales taxes and permits would be considerably lower than expected. This led us to make the difficult decision to not fill several vacant positions and postpone several objectives. It is a testament to our staff that so much was able to be accomplished in spite of these limitations.

We began the 2025-26 budget process knowing that these revenue challenges would need to be addressed. A levy lid lift ballot measure that would have secured the city's financial stability failed on the April special election ballot. Voters did approve a 0.1% sales tax increase for public safety and the city council enacted an additional 0.1% sales tax for transportation projects and maintenance.

These new revenues, combined with holistic cost-cutting measures across all departments and adjustments to our reserve fund levels have allowed us to prepare a budget for the next biennium that fully funds the levels of service desired by council when we adopted the 2023-24 budget, with a few new objectives as well.

In 2025-26 we'll be focusing on efficiency improvements in our administrative departments. Finance, HR, IT and the city clerk will all be tasked with updating antiquated information systems to ensure the city is running at peak performance.

The police department will be adding a new administrative lieutenant position, bringing the city to a total of 26 commissioned officers. We'll also be replacing five patrol cars and other department equipment that is worn out.

The community development department has a full slate of projects to tackle over the next two years including finishing the 2024 Comprehensive Plan update (including updating the city's development regulations), adding a new Climate Action Element to the Comprehensive Plan, conducting a downtown parking study, developing a subarea plan for Judson Street, and updating city's tree preservation ordinance.

It will also be a busy couple of years for city capital projects. The next biennium should see:

- Completion of the full first phase of the Gig Harbor Sports Complex;
- Completion of multi-use paths along Burnham Drive connecting Gig Harbor North to downtown;
- Repaving of Soundview Drive;
- Installation of a roundabout at 38th and 56th and extension of the 38th Avenue sidewalk;
- Improvements to the Wollochet/SR 16 intersections to increase traffic flow on Wollochet;

We are thrilled to be able to accomplish so much in the next two years, but at the same time we are keeping a close eye on the future as well. The city operates at a "structural deficit," meaning that every year our expenditures exceed our revenues, due to factors outside of the city's control such as rising costs and unfunded mandates from the state. We are able to bridge this deficit in the near term by relying on savings from past budget cuts and reserve funds. But this deficit grows each year as the expenditures increase at a much faster rate than our revenue sources.

The city council is aware of this deficit and has directed staff to explore ways to address it through new revenue sources. Early in the new biennium we'll begin to look at options like a B&O tax, increased utility taxes, and a cultural access program sales tax. There is work to be done and difficult decisions to be made, but the pathways are available to keep the city on a financially sustainable future for years to come.

Sincerely,



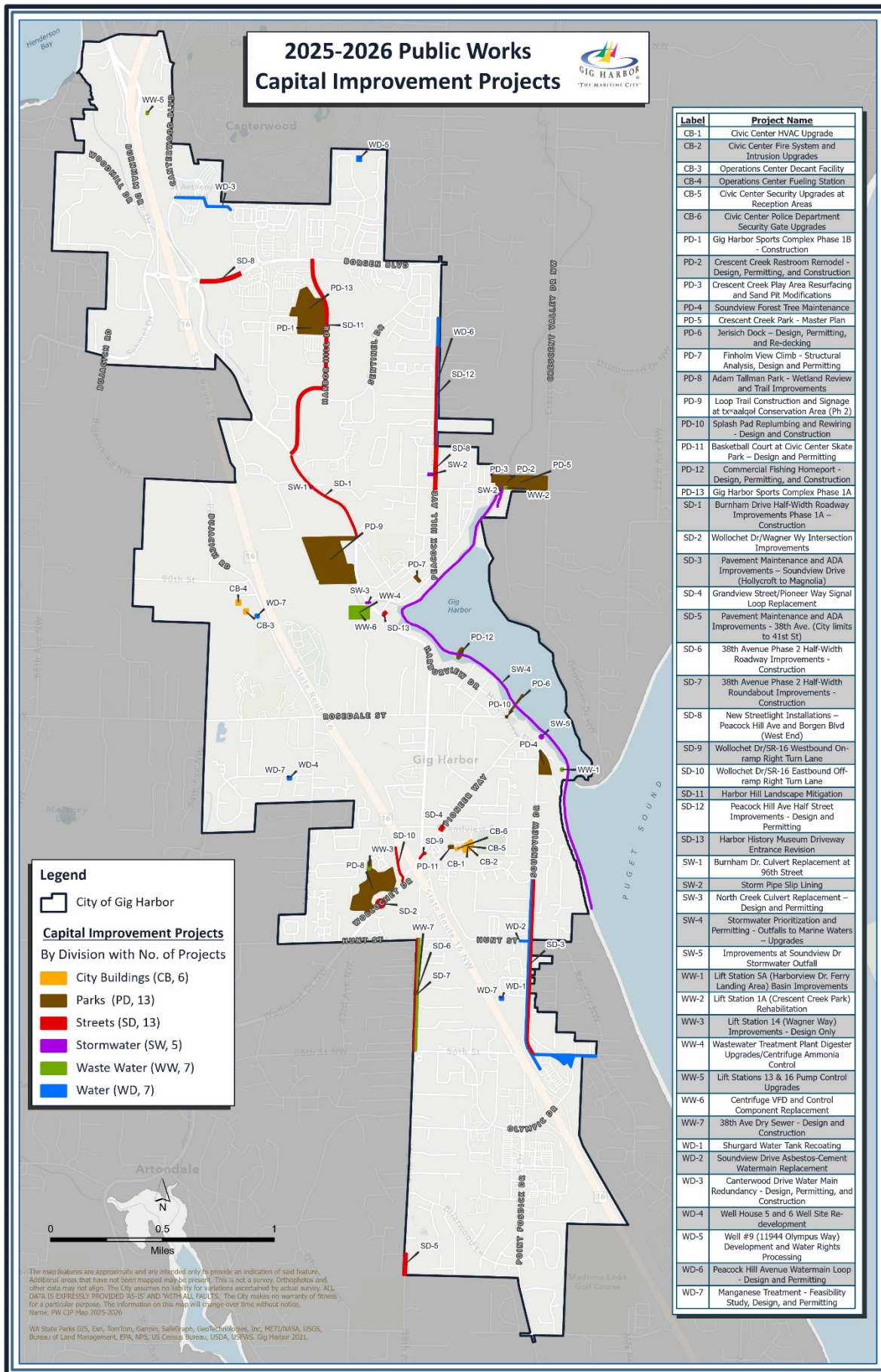
Katrina Knutson, City Administrator

Vision

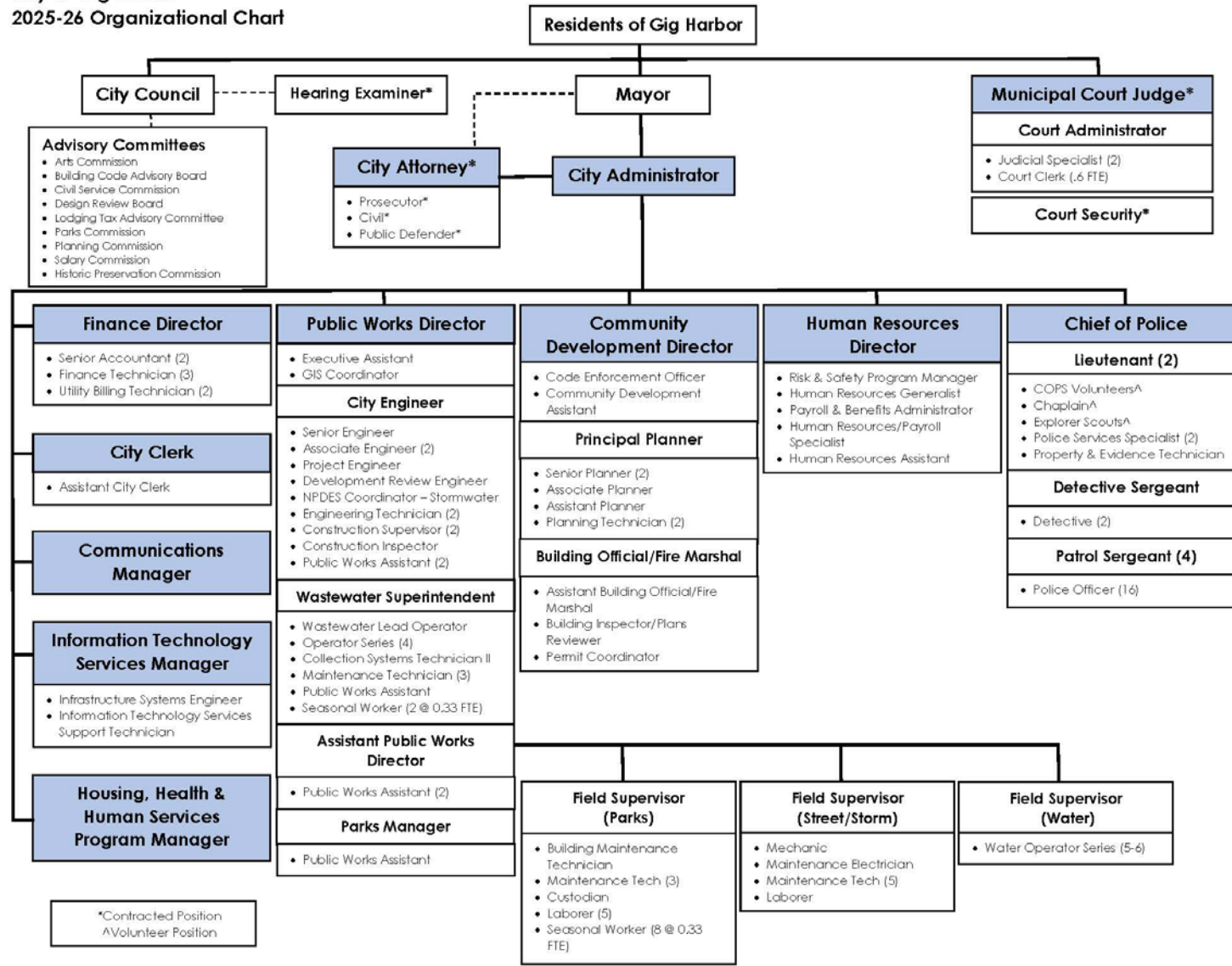
The City of Gig Harbor leads the way in livability, environmental stewardship, economic vitality, and municipal services.

Strategic Plan

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



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



1. BUDGET SUMMARY

Budget Ordinance.....2

ORDINANCE 1532

**AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON,
ADOPTING THE 2025-2026 BIENNIAL BUDGET; ESTABLISHING
APPROPRIATIONS OF FUNDS FOR THE 2025-2026 BIENNIUM;
TRANSMITTING BUDGET COPIES TO THE STATE; PROVIDING FOR
SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the city administrator of the City of Gig Harbor, Washington, completed and placed on file with the city clerk a proposed budget and estimate of the amount of the monies required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the city for the 2025-2026 biennium; and

WHEREAS, the City of Gig Harbor published notice that the Gig Harbor City Council would meet on November 12, 2024, and November 25, 2024, at 5:30 p.m., in the Gig Harbor Council Chambers for the purpose of providing the public an opportunity to be heard on the proposed budget for the 2025-2026 biennium and to adopt the budget; and

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

WHEREAS, the 2025-2026 proposed biennial budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Gig Harbor for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of Gig Harbor for the 2025-2026 biennium;

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

Section 1. Budget Adopted. The budget for the City of Gig Harbor, Washington, for the 2025-2026 biennium, attached hereto as Exhibit A, is hereby adopted in its final form and content.

Section 2. Funds Appropriated. Estimated resources, including beginning fund balances, for each separate fund of the City of Gig Harbor, and aggregate total for all funds combined, for the 2025-2026 biennium are set forth in summary form below, and are hereby appropriated for expenditure during the 2025-2026 biennium as follows:

2025-2026 BUDGET APPROPRIATIONS

FUND / DEPARTMENT		AMOUNT
001	GENERAL GOVERNMENT	
01	Non-Departmental	\$9,086,609
02	Legislative	164,494
03	Municipal Court	1,517,300
04	Administrative / Financial / Legal	5,814,774
06	Police	13,760,413
14	Community Development	5,812,700
15	Park Operating	4,046,550
16	Buildings	1,032,526
19	Ending Fund Balance	3,275,592
TOTAL GENERAL FUND - 001		\$44,510,958
101	STREET OPERATING	7,195,788
102	STREET CAPITAL	18,309,792
650	TRANSPORTATION BENEFIT DISTRICT	13,426,324
103	SENIOR SERVICES	238,251
104	PEDESTRIAN SAFETY	128,960
105	DRUG INVESTIGATION STATE	20,327
106	DRUG INVESTIGATION FEDERAL	7,773
107	HOTEL / MOTEL FUND	1,533,962
108	PUBLIC ART CAPITAL PROJECTS	29,879
109	PARK DEVELOPMENT FUND	9,751,432
111	STRATEGIC RESERVE	3,062,844
112	EQUIPMENT REPLACEMENT RESERVE	565,933
121	CITY BUILDING CAPITAL	2,322,500
208	LTGO BOND REDEMPTION	2,123,606
211	UTGO BOND REDEMPTION	168,395
301	CAPITAL DEVELOPMENT FUND	4,043,736
305	GENERAL GOVT. CAPITAL IMPROVEMENT	3,159,461
309	IMPACT TRUST FEE	4,401,144
310	HOSPITAL BENEFIT ZONE REVENUE	11,139,439
401	WATER OPERATING	7,636,591
402	SEWER OPERATING	15,875,113
403	SHORECREST RESERVE	384,353
407	UTILITY RESERVE	1,659,512
408	UTILITY BOND REDEMPTION FUND	4,666,719
410	SEWER CAPITAL CONSTRUCTION	16,305,103
411	STORM SEWER OPERATING	5,325,328
412	STORM SEWER CAPITAL	6,834,348
420	WATER CAPITAL ASSETS	5,876,208
TOTAL ALL FUNDS		\$190,703,479

Section 3. Salary Schedule. The 2025 personnel salary schedule for all employees, attached hereto as Exhibit B, is hereby adopted.

Section 4. Transmittal. The city clerk is directed to transmit a certified copy of the 2025-2026 budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

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

Section 6. Correction of Errors. The city clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 7. Effective Date. This ordinance shall be in force and take effect five days after its publication according to law.

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof, held this 25th day of November, 2024.

Tracie Markley
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk

**EXHIBIT B
WAGE SCHEDULES**

2025 Non-Represented Positions	Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
	53	\$26.46	\$27.32	\$28.20	\$29.12	\$30.07	\$31.04	\$32.05	\$33.09
		\$55,031.81	\$56,827.26	\$58,665.98	\$60,569.60	\$62,538.11	\$64,571.52	\$66,680.82	\$68,833.02
	54	\$28.05	\$28.96	\$29.90	\$30.87	\$31.87	\$32.91	\$33.98	\$35.08
		\$58,341.50	\$60,245.12	\$62,192.00	\$64,203.78	\$66,280.45	\$68,443.65	\$70,671.74	\$72,964.74
	55	\$30.27	\$31.26	\$32.28	\$33.33	\$34.41	\$35.54	\$36.69	\$37.89
Human Resources Assistant		\$62,970.75	\$65,025.78	\$67,145.73	\$69,330.58	\$71,580.29	\$73,916.54	\$76,317.70	\$78,805.38
	56	\$33.32	\$34.40	\$35.52	\$36.67	\$37.87	\$39.09	\$40.36	\$41.67
		\$69,308.93	\$71,559.88	\$73,873.28	\$76,274.43	\$78,762.11	\$81,314.69	\$83,953.78	\$86,679.42
	57	\$37.32	\$38.53	\$39.78	\$41.07	\$42.40	\$43.78	\$45.21	\$46.68
		\$77,615.02	\$80,146.56	\$82,742.40	\$85,424.77	\$88,193.68	\$91,070.72	\$94,034.30	\$97,084.42
Assistant City Clerk Human Resources/Payroll Specialist	58	\$41.05	\$42.38	\$43.75	\$45.18	\$46.64	\$48.16	\$49.73	\$51.34
		\$85,381.51	\$88,150.40	\$91,005.82	\$93,969.41	\$97,019.52	\$100,177.79	\$103,444.22	\$106,787.18
Communications Manager Risk & Safety Program Manager	59	\$45.15	\$46.61	\$48.13	\$49.69	\$51.30	\$52.97	\$54.68	\$56.47
		\$93,904.51	\$96,954.82	\$100,112.80	\$103,367.70	\$106,710.68	\$110,171.78	\$113,762.68	\$117,481.76
	60	\$49.67	\$51.28	\$52.95	\$54.68	\$56.44	\$58.27	\$60.16	\$62.12
City Clerk		\$103,314.43	\$106,667.39	\$110,128.51	\$113,697.79	\$117,386.68	\$121,204.10	\$125,141.12	\$129,207.94
Housing, Health & Human Services Program Manager Human Resources Generalist	61	\$54.63	\$56.41	\$58.24	\$60.13	\$62.09	\$64.11	\$66.19	\$68.34
		\$113,632.90	\$117,331.97	\$121,139.20	\$125,076.22	\$129,143.04	\$133,338.65	\$137,666.05	\$142,143.87
	62	\$60.09	\$62.05	\$64.06	\$66.14	\$68.30	\$70.51	\$72.80	\$75.17
		\$124,989.70	\$129,056.51	\$133,253.12	\$137,579.52	\$142,057.34	\$146,684.96	\$151,424.00	\$156,266.10
	63	\$64.91	\$67.02	\$69.19	\$71.44	\$73.76	\$76.15	\$78.62	\$81.18
Assistant City Attorney		\$135,005.31	\$139,396.61	\$143,917.70	\$148,580.21	\$153,414.14	\$158,389.50	\$163,537.92	\$168,859.39
	64	\$69.14	\$70.36	\$72.64	\$75.00	\$77.44	\$79.96	\$82.56	\$85.24
Police Lieutenant		\$141,732.06	\$146,340.48	\$151,089.52	\$156,009.98	\$161,071.87	\$166,308.82	\$171,714.82	\$177,295.87
	65	\$71.55	\$73.88	\$76.28	\$78.76	\$81.32	\$83.96	\$86.68	\$89.50
		\$148,828.18	\$153,673.73	\$158,670.72	\$163,819.14	\$169,140.61	\$174,635.14	\$180,302.72	\$186,164.99
Community Development Director Finance Director Human Resources Director Public Works Director	66	\$81.57	\$84.22	\$86.95	\$89.78	\$92.71	\$95.72	\$98.83	\$102.04
		\$169,659.78	\$175,175.94	\$180,865.15	\$186,749.08	\$192,827.65	\$199,100.93	\$205,568.90	\$212,253.18
Chief of Police City Attorney	67	\$88.11	\$90.97	\$93.92	\$96.97	\$100.12	\$103.38	\$106.74	\$110.21
		\$183,266.30	\$189,215.10	\$195,358.58	\$201,686.77	\$208,251.26	\$215,022.08	\$222,009.22	\$228,234.30
City Administrator	AA	*DETERMINED BY CONTRACT							

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Prepared by HR 11/5/2024

2025 Police Personnel (Local 117)

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

All rates that follow are current.

(Any potential changes are pending negotiations and wage study implementation.)

2025 Supervisor Unit (Local 313)

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

2025 New/Reclassified Positions

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

(continues on next page)

Prepared by HR 11/5/2024

2025 Non-Supervisory Personnel (Local 117)

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Wastewater Lead Operator	\$102,761	\$106,101	\$109,549	\$113,109	\$116,785	\$120,581	\$124,500	\$128,546
Senior Engineer	\$102,680	\$105,996	\$109,441	\$112,996	\$116,671	\$120,462	\$124,377	\$128,420
Associate Engineer	\$94,938	\$98,023	\$101,209	\$104,499	\$107,895	\$111,401	\$115,022	\$118,760
Project Engineer	\$94,938	\$98,023	\$101,209	\$104,499	\$107,895	\$111,401	\$115,022	\$118,760
Senior Accountant	\$94,696	\$97,774	\$100,951	\$104,232	\$107,620	\$111,117	\$114,729	\$118,457
Senior Planner	\$94,640	\$97,716	\$100,892	\$104,171	\$107,556	\$111,052	\$114,661	\$118,387
Wastewater Operator III	\$89,357	\$92,261	\$95,260	\$98,356	\$101,552	\$104,853	\$108,260	\$111,779
Water Operator III	\$89,357	\$92,261	\$95,260	\$98,356	\$101,552	\$104,853	\$108,260	\$111,779
Infrastructure Systems Engineer	\$85,408	\$88,184	\$91,050	\$94,009	\$97,064	\$100,219	\$103,476	\$106,839
NPDES Coordinator - Stormwater	\$84,130	\$86,864	\$89,687	\$92,602	\$95,612	\$98,719	\$101,927	\$105,240
Assistant Building Official / Fire Marshal	\$83,688	\$86,408	\$89,216	\$92,116	\$95,109	\$98,200	\$101,392	\$104,687
Field Supervisor	\$83,688	\$86,408	\$89,216	\$92,116	\$95,109	\$98,200	\$101,392	\$104,687
Construction Supervisor	\$83,688	\$86,408	\$89,216	\$92,116	\$95,109	\$98,200	\$101,392	\$104,687
Wastewater Operator II	\$81,234	\$83,874	\$86,600	\$89,415	\$92,320	\$95,321	\$98,419	\$101,617
Water Operator II	\$81,234	\$83,874	\$86,600	\$89,415	\$92,320	\$95,321	\$98,419	\$101,617
Engineering Project Manager	\$81,003	\$83,636	\$86,354	\$89,160	\$92,058	\$95,050	\$98,139	\$101,328
GIS Coordinator	\$77,092	\$79,597	\$82,184	\$84,855	\$87,613	\$90,461	\$93,401	\$96,436
Payroll / Benefits Administrator	\$76,883	\$79,382	\$81,962	\$84,625	\$87,376	\$90,215	\$93,147	\$96,175
Associate Planner	\$75,723	\$78,184	\$80,725	\$83,349	\$86,057	\$88,854	\$91,742	\$94,724
Construction Inspector	\$73,880	\$76,281	\$78,780	\$81,320	\$83,963	\$86,692	\$89,509	\$92,418
Building Inspector / Plans Reviewer	\$73,880	\$76,281	\$78,780	\$81,320	\$83,963	\$86,692	\$89,509	\$92,418
Wastewater Operator I	\$73,849	\$76,249	\$78,727	\$81,286	\$83,928	\$86,655	\$89,472	\$92,379
Water Operator I	\$73,849	\$76,249	\$78,727	\$81,286	\$83,928	\$86,655	\$89,472	\$92,379
Code Enforcement Officer	\$72,778	\$75,143	\$77,585	\$80,107	\$82,710	\$85,399	\$88,174	\$91,040
Executive Assistant	\$72,778	\$75,143	\$77,585	\$80,107	\$82,710	\$85,399	\$88,174	\$91,040
Mechanic	\$71,444	\$73,786	\$76,163	\$78,639	\$81,194	\$83,833	\$86,558	\$89,371
Engineering Technician	\$69,909	\$72,181	\$74,527	\$76,949	\$79,450	\$82,032	\$84,698	\$87,451
Building Maintenance Technician	\$69,348	\$71,602	\$73,929	\$76,332	\$78,812	\$81,374	\$84,018	\$86,749
ITS Support Technician	\$68,389	\$70,612	\$72,907	\$75,276	\$77,722	\$80,248	\$82,857	\$85,549
Wastewater Operator in Training (OIT)	\$68,266							
Water Operator in Training (OIT)	\$68,266							
Wastewater Collection Systems Tech II	\$65,927	\$68,070	\$70,282	\$72,566	\$74,924	\$77,359	\$79,874	\$82,470
Assistant Planner	\$65,719	\$67,855	\$70,060	\$72,337	\$74,688	\$77,115	\$79,622	\$82,209
Permit Coordinator	\$65,719	\$67,855	\$70,060	\$72,337	\$74,688	\$77,115	\$79,622	\$82,209
Finance Technician	\$64,076	\$66,158	\$68,309	\$70,529	\$72,821	\$75,188	\$77,631	\$80,154
Utility Billing Technician	\$64,076	\$66,158	\$68,309	\$70,529	\$72,821	\$75,188	\$77,631	\$80,154
Planning Technician	\$63,745	\$65,817	\$67,956	\$70,164	\$72,445	\$74,799	\$77,230	\$79,740
Community Development Assistant	\$62,309	\$64,334	\$66,425	\$68,584	\$70,813	\$73,114	\$75,490	\$77,944
Public Works Assistant	\$62,309	\$64,334	\$66,425	\$68,584	\$70,813	\$73,114	\$75,490	\$77,944
Judicial Specialist	\$59,002	\$60,920	\$62,899	\$64,944	\$67,054	\$69,234	\$71,484	\$73,807
Property & Evidence Technician	\$58,859	\$60,565	\$62,534	\$64,566	\$66,665	\$68,831	\$71,068	\$73,378
Police Services Specialist	\$53,884	\$55,635	\$57,443	\$59,310	\$61,238	\$63,228	\$65,283	\$67,405
Court Clerk	\$53,155	\$54,883	\$56,666	\$58,508	\$60,409	\$62,373	\$64,400	\$66,493
Custodian	\$52,968	\$54,689	\$56,467	\$58,302	\$60,197	\$62,153	\$64,173	\$66,259
Laborer	\$50,299	\$51,934	\$53,622	\$55,364	\$57,164	\$59,021	\$60,940	\$62,920

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Maintenance Technician	\$61,842	\$63,852	\$65,927	\$68,070	\$70,282	\$72,566	\$74,925	\$77,360	\$79,874	\$82,470

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

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

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

Prepared by HR 11/5/2024

2. GENERAL FUND

General Fund Revenue Resource Summary.....	9
Non-Departmental – Dept. 01.....	13
Legislative / City Council – Dept. 02.....	14
Judicial / Municipal Court – Dept. 03.....	16
Administrative / HR / ITS / Finance – Dept. 04.....	18
Police – Dept. 06.....	32
Community Development - Planning / Building – Dept. 14.....	34
Public Works – Dept.	39
Parks – Dept. 15.....	44
City Buildings – Dept. 16.....	48

GENERAL FUND DESCRIPTION OF FUNCTION

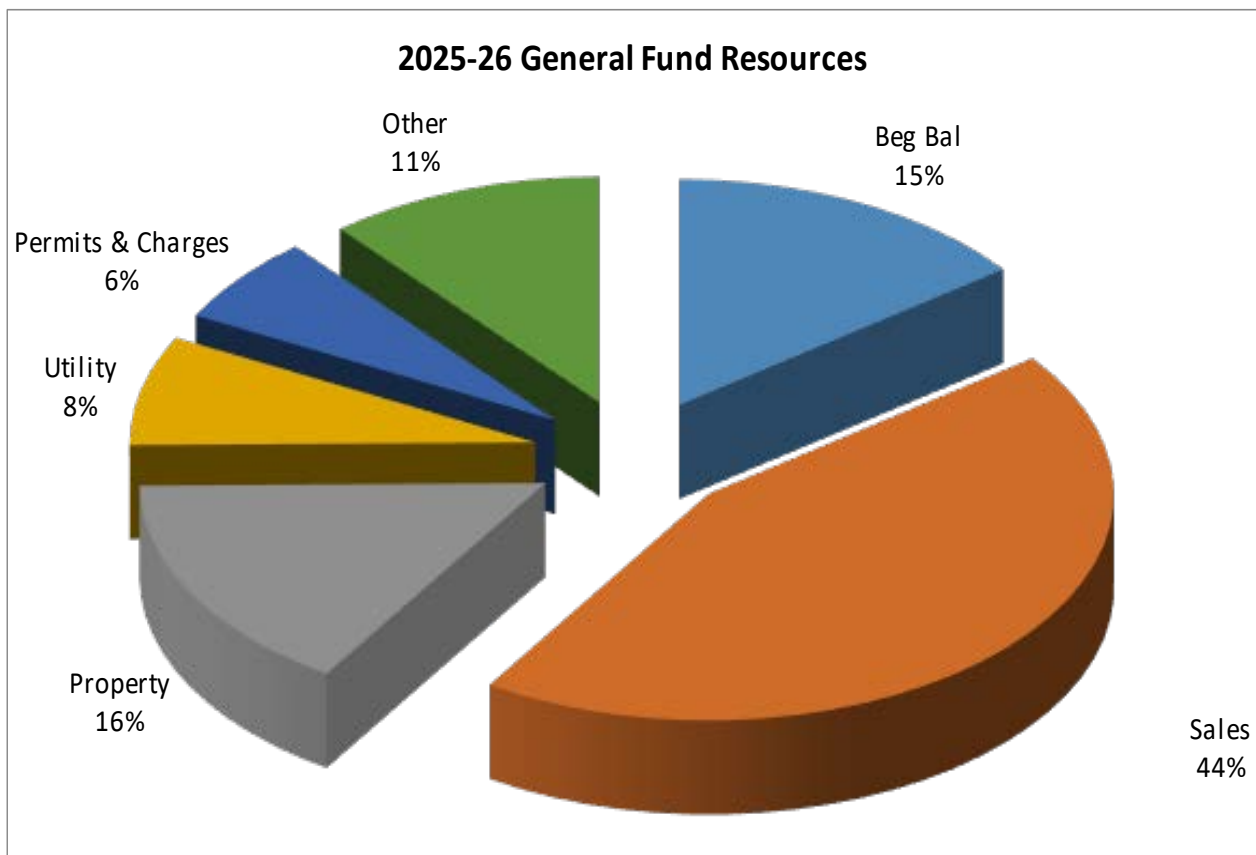
The General fund is the general operating fund of the city. It accounts for all financial resources and transactions except those that are required to be accounted for in another fund.

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

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

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

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

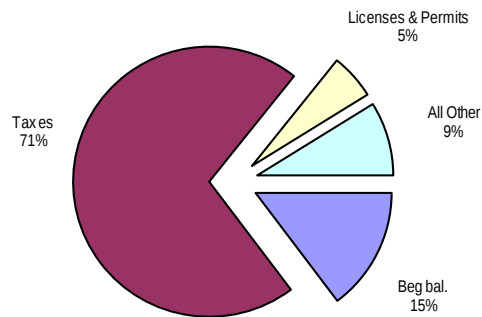


2025-26 Biennial Budget

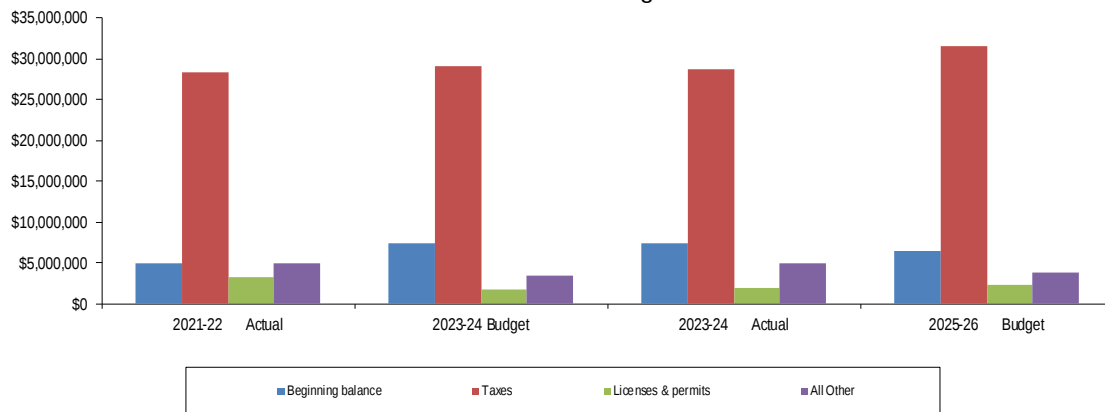
Resources

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

2025-26 Budget



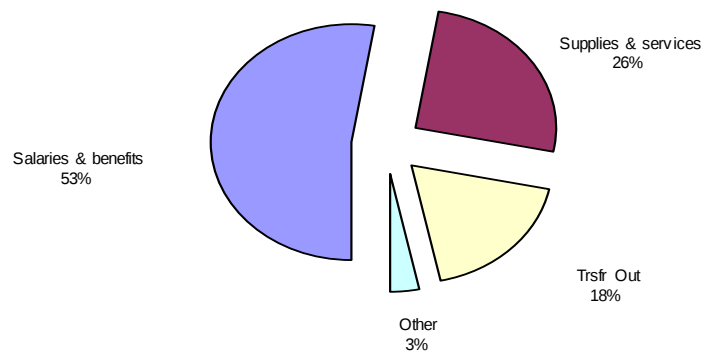
2025-2026 Budget



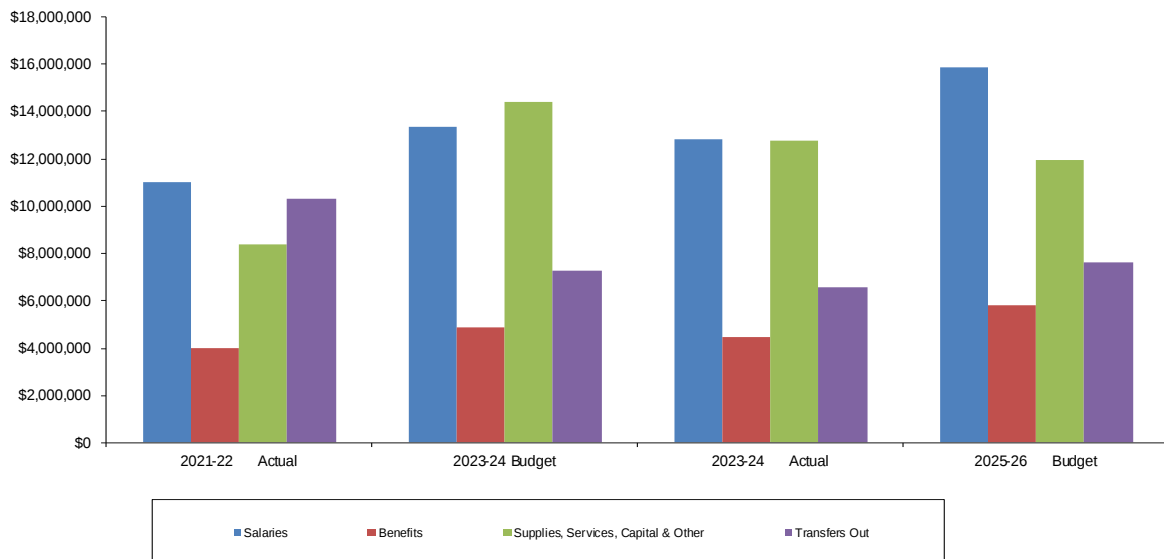
2025-26 Biennial Budget

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

2025-26 Budget



General Fund Expenditures

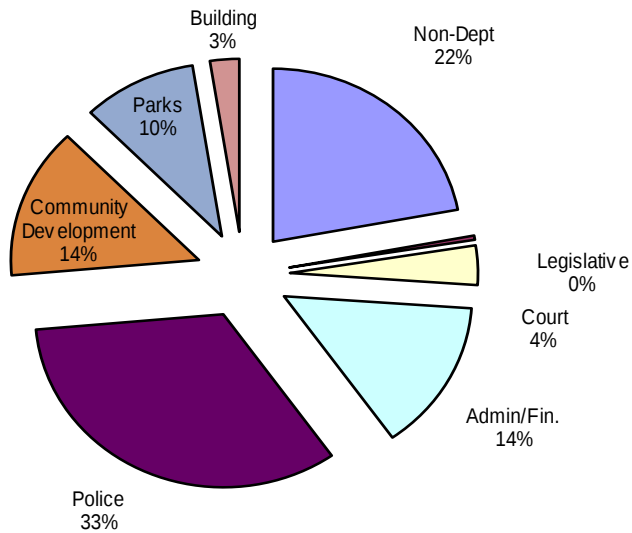


2025-26 Biennial Budget

Departmental Expenditures

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

2025-26 Budget



NON-DEPARTMENTAL WHAT WE DO

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

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

BUDGET OVERVIEW

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

Significant Expenditures:

Insurance \$912,938

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

Fund	Amount
Street Operating	\$5,500,000
Building Capital	150,000
LTGO Debt	<u>1,950,000</u>
Total	\$7,600,000

LEGISLATIVE WHAT WE DO

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

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

2023-24 HIGHLIGHTS

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

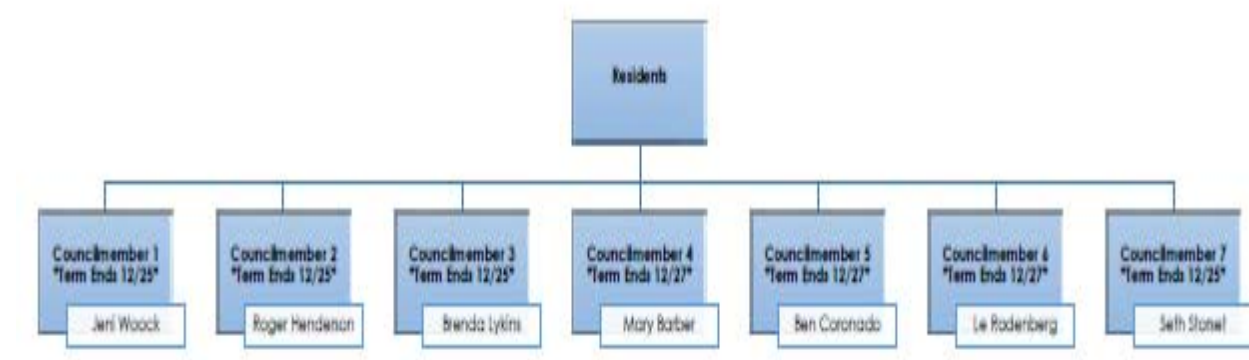
STRATEGIC PRIORITIES

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

BUDGET OVERVIEW

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

ORG CHART



JUDICIAL-MUNICIPAL COURT

WHAT WE DO

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

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

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

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

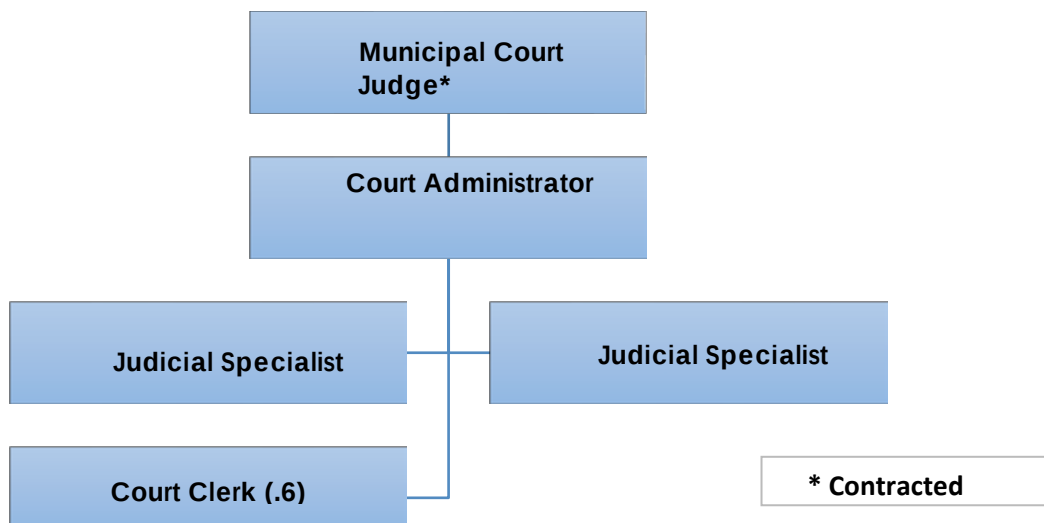
2025-26 GOALS

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

LONG-RANGE PLANS

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

ORG CHART



ADMINISTRATION

WHAT WE DO

Mayor

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

City Administrator

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

City Clerk's Office

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

Housing, Health, and Human Services

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

Communications

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

BUDGET OVERVIEW

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

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

2023-24 HIGHLIGHTS

Mayor/City Administrator

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

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

City Clerk

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

Housing, Health, and Human Services

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

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

Communications

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

2025-26 GOALS

Mayor/City Administrator

- Maintain state lobbying contract. **\$40,000 annually**
- Provide funding for the Gig Harbor Waterfront Alliance and its continued activities to promote downtown businesses. **\$25,000 annually**
- Collaborate with local organizations in support of senior services and activities. **\$40,000 annually**
- Support creative art endeavors in the city in implementation of the arts and culture element of the comprehensive plan. **\$35,000 annually**
- Promote and attract new businesses to downtown Gig Harbor through a variety of methods.
- Sister City Program support. **\$5,000 (2025-26)**
- Emerging Leaders Training Program. 2025 will be the inaugural year for the City of Gig Harbor Emerging Leaders Training Program, intended to provide training opportunities for staff interested in advancing their careers into the management and leadership realm of municipal government. **\$5,000 annually**

City Clerk

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

- Support tourism and tourism organizations through lodging tax grant funding.
- Develop a Cultural Access Program.
- Support establishment of a Creative District.
- Support sister city activities.
- Review and amend city fee schedules.

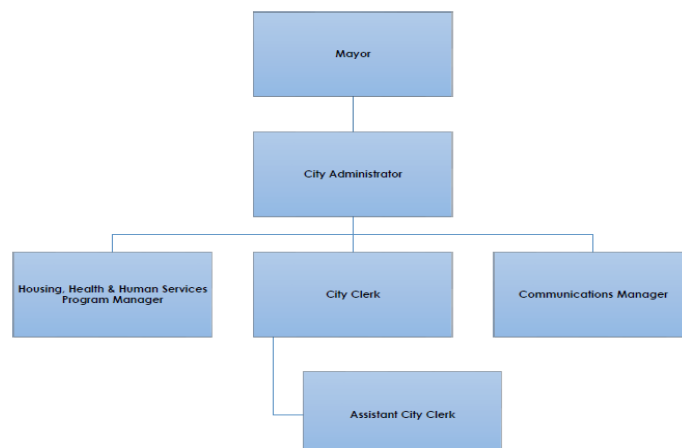
Housing, Health, and Human Services

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

Communications and Community Relations

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

ORG CHART



HUMAN RESOURCES

WHAT WE DO

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

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

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

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

2025-26 GOALS

- Productivity and efficiency – a priority focus in this budget cycle is identifying a Human Resources Information System (HRIS) solution supporting the effective administration and reporting of attendance, benefit management, payroll, performance management, talent acquisition, timekeeping, training, and more.
\$45,000 one-time implementation cost (2025-26); \$50,000 annually
- Rewards and recognition – enhance staff engagement by developing a framework for celebrating and rewarding special projects, achievements, service excellence, teamwork, and overall performance.
- Safety and risk – engage with and utilize full scope of services and standards established by Risk Management Service Agency (RMSA), mitigate risk factors by prioritizing timely staff safety training.
- Staff experience – improve onboarding with an enhanced New Employee Orientation Program, sustain Well City and Better Commuter Business awards, assess and implement wage study recommendations as the budget allows, further integrate DEIB in support of creating an atmosphere where everyone has an equal opportunity to thrive, feels valued, respected, and empowered to contribute their unique perspectives and talents.
- Staff training and development – performance evaluations, supervisory training,

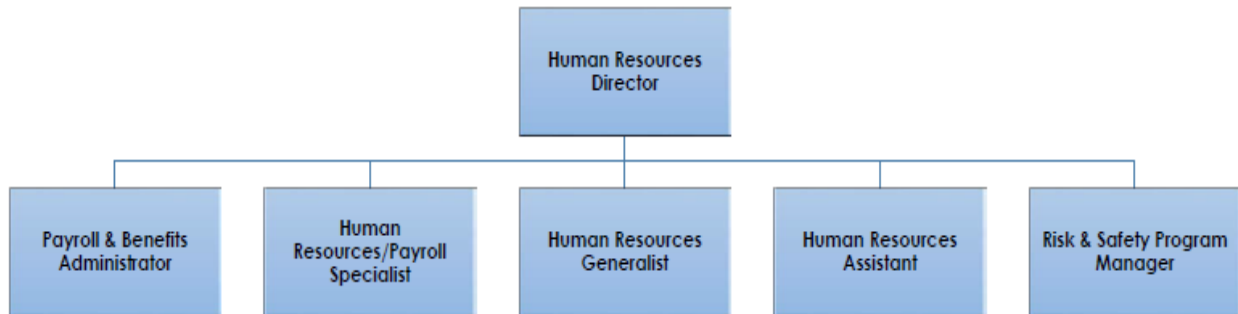
leadership academy.

- Conduct an ITS staffing study. **\$45,000 (2025)**
- Update safety manual and accident prevention program.

LONG-RANGE PLANS

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

ORG CHART



INFORMATION TECHNOLOGY SERVICES

WHAT WE DO

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

Our Guiding Principles:

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

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

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

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

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

2025-26 GOALS

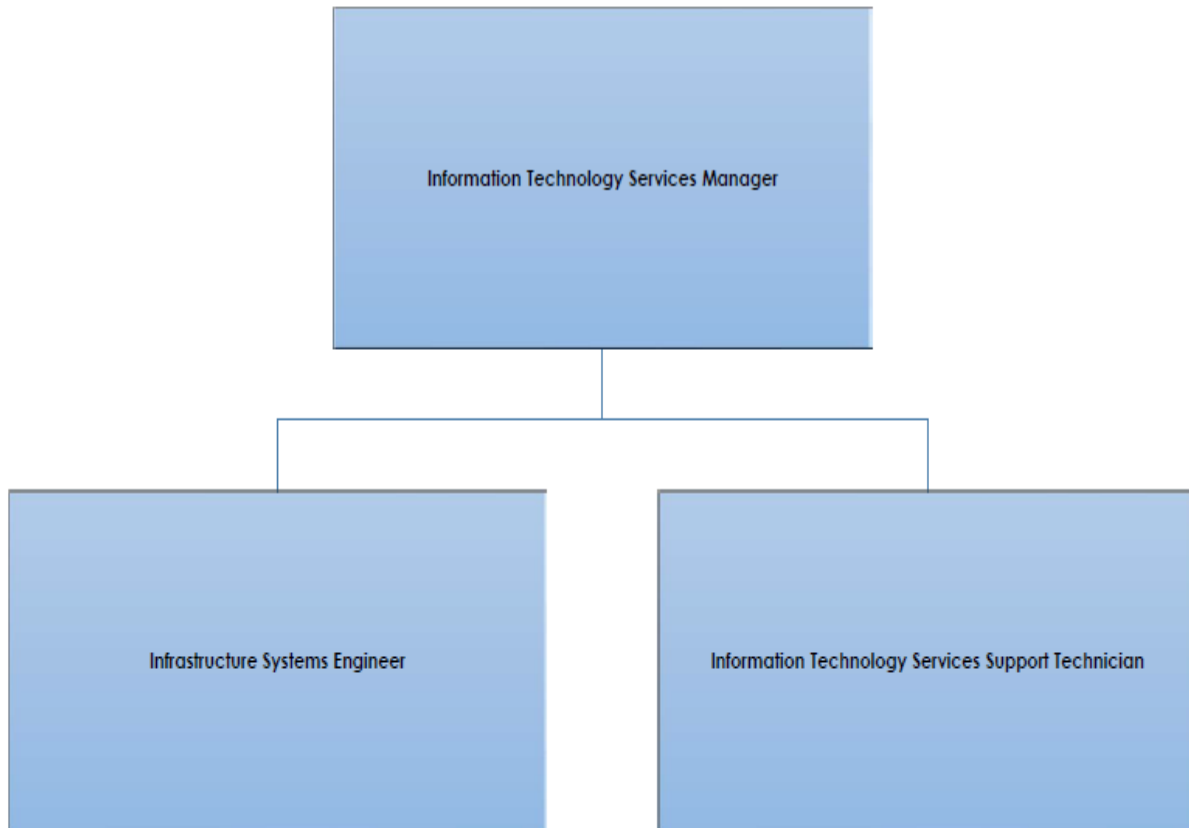
- Fund Management:
 - Establish ITS internal service fund.
- Data Management:
 - Migration of data from box.com to Microsoft 365 to align the city's data with the productivity products used by city staff.
 - Equipment refreshes server and storage hardware citywide due to vendor planned obsolescence. **Servers (5) Replacement Cost \$103,870 with Storage \$62,282 and Firewalls \$39,487**
 - Continue to migrate services that rely on legacy plain old telephone systems (POTS) to more cost-effective options.
- Cyber Security:
 - Cyber Security Penetration Testing and Remediation. **\$60,000**
 - Implementation of Multi-factor Authentication (MFA) at Windows logon. **\$20,000**

- Building Facilities:
 - Collaborate with Public Works to implement fire protection/detection systems in the server room. **Installation and Training \$31,500**
 - Collaborate with Public Works to upgrade fiber optic cables that feed the Public Works Operations and Wastewater Division buildings from Civic Center.

LONG-RANGE PLANS

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

ORG CHART



FINANCE

WHAT WE DO

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

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

- Maintained city's premium bond rating of Aa2 for general obligation bonds and

AA for revenue bonds.

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

2025-26 GOALS

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

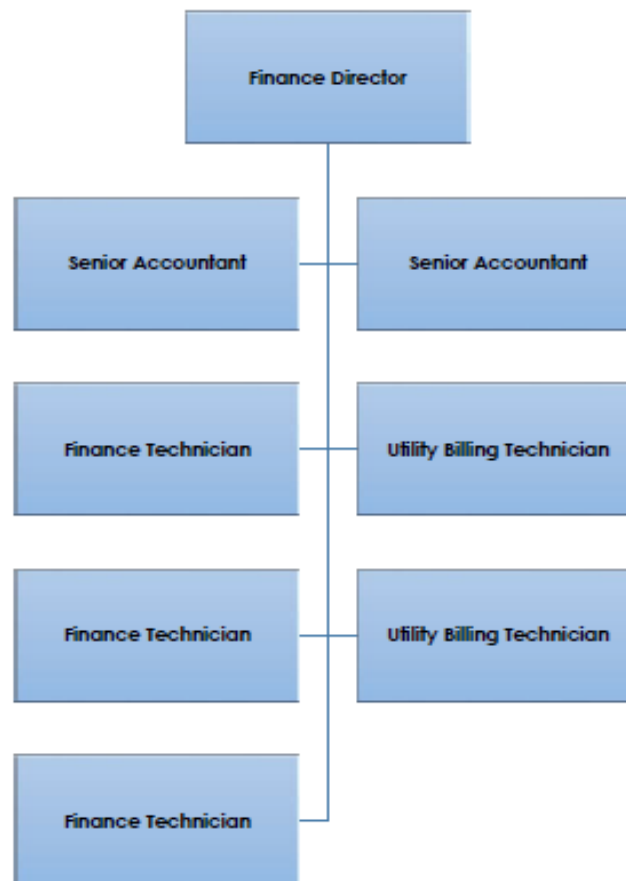
LONG-RANGE PLANS

- Explore options to upgrade or replace current financial and accounting system. The current system was installed in 2000 and has served the city well; however, we are bumping into issues whereby the city may be better served with a newer product. The current system supports us with the following modules: accounts

payable, accounts receivable, cash receipts, general ledger, payroll, and utility billing.

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

ORG CHART



POLICE WHAT WE DO

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

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

BUDGET OVERVIEW

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

Budget note: Capital outlay includes 7 hybrid SUVs + 1 Patrol Truck (4 - new officers; 4 - replacement vehicles), 1 Detective Vehicle, 1 Support Vehicle (COPS/Evidence).

Services include South Sound 911 Dispatch/Records Management **\$264,770 (2025) \$283,303 (2026)**, Jail **\$220,000 annually**, Radio Access Fees **\$76,000 (2025) TBD (2026)**

2023-24 HIGHLIGHTS

- Reduced total Group A crimes.
- Reduced crime rate by 32% from 2023 to 2024.
- Received zero sustained public complaints.

- Hired two of four budgeted new officers and one property and evidence technician.
- Increased self-sufficiency to address major crimes and reduce need for contracted services with other agencies.

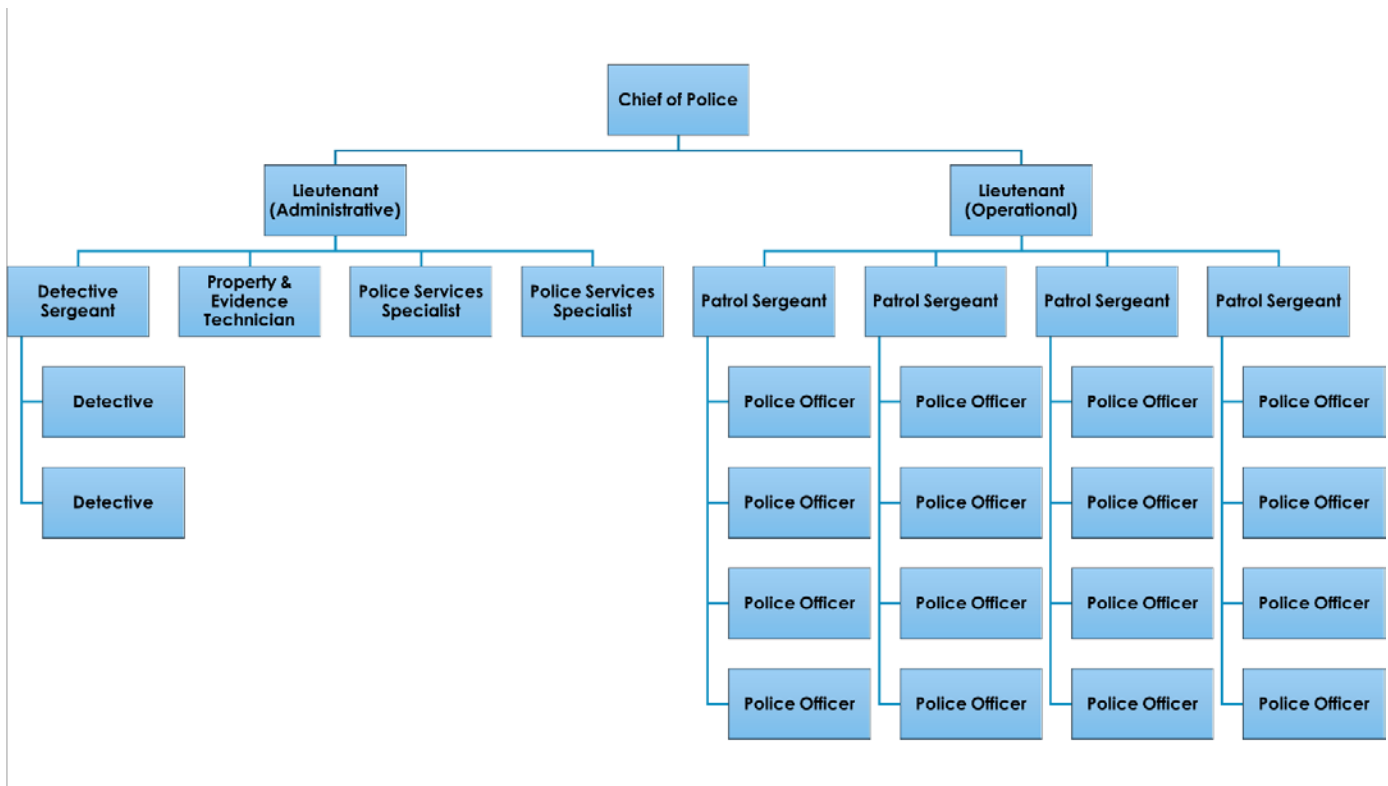
2025-26 GOALS

- Maintain low crime rate.
- Add administrative lieutenant position.
- Complete hiring process of two budgeted police officer positions.
- Replace eight patrol cars (with hybrid options). **\$319,995 (2025) \$323,285 (2026)**
- Add two staff vehicles (Second LT and Detective). **\$105,000 (2025)**
- Replace COPS Vehicle with Support Vehicle/Small Truck. **\$28,000 (2025)**
- Increase traffic enforcement through increased staffing.
- Achieve full state accreditation.

LONG-RANGE PLANS

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

ORG CHART



COMMUNITY DEVELOPMENT

WHAT WE DO

Building & Fire Safety Division

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

Planning Division

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

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

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

Code Enforcement

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

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

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

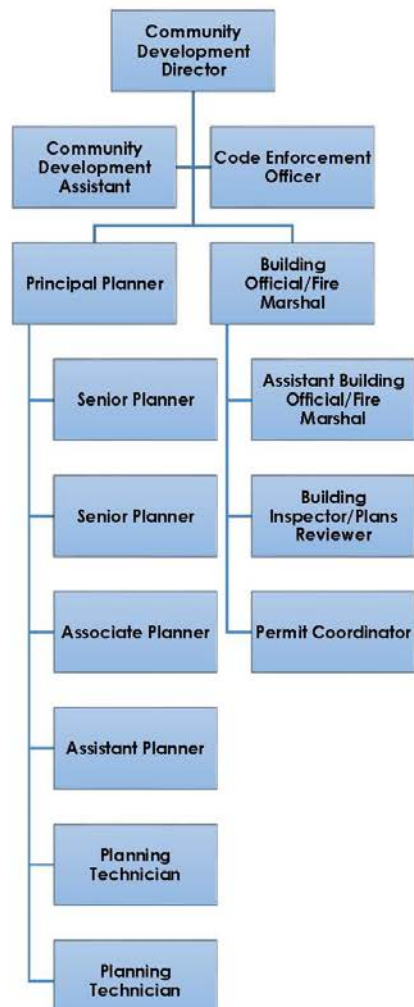
2025-26 GOALS

- Complete 2024 Comprehensive Plan Periodic Update; update and amend our Development Regulations to implement the Comprehensive Plan; streamline permitting processes; review and update of the Design Manual; Shoreline Master Plan update (state requires by July 2026); and review and update of critical areas regulations (required by state and due December 2025). **\$184,000 (2025-26)**
- Complete Climate Action Comprehensive Plan Element. **\$145,000 (2025-26)**
- “Judson” Comprehensive Plan Subarea Element. **\$100,000 (2025-26)**
- Urban Forestry/Tree Preservation ordinance. **\$48,749 (2025)**
- Downtown Parking Study/parking regulation update. **\$70,000 (2025)**
- On-call planning support for permitting. **\$15,000 (2025-26)**
- Establish a Planning Intern Program.
- Records management planning.
- Update the GHMC Zoning and Environment titles as necessary based on needs and to reflect changes necessary to implement 2024 comprehensive plan update.
- Increased staff access to training and education.
- Review and update GHMC Section 12.12 to further clarify the city’s Historic Street Name list.
- Fully develop the SmartGov Portal and Dashboard for permit management and data reporting.
- Draft an accessory dwelling unit (ADU) ordinance per House Bill 1337.
- Draft a STEP (Emergency Shelters, Transitional Housing, Emergency Housing, Permanent Supportive Housing) ordinance per RCW’s 35A21.430, 35.21.683 & 36.70A.070(2)).
- Evaluate measures to permit processing efficiencies and process improvements.
- Draft a dangerous building abatement code ordinance.
- Draft a Landlord / Tenant Act Client Assistance Memo.
- Draft a Landlord / Tenant Act Inspection Request form.
- Draft Standard Operating Procedure or process guidelines for the code enforcement officer position.
- Evaluate benefits of bringing the fire inspection program in house to the Building Division.
- Develop work plan to improve permit process, efficiencies, and permit processing times by establishing processing goals and metrics to track improvements to meet established goals.
- Work with Community Development staff and the Public Works Department to reimagine our lobby space to improve the customer experience and access to information and help.

LONG-RANGE PLANS

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

ORG CHART



PUBLIC WORKS

WHAT WE DO

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

Administration

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

Operations

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

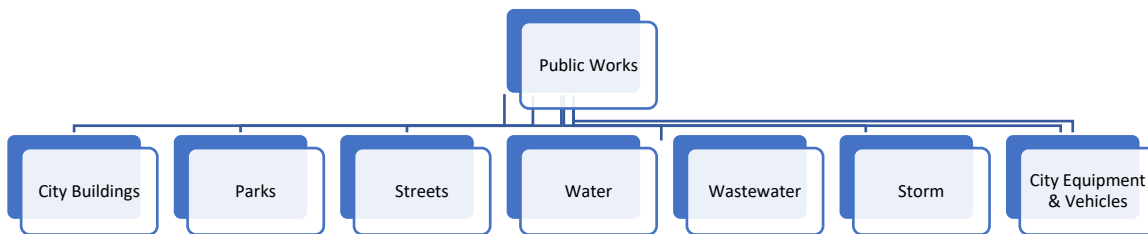
Engineering

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

Wastewater

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

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



2023-24 HIGHLIGHTS

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

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

2025-26 GOALS

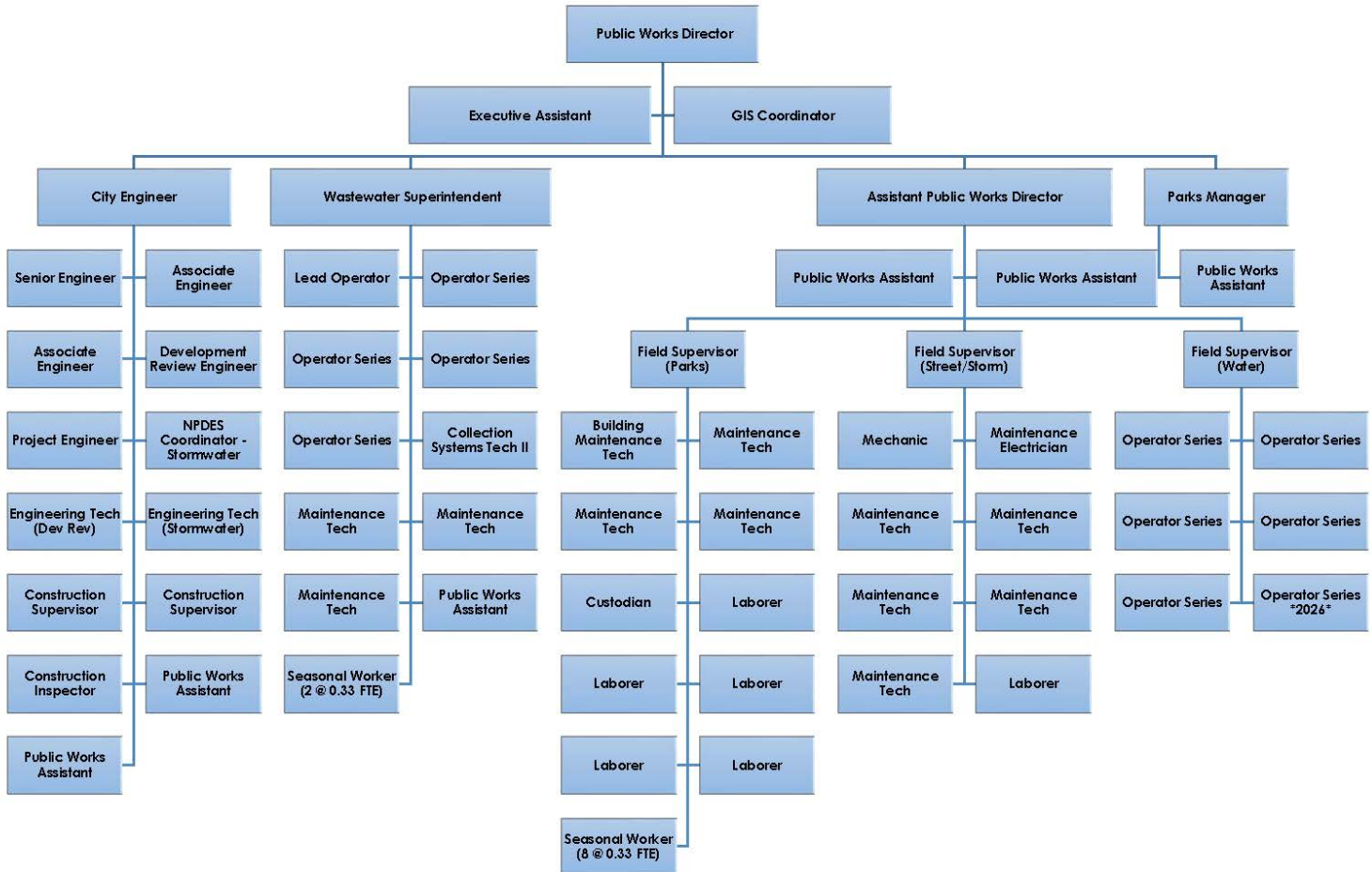
- Update the city's 2018 Public Works Standards.
- Procure and maintain all city vehicles and equipment. Consider new vehicle procurement method(s).
- Increase the positional accuracy of our assets in our GIS by utilizing high-accuracy global positioning systems (GPS) technologies.
- Increase opportunity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

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

LONG-RANGE PLANS

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

ORG CHART



PARKS OPERATING WHAT WE DO

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

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

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

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

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

2025-26 GOALS

- Install native trees and shrubs at various parks, streetscapes, and other city grounds.
- Per PROS Plan, identify priorities and processes to guide the city's land conservation interests.
- Establish Park Standards that address park safety, desired outcomes, and maintenance expectations.
- Develop Open Space Management Plan(s) to identify public lands and conserved critical lands for coordinated management approaches.
- Develop a pilot recycling program in Skansie Park during events through participation, education, and support from local businesses and interest groups.
- Start a program to replace/update fixtures and amenities at public restrooms to include hand dryers, sinks/faucets, toilets, and urinals, and standardize what components are used.
- Start a program to replace aging aggregate surfaced drinking fountains that do not offer bottle filling.
- Resurface the pebble flex surface with artificial turf at Crescent Creek Park, including relocating the sand box play feature. The sand continues to cause early failure of surfacing. This retrofit/resurface will be similar to the new design of the Phase 1B playground.
- Develop and award a Small Public Works Contract to clean and resurface the floors of public restrooms with a professional non-skid coating that is chemical resistant.
- Start a program to replace outdated and broken picnic tables and benches in parks and streetscapes and standardize the furniture that is used.
- Start a program to replace worn out trash receptacles and standardize the trash receptacles that are used.
- Purchase and outfit a second standard duty truck with a Dumper Dogg bed for use in parks and in restroom cleaning activities.
- Replace lawn mowers in our fleet with more robust equipment that can handle the heavy use seasonally. Currently over half of our mower fleet is 10+ years old.
- Replant and reclaim many areas at the Civic Center Green that have become grass as plants have died or been removed. Replant with native plants that match the original landscape design.
- Support the Harbor Arbor Art program. **\$7,500 Annually.**

LONG-RANGE PLANS

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

- Provide exemplary public participation programs and customer-oriented park activation and services.
- Begin a park furnishing upgrade to improve ADA compliance.

ORG CHART



CITY BUILDINGS

WHAT WE DO

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

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

2025-26 GOALS

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

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

LONG-RANGE PLANS

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

ORG CHART – See Public Works

CITY BUILDINGS CAPITAL WHAT WE DO

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

BUDGET OVERVIEW

	2025-26 Dept. Request
Beginning Fund Balance	\$ -
Total Intergovt Revenues	800,000
Transfers In	1,522,500
Total Revenues	2,322,500
Total Resources	2,322,500
Expenditures	
Capital expenditures	2,322,500
Total expenditures	2,322,500
Ending fund balance	-
Total Uses	\$ 2,322,500

2023-24 HIGHLIGHTS

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

2025–26 GOALS

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

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SPECIAL REVENUE FUND

DESCRIPTION OF FUND TYPE

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

STREET OPERATING

WHAT WE DO

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

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Resources	-			
Beginning Fund Balance	\$ 1,227,808	\$ 732,993	\$ 732,993	\$ 452,952
Total Licenses & Permits	39,400	40,000	53,650	40,000
Total Intergovt Revenues	477,941	492,420	484,322	482,540
Total Charges For Services	127,421	143,363	165,580	140,700
Total Miscellaneous Revenues	13,424	55,100	38,797	79,596
Transfers In	5,400,000	4,700,000	4,350,000	6,000,000
Total Revenues	6,058,186	5,430,883	5,092,349	6,742,836
Total Resources	\$ 7,285,994	\$ 6,163,876	\$ 5,825,342	\$ 7,195,788
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Expenditures				
Salaries	\$ 1,798,709	\$ 2,341,959	\$ 2,337,004	\$ 2,832,800
Benefits	699,619	1,007,000	977,103	1,205,600
Supplies	595,749	876,026	683,114	1,267,270
Services	3,352,682	1,029,101	974,520	1,072,540
Capital expenditures	106,242	250,667	400,649	492,350
Total expenditures	6,553,001	5,504,753	5,372,390	6,870,560
Ending Balance	732,993	659,123	452,952	325,228
Total Uses	\$ 7,285,994	\$ 6,163,876	\$ 5,825,342	\$ 7,195,788

2023-24 HIGHLIGHTS

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

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

2025-26 GOALS

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

roadway section rebuild.

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

LONG-RANGE PLANS

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

ORG CHART – See Public Works

STREET CAPITAL

WHAT WE DO

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

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 388,572	\$ 527,146	\$ 527,146	\$ 129,792
Total Intergovt Revenues	1,743,901	3,152,800	40,800	2,930,000
Total Miscellaneous Revenue	5,655	153,343	154,391	1,388,155
Transfers In/Other	5,980,900	10,566,000	6,689,300	13,861,845
Total Revenues	7,730,456	13,872,143	6,884,491	18,180,000
Total Resources	\$ 8,119,028	\$ 14,399,289	\$ 7,411,637	\$ 18,309,792
Expenditures				
Salaries	458,794	487,300	543,955	640,600
Benefits	180,369	196,500	215,452	248,100
Services	-	-	26	-
Capital expenditures	6,954,719	12,461,000	6,522,412	17,075,000
Transfers Out	-	-	-	219,500
Total expenditures	7,593,882	13,144,800	7,281,845	18,183,200
Ending fund balance	525,146	1,254,489	129,792	126,592
Total Uses	\$ 8,119,028	\$ 14,399,289	\$ 7,411,637	\$ 18,309,792

2023-24 HIGHLIGHTS

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

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

2023-24 GRANT HIGHLIGHTS

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

2025-26 GOALS

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

LONG-RANGE PLANS

- Continue to prioritize design and construction of necessary capital and operational improvements as outlined in the transportation element of the city's comprehensive plan.
- Continue to maintain and update the city's intersection level of service and roadway capacities and construct those capital projects that will help improve intersections.

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

ORG CHART – See Public Works

SENIOR SERVICES FUND

WHAT WE DO

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

BUDGET OVERVIEW

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

PEDESTRIAN SAFETY FUND

WHAT WE DO

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

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

2025-26 GOALS

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

LONG-RANGE PLANS

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

STATE DRUG INVESTIGATION FUND

WHAT WE DO

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

BUDGET OVERVIEW

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

FEDERAL DRUG INVESTIGATION FUND

WHAT WE DO

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

BUDGET OVERVIEW

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

HOTEL-MOTEL TAX FUND

WHAT WE DO

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

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

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

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

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

- 2024 Grants Funded:

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

2025-26 GOALS

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

LONG-RANGE PLANS

- None.

PUBLIC ART CAPITAL PROJECTS

WHAT WE DO

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

BUDGET OVERVIEW

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

2025-26 GOALS

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

PARKS DEVELOPMENT - CAPITAL

WHAT WE DO

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

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

2025-26 GOALS

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

LONG-RANGE PLANS

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

STRATEGIC RESERVE

WHAT WE DO

The Strategic Reserve fund is established to insulate the city from revenue fluctuations, economic downturns (“rainy days”), and other contingencies such as emergencies and disasters, uninsured losses, and tax refunds.

A “rainy day” fund is limited by [RCW 35A.33.145](#) to \$0.375 per \$1,000 of assessed valuation. The target balance for the Strategic Reserve Fund should be the maximum amount allowed.

BUDGET OVERVIEW

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

EQUIPMENT RESERVE WHAT WE DO

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

BUDGET OVERVIEW

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

CAPITAL DEVELOPMENT WHAT WE DO

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

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

BUDGET OVERVIEW

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

2025-26 GOALS

Park Development

• Gig Harbor Sports Complex-Phase 1B	\$ 29,000
• Crescent Creek Restroom Remodel	95,000
• Basketball Court at Civic Center Skate Park	22,500
• Commercial Fishing Homeport	2,000,000
• Gig Harbor Sports Complex-Phase 1A	<u>130,000</u>
	\$ 2,276,500

CAPITAL IMPROVEMENT WHAT WE DO

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

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 379,481	\$ 1,151,105	\$ 1,259,733	\$ 2,052,311
Total Taxes	1,504,004	1,067,048	992,116	1,011,591
Total Miscellaneous Revenues	15,435	107,092	150,482	95,259
Total Revenues	1,519,439	1,174,140	1,142,598	1,106,850
Total Resources	1,898,920	2,325,245	2,402,331	3,159,161
Expenditures				
Transfers Out	639,187	1,200,000	350,020	1,846,500
Total expenditures	639,187	1,200,000	350,020	1,846,500
Ending fund balance	1,259,733	1,125,245	2,052,311	1,312,661
Total Uses	\$ 1,898,920	\$ 2,325,245	\$ 2,402,331	\$ 3,159,161

2025-26 GOALS

Streets/Transportation

• Pavement Maintenance & ADA Improvements	\$ 780,000
• Grandview St/Pioneer Way Signal Loop Replacement	250,000
• Harbor History Museum Driveway Entrance Revision	100,000
	\$ 1,130,000

Park Development

• Gig Harbor Sports Complex-Phase 1B	\$ 29,000
• Crescent Creek Restroom Remodel	95,000
• Crescent Creek Play Area Resurfacing	40,000
• Soundview Forest Tree Maintenance	125,000
• Finholm View Climb Structural Analysis, Design, & Permitting	30,000

• Adam Tallman Park Wetland Review & Improvements	50,000
• Basketball Court at the Civic Center Skate Park	22,500
• Splash Pad Replumbing and Rewiring	<u>250,000</u>
	\$ 641,500

City Buildings Capital

• Civic Center Police Department Security Gate Upgrades	\$ 75,000
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IMPACT FEE TRUST

WHAT WE DO

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

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 4,443,814	\$ 3,381,043	\$ 3,245,061	\$ 3,167,114
Total Charges For Services	2,781,014	146,931	847,747	1,077,756
Total Miscellaneous Revenues	62,239	314,296	308,306	156,274
Total Revenues	2,843,253	461,227	1,156,053	1,234,030
Total Resources	7,287,067	3,842,270	4,401,114	4,401,144
Expenditures				
Transfers Out	3,898,200	2,025,000	1,234,000	2,400,000
Total expenditures	3,898,200	2,025,000	1,234,000	2,400,000
Ending fund balance	3,388,867	1,817,270	3,167,114	2,001,144
Total Uses	\$ 7,287,067	\$ 3,842,270	\$ 4,401,114	\$ 4,401,144

2023-24 HIGHLIGHTS

Streets/Transportation

• 38th Avenue Phase 2 Half-Width Roadway Improvements	\$ 589,700
• Olympic/Pt Fosdick Drive RT	63,300
• Wollochet Drive Rt Turn Lane	<u>581,000</u>
	\$1,234,000

2025-26 GOALS

Streets/Transportation

• Wollochet Drive Rt Turn Lane @ SR 16 WB On-ramp	500,000
• 38th Ave Phase 2 Half-Width Roadway Improvements	1,750,000
• Wollochet Drive/Wagner Way Intersection Improvements	<u>150,000</u>
	\$2,400,000

HOSPITAL BENEFIT ZONE

WHAT WE DO

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

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 5,166,036	\$ 2,566,678	\$ 2,566,229	\$ 6,767,626
Total Taxes	4,000,000	4,000,000	4,000,000	4,000,000
Total Miscellaneous Revenues	77,193	616,109	712,537	371,813
Other			4,248,000	
Total Revenues	4,077,193	4,616,109	8,960,537	4,371,813
Total Resources	9,243,229	7,182,787	11,526,766	11,139,439
Expenditures				
Transfers Out	6,677,000	8,588,140	4,759,140	5,703,080
Total expenditures	6,677,000	8,588,140	4,759,140	5,703,080
Ending fund balance	2,566,229	(1,405,353)	6,767,626	5,436,359
Total Uses	\$ 9,243,229	\$ 7,182,787	\$ 11,526,766	\$ 11,139,439

2023-24 HIGHLIGHTS

Streets/Transportation

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

Park Development

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

2025-26 GOALS

Streets/Transportation

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

Park Development

• Gig Harbor Sports Complex-Phase 1A	\$ 2,000,000
• Gig Harbor Sports Complex-Phase 1B	1,775,000
• Commercial Fishing Homeport Design, Permitting, Const.	1,130,000
• Trail Construction and Signage at tx ^w aalqəł Conservation Area	75,000
• Crescent Creek Park Master Plan	<u>110,000</u>
	\$ 5,090,000

4. DEBT SERVICE FUND TYPE

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DESCRIPTION OF FUND TYPE

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

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

LIMITED TAX GENERAL OBLIGATION BOND REDEMPTION WHAT WE DO

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

BUDGET OVERVIEW

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

2005 BOND REDEMPTION WHAT WE DO

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

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

BUDGET OVERVIEW

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

5. ENTERPRISE FUND TYPE

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DESCRIPTION OF FUND TYPE

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

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

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

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

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

WATER OPERATING WHAT WE DO

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

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

2025-26 GOALS

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

tank site to enhance perimeter security.

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

LONG-RANGE PLANS

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

ORG CHART – See Public Works

WASTEWATER OPERATING WHAT WE DO

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

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

2025-26 GOALS

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

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

LONG-RANGE PLANS

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

ORG CHART – See Public Works

SHORECREST SEWER OPERATING

WHAT WE DO

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

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

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

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

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

2025-26 GOALS

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

LONG-RANGE PLANS

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

UTILITY RESERVE

WHAT WE DO

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

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

BUDGET OVERVIEW

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

UTILITY BOND REDEMPTION

WHAT WE DO

This fund accounts for Water and Sewer fund debt service.

BUDGET OVERVIEW

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

WASTEWATER CAPITAL WHAT WE DO

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

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 10,286,451	\$ 7,522,712	\$ 7,522,712	\$ 13,017,606
Total Charges For Services	3,775,635	251,250	594,812	901,220
Total Miscellaneous Revenues	189,330	655,869	500,501	658,277
Transfers In	-	-	6,364,000	1,000,000
Other	-	-	-	728,000
Total Revenues	3,964,965	907,119	7,459,313	3,287,497
Total Resources	14,251,416	8,429,831	14,982,025	16,305,103
Expenditures				
Salaries	6,623	581,696	573,202	783,600
Benefits	2,866	236,100	228,072	302,700
Services	75,894	5,500	11,395	13,519
Capital expenditures	6,643,321	5,518,866	1,151,750	15,080,000
Transfers out	-	1,050,000	-	119,500
Total expenditures	6,728,704	7,392,162	1,964,419	16,299,319
Ending fund balance	7,522,712	1,037,669	13,017,606	5,784
Total Uses	\$ 14,251,416	\$ 8,429,831	\$ 14,982,025	\$ 16,305,103

2023-24 HIGHLIGHTS

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

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

2025-26 GOALS

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

LONG-RANGE PLANS

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

STORMWATER OPERATING WHAT WE DO

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

BUDGET OVERVIEW

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

2023-24 HIGHLIGHTS

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

2025-26 GOALS

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

LONG-RANGE PLANS

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

maintenance.

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

ORG CHART – See Public Works

STORMWATER CAPITAL

WHAT WE DO

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

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 2,746,001	\$ 2,893,596	\$ 2,937,545	\$ 5,406,633
Total Charges For Services	740,263	26,186	113,442	148,467
Total Miscellaneous Revenues	51,785	265,983	229,945	279,248
Transfers In	-	2,000,000	3,000,000	1,000,000
Total Revenues	792,048	2,292,169	3,343,387	1,427,715
Total Resources	3,538,049	5,185,765	6,280,932	6,834,348
Expenditures				
Salaries	91,014	103,400	56,144	73,300
Benefits	35,493	46,400	21,042	28,900
Services	11,484	-	10,732	-
Capital expenditures	462,513	4,960,000	786,381	2,700,000
Transfers out	-	-	-	469,500
Total expenditures	600,504	5,109,800	874,299	3,271,700
Ending fund balance	2,937,545	75,965	5,406,633	3,562,648
Total Uses	\$ 3,538,049	\$ 5,185,765	\$ 6,280,932	\$ 6,834,348

2023-24 HIGHLIGHTS

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

2025-26 GOALS

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

LONG-RANGE PLANS

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

WATER CAPITAL WHAT WE DO

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

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actuals	Dept. Request
Beginning Fund Balance	\$ 6,308,016	\$ 7,294,056	\$ 8,090,983	\$ 5,452,826
Total Charges For Services	3,358,563	342,997	380,000	283,382
Total Miscellaneous Revenues	114,468	510,456	444,452	140,000
Transfers In	-	500,000	3,000,000	-
Total Revenues	3,473,031	1,353,453	3,824,452	423,382
Total Resources	9,781,047	8,647,509	11,915,435	5,876,208
Expenditures				
Salaries	203,072	249,100	238,776	295,300
Benefits	82,825	104,100	90,984	107,300
Services	58,230	33,290	6,387	5,668
Capital expenditures	1,345,937	7,896,000	6,126,462	3,855,500
Transfers out	-	-	-	369,500
Total expenditures	1,690,064	8,282,490	6,462,609	4,633,268
Ending fund balance	8,090,983	365,019	5,452,826	1,242,940
Total Uses	\$ 9,781,047	\$ 8,647,509	\$ 11,915,435	\$ 5,876,208

2023-24 HIGHLIGHTS

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

2025-26 GOALS

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

LONG-RANGE PLANS

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

TRANSPORTATION BENEFIT DISTRICT

WHAT WE DO

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

BUDGET OVERVIEW

	2021-22	2023-24	2023-24	2025-26
	Actuals	Budget	Actual	Dept. Request
Beginning Fund Balance	\$ 1,043,555	\$ 4,988,657	\$ 4,988,657	\$ 6,869,923
Taxes	4,041,131	4,054,465	2,950,010	6,166,591
Total Miscellaneous Revenues	54,109	340,753	373,256	389,810
Total Revenues	4,095,240	4,395,218	3,323,266	6,556,401
Total Resources	\$ 5,138,795	\$ 9,383,875	\$ 8,311,923	\$ 13,426,324
Expenditures				
Transfers out	150,000	4,875,000	1,442,000	10,318,765
Total expenditures	150,000	4,875,000	1,442,000	10,318,765
Ending fund balance	4,988,795	4,508,875	6,869,923	3,107,559
Total Uses	\$ 5,138,795	\$ 9,383,875	\$ 8,311,923	\$ 13,426,324

2025-26 GOALS

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

CITY OF GIG HARBOR

2025-26 CAPITAL BUDGET

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

CITY BUILDINGS

6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST

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

Obj #	Project Name	Project Funding Allocation					
		2025	2026	2027	2028	2029	2030
1	Civic Center HVAC Upgrade	\$150,000					
2	Civic Center Fire System and Intrusion Upgrades	\$87,500					
3	Operations Center Decant Facility	\$350,000	\$1,150,000				
4	Operations Center Fueling Station	\$500,000					
5	Civic Center Security Upgrades at Reception Areas	\$30,000					
6	Civic Center Police Department Security Gate Upgrades	\$75,000					
7	Operations Shop Re-siding and Expansion - Design and Permitting			\$100,000			
8	Civic Center Backup Generator Replacement			\$50,000	\$50,000	\$300,000	
9	City Staff Wide Area Network - Feasibility Study and Design			\$50,000	\$200,000	\$1,000,000	
10	Civic Center LED Lighting Improvements			\$10,000	\$30,000		
11	Skansie House HVAC Improvements			\$32,000			
Annual Totals =		\$1,192,500	\$1,150,000	\$242,000	\$280,000	\$1,300,000	\$0

2025-26 City Building Capital Fund Projects Funding Sources

Project #	Description	Department Request	Gen Fund	REET2	Dept. of Ecology Grant	Pierce County FCZD Opportunity Fund	Parks	Streets	Water	Sewer	Storm
1	Civic Center HVAC Upgrade	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Civic Center Fire System and Intrusion Upgrades	87,500					17,500	17,500	17,500	17,500	17,500
3	Public Works Operations Decant Facility	1,500,000			400,000	400,000		100,000	250,000	-	350,000
4	Operations Center Fueling Station	480,000					96,000	96,000	96,000	96,000	96,000
5	Civic Center Security Upgrades at Reception Areas	30,000					6,000	6,000	6,000	6,000	6,000
6	Civic Center Police Department Security Gate Upgrades	75,000	-	75,000	-	-	-	-	-	-	0
Totals		\$ 2,322,500	\$ 150,000	\$ 75,000	\$ 400,000	\$ 400,000	\$ 119,500	\$ 219,500	\$ 369,500	\$ 119,500	\$ 469,500

CITY BUILDINGS

2025-26 PROPOSED BUDGET OBJECTIVES

Staff Supported Objectives

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

2025-26 Expense Summary

Construction (Contract/Testing/Change Order Auth.)	\$150,000
Total	\$150,000

2025-26 Funding Summary

General Fund	\$150,000
Total	\$150,000

Estimated Decreased Annual Maintenance (for life of facility) = \$15,000

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

2025-26 Expense Summary

Design and Permitting	\$2,500
Construction (Contract/Testing/Change Order Auth.)	\$85,000
Total	\$87,500

2025-26 Funding Summary

Streets Capital	\$17,500
Water Capital	\$17,500
Parks Capital	\$17,500
Storm Capital	\$17,500
Waste water Capital	\$17,500
Total	\$87,500

Estimated Decreased Annual Maintenance (for life of facility) = \$2,000

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

2025-26 Expense Summary

Design and Permitting	\$350,000
Construction (Contract/Testing/Change Order Auth.)	\$1,150,000
Total	\$1,500,000

2025-26 Funding Summary

Pierce County FCZD Opportunity Fund	\$400,000
Department of Ecology Grant	\$400,000
Storm Water Capital	\$350,000
Water Capital	\$250,000
Streets Capital	\$100,000
Total	\$1,500,000

Estimated Increased Annual Maintenance (for life of facility) = \$5,000

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

2025-26 Expense Summary

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

2025-26 Funding Summary

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

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

2025-26 Expense Summary

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

2025-26 Funding Summary

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

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

2025-26 Expense Summary

Vendor Design, Fabrication, and Installation	\$75,000
Total	\$75,000

2025-26 Funding Summary

Real Estate Excise Tax - Capital Improvement	\$75,000
Total	\$75,000

Estimated Decreased Annual Maintenance (for life of facility) = \$2,000

Deferred Objectives

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

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

STREET DIVISION

6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST

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

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

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

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

*See Building Capital Fund for more information.

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

2025-26 Street Projects Funding Sources

Project #	Account Title	Department Request	TIF	HBZ	TBD	TIB	REET 2	State Funding	Puget Sound Energy	Burnham Drive Apartments	Storm Capital
1	Burnham Dr Half-width Roadway Improvements Phase 1A - Construction	\$ 3,000,000		\$ 223,080	\$ 638,765	\$ 750,000			\$ 76,700	\$ 61,455	\$ 1,250,000
2	Wollochet Drive/Wagner Way Intersection Improvements	800,000	150,000		150,000	500,000					
3	Pavement Maintenance & ADA Improvements	1,780,000			1,000,000		780,000				
4	Grandview Street/Pioneer Way Signal Loop Replacement	250,000					250,000				
5	Pavement Maintenance and ADA improvements – 38 th Ave (City limits to 41 st St)	200,000			200,000						
6	38th Avenue Phase 2 Half-width Roadway Improvements	4,645,000	1,750,000		2,895,000						
7	38th Avenue Phase 2 Half-width Roundabout Improvements	3,310,000			3,310,000						
8	New Streetlight Installations – Peacock Hill Ave and Borgen Blvd (West End)	60,000		60,000							
9	Wollochet Dr Westbound On-Ramp Rt Turn Lane @ SR-16	1,450,000	50,000		560,000			840,000			
10	Wollochet Dr/SR-16 Eastbound Off-ramp Rt Turn Lane	2,000,000	450,000		710,000			840,000			
11	Harbor Hill Dr Landscape	110,000		110,000							
12	Peacock Hill Ave Half Street Improvements – Design and Permitting	620,000		220,000	400,000						
13	Harbor History Museum Driveway Entrance Revision	100,000					100,000				
		\$ 18,325,000	\$ 2,400,000	\$ 613,080	\$ 9,863,765	\$ 1,250,000	\$ 1,130,000	\$ 1,680,000	\$ 76,700	\$ 61,455	\$ 1,250,000

STREET DIVISION

2025-26 PROPOSED BUDGET OBJECTIVES

Staff Supported Objectives

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

2025-26 Expense Summary

Construction (Contract/Testing/Change Order Auth.)	\$3,000,000
Total	\$3,000,000

2025-26 Funding Summary

Storm Capital	\$1,250,000
Transportation Benefit District	\$638,765
Hospital Benefit Zone	\$223,080
Puget Sound Energy	\$76,700
Burnham Drive Apartments	\$61,455
Transportation Improvement Board Grant - Sidewalk	\$750,000
Total	\$3,000,000

Estimated Increased Annual Maintenance (for life of facility) = \$6,000

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

2025-26 Expense Summary

Construction (Contract/Testing/Change Order Auth.)	\$800,000
Total	\$800,000

2025-26 Funding Summary

Transportation Benefit District	\$150,000
Transportation Impact Fees	\$150,000
Transportation Improvement Board Grant	\$500,000
Total	\$800,000

Estimated Increased Annual Maintenance (for life of facility) = \$6,000

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

2025-26 Expense Summary

Design and Permitting	\$400,000
Construction (Contract/Testing/Change Order Auth.)	\$1,380,000
Total	\$1,780,000

2025-26 Funding Summary

Real Estate Excise Tax - Capital Improvement	\$780,000
Transportation Benefit District	\$1,000,000
Total	\$1,780,000

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

2025-26 Expense Summary

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

2025-26 Funding Summary

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

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

2025-26 Expense Summary

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

2025-26 Funding Summary

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

Estimated Decreased Annual Maintenance (for life of facility) = \$3,000

6. **38th Avenue Phase 2 Half-Width Roadway Improvements.** This objective will construct half-width roadway improvements along the east side of 38th Avenue from 56th Street to Hunt Street. This objective will also coordinate the installation of dry sewer in accordance with the associated Wastewater Capital objective. The city is prioritizing saving mature trees in the corridor and using low impact development stormwater practices where soil infiltration rates allow. The project design is anticipated to be complete in 2024, while the right of way and construction phase will extend into the 2025-26 budget cycle. The city is applying for TIB grants for this project via TIBs 2024 call for projects.

2025-26 Expense Summary

Design/Permitting	\$145,000
Construction (Contract/Testing/Change Order Auth.)	\$4,500,000
Total	\$4,645,000

2025-26 Funding Summary

Transportation Impact Fees	\$1,750,000
Transportation Benefit District	\$2,895,000
Total	\$4,645,000

Estimated Increased Annual Maintenance (for life of facility) = \$3,000

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

2025-26 Expense Summary

Design, Permitting, and Right of Way	\$310,000
Construction (Contract/Testing/Change Order Auth.)	\$3,000,000
Total	\$3,310,000

2025-26 Funding Summary

Transportation Benefit District	\$3,310,000
Total	\$3,310,000

Estimated Increased Annual Maintenance (for life of facility) = \$2,000

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

2025-26 Expense Summary

Design and Permitting	\$10,000
Construction (Contract/Testing/Change Order Auth.)	\$50,000
Total	\$60,000

2025-26 Funding Summary

Hospital Benefit Zone	\$60,000
Total	\$60,000

Estimated Increased Annual Maintenance (for life of facility) = \$1,000

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

2025-26 Expense Summary

Design and Permitting	\$350,000
Construction (Contract/Testing/Change Order Auth.)	\$1,100,000
Total	\$1,450,000

2025-26 Funding Summary

Transportation Benefit District	\$560,000
Transportation Impact Fees	\$50,000
State Funding	\$840,000
Total	\$1,450,000

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

2025-26 Expense Summary

Design and Permitting	\$250,000
Construction (Contract/Testing/Change Order Auth.)	\$1,800,000
Total	\$2,050,000

2025-26 Funding Summary

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

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

2025-26 Expense Summary

Design and Permitting	\$0
Construction (Contract/Testing/Change Order Auth.)	\$110,000
Total	\$110,000

2025-26 Funding Summary

Hospital Benefit Zone	\$110,000
Total	\$110,000

Estimated Increased Annual Maintenance (for life of facility) = \$2,000

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

2025-26 Expense Summary

Design, Permitting, and Right of Way	\$620,000
Total	\$620,000

2025-26 Funding Summary

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

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

2025-26 Expense Summary

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

2025-26 Funding Summary

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

Deferred Objectives

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

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

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

PARKS DEVELOPMENT
6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST

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

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

13	Gig Harbor Sports Complex Phase 1A	\$2,319,820					
*	Civic Center Fire and Intrusion Upgrades (Parks Capital Share)	\$17,500					
*	Operations Center Fueling Station (Parks Capital Share)	\$96,000					
*	Civic Center Security Upgrades at Reception Areas (Parks Capital Share)	\$6,000					
14	Grandview Forest/Skate Park Restroom Remodel - Construction			\$40,000	\$190,000		
15	Cushman Trail Connection to Harborview Drive (tx ^w aalqəł Phase 1)			\$180,000	\$30,000		
16	Crescent Creek Park Phase 1A - Design, Permitting and Construction				\$35,000		
17	Gig Harbor Sports Complex Phase 2 & 3 – Design and permitting			\$30,000	\$250,000	\$250,000	
18	Masonic Lodge Remodel Design and Engineering				\$250,000		
19	Veteran's Memorial Phase 2 Improvements					\$240,000	
20	Wilkinson Farm Park Master Plan					\$175,000	
21	Shaw Park Analysis and Remediation					\$90,000	
22	Cushman Trail Phase 5A Pedestrian Crossing – Value Engineering Study						\$90,000
23	Old Ferry Landing Park - Master Planning						\$35,000
24	Love Lock Art Project - Design and Installation			\$38,000			
25	7601 Soundview Residence - Visioning and Master Plan			\$45,000			
*See Building Capital Fund for more information.							
Annual Totals =		\$7,610,320	\$1,255,000	\$598,000	\$535,000	\$505,000	\$125,000

2025-26 Park Projects Funding Sources

Project #	Account Title	Department Request	HBZ	RCO Grant	REET 1	REET 2	WA State Leg Appropriation	Donation	Port Grant	Parks Capital (Dock Fees)
1	Gig Harbor Sports Complex-Ph 1B Construction	\$ 2,000,000	\$ 1,775,000	\$ 167,000	\$ 29,000	\$ 29,000	\$ -	\$ -	\$ -	\$ -
2	Crescent Creek Restroom Remodel – Design, Permitting, and construction	190,000	-		95,000	95,000				
3	Crescent Creek Play Area Resurfacing and Sand Pit Fence or Removal	40,000				40,000				
4	Soundview Forest Tree Maintenance	125,000	-			125,000				
5	Crescent Creek Park Master Plan	110,000	110,000							
6	Jerisich Dock – Design, Permitting and Re-decking	66,000	-							66,000
7	Finholm View Climb - Structural Analysis, Design, and Permitting	30,000				30,000				
8	Adam Tallman Park – Wetland Review and Trail Improvements	50,000	-			50,000				
9	Loop Trail Construction and Signage at tɿʷaalqəɽ Conservation Area (Phase 2).	75,000	75,000							
10	Splash Pad Replumbing and Rewiring - Design and Construction	250,000				250,000				
11	Basketball Court at Civic Center Skate Park – Design and Permitting	45,000			22,500	22,500				
12	Commercial Fishing Homeport Design, Permitting & Construction	3,480,000	1,130,000		2,000,000			200,000	150,000	
13	Gig Harbor Sports Complex Phase 1A	2,329,820	2,000,000		130,000		199,820			
Totals		\$ 8,790,820	\$5,090,000	\$ 167,000	\$2,276,500	\$641,500	\$ 199,820	\$200,000	\$ 150,000	\$ 66,000

PARKS DEVELOPMENT

2025-26 PROPOSED BUDGET OBJECTIVES

Staff Supported Objectives

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

2025-26 Expense Summary

Construction (Contract/Testing/Change Order Auth.)	\$2,000,000
Total	\$2,000,000

2025-26 Funding Summary

RCO Grants	\$167,000
Hospital Benefit Zone	\$1,775,000
Real Estate Excise Tax - Capital Improvement	\$29,000
Real Estate Excise Tax - Capital Development	\$29,000
Total	\$2,000,000

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

2025-26 Expense Summary

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

2025-26 Funding Summary

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

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

2025-26 Expense Summary

Design and Permitting	\$40,000
Total	\$40,000

2025-26 Funding Summary

Real Estate Excise Tax – Capital Improvement	\$40,000
Total	\$40,000

Estimated Decreased Annual Maintenance (for life of facility) = \$4,000

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

2025-26 Expense Summary

Professional Services	\$10,000
Tree removal & replanting	\$115,000
Total	\$125,000

2025-26 Funding Summary

Real Estate Excise Tax – Capital Improvement	\$125,000
Total	\$125,000

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

2025-26 Expense Summary

Professional Services	\$110,000
Total	\$110,000

2025-26 Funding Summary

Hospital Benefit Zone	\$110,000
Total	\$110,000

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

2025-26 Expense Summary

Design and Permitting	\$46,000
Materials	\$20,000
Total	\$66,000

2025-26 Funding Summary

Jerisich Dock Moorage Funding	\$66,000
Total	\$66,000

Estimated Decreased Annual Maintenance (for life of facility) = \$3,000

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

2025-26 Expense Summary

Design and Permitting	\$30,000
Total	\$30,000

2025-26 Funding Summary

Real Estate Excise Tax - Capital Improvement	\$30,000
Total	\$30,000

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

2025-26 Expense Summary

Wetland Review	\$45,000
Construction (Contract/Testing/Change Order Auth.)	\$5,000
Total	\$50,000

2025-26 Funding Summary

Real Estate Excise Tax - Capital Improvement	\$50,000
Total	\$50,000

Estimated Decreased Annual Maintenance (for life of facility) = \$4,000

9. Loop Trail Construction and Signage at txʷaalqəl Conservation Area (Phase 2).

The various funding agreements for Phases 1, 2, and 4 of the city's txʷaalqəl Conservation Area require public access via pedestrian trails. The primary proposed trail is a loop trail on Phase 2. For this loop trail, there is an existing roadbed and bridge that was slated to provide public access to the existing, overgrown pedestrian trails. However, the bridge was found to need significant structural repairs prior to being used. Therefore, for this objective the city will consider designing and permitting a new pedestrian access from the Cushman Trail to the existing trails. This project will also include marked trails, signage, and a small parking area at the Phase 3 site. The city is considering contracting with a non-profit work crew to develop and enhance the trails and other related work on the conservation properties. This objective will also complete a feasibility study to consider next steps for the existing bridge and complete initial design based on the outcome of the feasibility study.

2025-26 Expense Summary

Design and Permitting	\$25,000
Feasibility Study	\$20,000
Construction (Contract/Testing/Change Order Auth.)	\$30,000
Total	\$75,000

2025-26 Funding Summary

Hospital Benefit Zone	\$75,000
Total	\$75,000

Estimated Increased Annual Maintenance (for life of facility) = \$6,000

10. Splash Pad Replumbing and Rewiring – Design and Construction. The splash pad at the Welcome Plaza at Skansie Park was originally designed as an artistic water feature, not a publicly accessible splash pad. This change to a public splash pad led to the primary components being placed in an underground vault in the

middle of the plaza. To use the feature as a public splash pad, the vault needs to be accessed daily by staff. With the equipment being placed in a damp, enclosed environment and with staff needing frequent access, the piping and electrical controls have broken down. This project intends to replumb and rewire the splash pad to make it accessible above ground and allow for longer life of the system, as well as ease of maintenance.

2025-26 Expense Summary

Design and Permitting	\$60,000
Construction (Contract/Testing/Change Order Auth.)	\$190,000
Total	\$250,000

2025-26 Funding Summary

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

Estimated Decreased Annual Maintenance (for life of facility) = \$5,000

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

2025-26 Expense Summary

Design and Permitting	\$45,000
Total	\$45,000

2025-26 Funding Summary

Real Estate Excise Tax - Capital Improvement	\$22,500
Real Estate Excise Tax - Capital Development	\$22,500
Total	\$45,000

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

This proposed objective will complete the design and permitting effort, then initiate a construction contract for the new float system for the commercial fishing homeport at the park.

2025-26 Expense Summary

Design and Permitting	\$80,000
Construction (Contract/Testing/Change Order Auth.)	\$3,400,000
Total	\$3,480,000

2025-26 Funding Summary

Hospital Benefit Zone	\$1,130,000
Port of Tacoma Funding	\$150,000
Gig Harbor Civic Fishermen's Club Donation	\$200,000
Real Estate Excise Tax - Capital Development	\$2,000,000
Total	\$3,480,000

Estimated Increased Annual Maintenance (for life of facility) = \$30,000

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

2025-26 Expense Summary

Construction Contribution	\$2,329,820
Total	\$2,329,820

2025-26 Funding Summary

Hospital Benefit Zone	\$2,000,000
Real Estate Excise Tax - Capital Development	\$130,000
Legislative Appropriation	\$199,820
Total	\$2,329,820

Deferred Objectives

- 1. Grandview Restroom Removal and New Restroom Construction – Design and Permitting.** This project would remove and decommission the existing

restroom in Grandview Forest and build a new restroom at a more strategic location on the Civic Center campus. The existing restroom was built in the 1980s and does not have good visibility from the rest of the Civic Center facilities, frequently gets vandalized, and has had issues with homeless individuals staying in them. Moving the restroom will be easier for maintenance and will improve the park experience for visitors.

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

6. **Veteran's Memorial Park Phase 2 Improvements.** The city acquired the Veteran's Memorial Park property in 2003 under the conceptual name of Westside Park. In 2007, the city developed a two-phased master plan for the park. All the Phase 1 work was completed in 2009 and in 2020 the city performed work on a portion of the Phase 2 plans. This proposed objective further develops the Phase 2 plans and requires three distinct tasks. The first task is to update the park site plan to accommodate a roller slide as proposed for the site in 2020. The second task requires a consultant to perform conceptual design and permitting for the trail system surrounding the park. The third task would purchase and install the roller slide and required trail system. The trail will demonstrate an all-inclusive design and include amenities for all ages to enjoy the unique terrain and vegetation overlooking the park.
7. **Wilkinson Farm Park Master Plan.** Wilkinson Farm Park is a popular park that is lacking in amenities, such as restrooms and parking. A historic barn and a rental home are also on the property. A master planning process will help determine a master plan and construction phases for this popular park, as well as a restoration and use plan for the barn and future use for the house.
8. **Shaw Park Analysis and Remediation.** Shaw Park is located on Borgen Blvd between the Heron's Key development and the planned commercial Village on Harbor Hill and was partially constructed by a private developer under a development agreement. However, the initial construction lacked park specifications. The resulting first phase of the park is flat terrain that was stripped of topsoil as part of the adjacent site's development projects. The combination of poor soils and the lack of a working drainage system has made it impossible to maintain vegetation or natural turf at the park. At this time, the only amenity available is a cement plaza close to Borgen Blvd with benches and donated outdoor musical equipment from the Gig Harbor Rotary Club. This proposed objective would purchase saplings with a higher survival rate than larger trees to reestablish a healthy diverse forest at Shaw Park. The property would be used to plant trees that are removed at other sites for city projects. **\$90,000**
9. **Cushman Trail Phase 5A Pedestrian Crossing – Value Engineering Study.** The city completed the Cushman Trail Phase 5 Planning Study in May 2020. This study concluded the project should be divided into reasonably sized sub-phases due to the otherwise significant cost to design and construct the entire Phase 5 route identified in the study. This proposed objective would perform a value engineering study for the Cushman Trail crossing at Borgen Blvd, including a cost estimate.
10. **Love Lock Art Project Design and Installation.** For many years, people have been adding "love locks" to both the cable railing at the Old Ferry Landing Park

and the bridge over North Creek between Donkey Creek Park and the Harbor History Museum. The addition of locks adds weight to these facilities and could lead to structural concerns. Also, the keys are usually thrown into the creek, causing pollution concerns. This project will determine the location(s) and design for an art installation that will allow people to attach locks and will also provide a receptacle for the keys.

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

WATER DIVISION

6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST

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

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

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

*See Building Capital Fund for more information.

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

WATER DIVISION

2025-26 PROPOSED BUDGET OBJECTIVES

Staff Supported Objectives

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

2025-26 Expense Summary

Construction (Contract/Testing/Change Order Auth.)	\$750,000
Total	\$750,000

2025-26 Funding Summary

Water Capital	\$750,000
Total	\$750,000

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

2025-26 Expense Summary

Design and Permitting	\$495,000
Water Rights Processing	\$60,500
Total	\$555,500

2025-26 Funding Summary

Water Capital Fund	\$2,310,000
Total	\$2,310,000

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

2025-26 Expense Summary

Construction (Contract/Testing/Change Order Auth.)	\$600,000
Total	\$600,000

2025-26 Funding Summary

Water Capital	\$600,000
Total	\$600,000

Estimated Decreased Annual Maintenance (for life of facility) = \$1,000

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

2025-26 Expense Summary

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

2025-26 Funding Summary

Water Capital	\$1,000,000
Total	\$1,000,000

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

2025-26 Expense Summary

Design and Permitting	\$500,000
Total	\$500,000

2025-26 Funding Summary

Water Capital	\$2,500,000
Total	\$2,500,000

Estimated Increased Annual Maintenance (for life of facility) = \$2,000

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

2025-26 Expense Summary

Design and Permitting	\$350,000
Total	\$350,000

2025-26 Funding Summary

Water Capital	\$200,000
Total	\$200,000

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

2025-26 Expense Summary

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

2025-26 Funding Summary

Water Capital	\$500,000
Hospital Benefit Zone	\$500,000
Total	\$1,000,000

Estimated Increased Annual Maintenance (for life of facility) = \$1,000

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

2025-26 Expense Summary

Design and Permitting	\$100,000
Total	\$100,000

2025-26 Funding Summary

Water Capital	\$300,000
Hospital Benefit Zone	\$300,000
Total	\$600,000

Estimated Increased Annual Maintenance (for life of facility) = \$1,000

Deferred Objectives

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

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

WASTEWATER DIVISION
6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST

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

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

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

*See Building Capital Fund for more information.

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

WASTEWATER DIVISION

2025-26 PROPOSED BUDGET OBJECTIVES

Staff Supported Objectives

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

2025-26 Expense Summary

Design and Permitting	\$380,000
Construction (Contract/Testing/Change Order Auth.)	\$2,600,000
Total	\$2,980,000

2025-26 Funding Summary

Wastewater Capital Fund	\$2,980,000
Total	\$2,980,000

Estimated Increased Annual Maintenance (for life of facility) : **\$5,000**

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

2025-26 Expense Summary

Design and Permitting	\$275,000
Construction (Contract/Testing/Change Order Auth.)	\$3,200,000
Total	\$3,475,000

2025-26 Funding Summary

Wastewater Capital Fund	\$3,475,000
Total	\$3,475,000

Estimated Increased Annual Maintenance (for life of facility) : **\$5,000**

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

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

2025-26 Expense Summary

Design and Permitting	\$750,000
Total	\$750,000

2025-26 Funding Summary

Wastewater Capital Fund	\$3,400,000
Total	\$3,400,000

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

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

2025-26 Expense Summary

Design and Permitting	\$500,000
Construction (Contract/Testing/Change Order Auth.)	\$3,000,000
Total	\$3,500,000

2025-26 Funding Summary

Wastewater Capital Fund	\$3,500,000
Total	\$3,500,000

5. Lift Stations 13 & 16 Pump Control Upgrades.

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

2025-26 Expense Summary

Design and Permitting	\$55,000
Construction (Contract/Testing/Change Order Auth.)	\$250,000
Total	\$305,000

2025-26 Funding Summary

Wastewater Capital Fund	\$305,000
Total	\$305,000

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

2025-26 Expense Summary

Construction (Contract/Testing/Change Order Auth.)	\$40,000
Total	\$40,000

2025-26 Funding Summary

Wastewater Capital Fund	\$40,000
Total	\$40,000

7. **38th Avenue Dry Sewer Design and Construction.** As part of the city's 38th Avenue Phase 2 project and continuing the unique circumstance for the city to place dry sewer, the city is proceeding with designing and permitting two separate dry gravity sewer main along the 38th Avenue Phase 2 corridor. The first section is between 56th Street to 60th Street. The second section is between 61st Street and Hunt Street. The construction of this work may be associated with a future latecomers agreement or possibly ULID.

2025-26 Expense Summary

Design and Permitting	\$50,000
Construction (Contract/Testing/Change Order Auth.)	\$350,000
Total	\$400,000

2025-26 Funding Summary

Wastewater Capital Fund	\$1,710,000
Total	\$1,710,000

Deferred Objectives

1. **Reuse and Reclamation Study – Phase 2.** Continue the development of a feasibility report to refine previous reuse and reclaimed water studies to explore

specific recharge sites and reuse locations, sources of recharge water, as well as other potential benefits that may result from generating reclaimed water. **\$150,000**

2. **Inflow and Infiltration Repairs of Manholes and Pipelines.** As our underground collection system ages, the potential for leaks and failures increases. These failures use up capacity at the WWTP and add unnecessary costs to treat clean water. These funds will be used to repair/replace known deficiencies in the collection system. **\$250,000**
3. **Stinson Slip Lining Sewer Main.** This work will coincide with a proposed 2025-26 Public Works contract for storm pipe slip lining repair that staff intends to design in-house and bid using the Small Public Works Roster. The sewer main slip lining work will reduce I&I by repairing a section of sewer main along Stinson Avenue between Grandview Street and Rosedale Street. A longitudinal crack in the sewer main was discovered during pipeline investigation and needs to be repaired. This project is to be completed in conjunction with the inflow and infiltration repairs to be done in #6 above. **\$40,000**
4. **Lift Station 8 Upgrades – Design and Permitting.** Built in 1989 with a wet pit, dry pit configuration, this station needs upgrade/replacement work to the main electrical cabinet, replacement of wet well, and installation of submersible pumps and level control equipment. This station has had some upgrade work, such as installation of variable frequency drives, by-pass piping and vault, and a backup diesel pump in 2010. The electrical cabinet needs to be replaced as it is in poor condition. Replacement of the existing wet well is necessary as it is undersized and leaves very little response time in a high wet well event. The existing pumps are the original pumps installed in 1989 and would be replaced with city standard submersible pumps. **\$750,000**

STORMWATER DIVISION

6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST

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

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

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

*See Building Capital Fund for more information.

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

STORMWATER DIVISION

2025-26 PROPOSED BUDGET OBJECTIVES

Staff Supported Objectives

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

2025-26 Expense Summary

Construction (Contract/Testing/Change Order Auth.)	\$1,250,000
Total	\$1,250,000

2025-26 Funding Summary

Storm Capital Fund	\$1,250,000
Total	\$1,250,000

Estimated Increased Annual Maintenance (for life of facility) = \$2,000

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

2025-26 Expense Summary

Design and Permitting	\$16,500
Construction (Contract/Testing/Change Order Auth.)	\$170,500
Total	\$187,000

2025-26 Funding Summary

Storm Capital Fund	\$187,000
Total	\$187,000

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

2025-26 Expense Summary

Design and Permitting	\$350,000
Total	\$350,000

2025-26 Funding Summary

Storm Capital	\$350,000
Total	\$350,000

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

2025-26 Expense Summary

Design and Permitting	\$130,000
Construction (Contract/Testing/Change Order Auth.)	\$170,000
Total	\$300,000

2025-26 Funding Summary

Storm Capital Fund	\$300,000
Total	\$300,000

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

2025-26 Expense Summary

Design and Permitting	\$100,000
Construction (Contract/Testing/Change Order Auth.)	\$100,000
Total	\$200,000

2025-26 Funding Summary

Storm Capital Fund	\$200,000
Total	\$200,000

Deferred Objectives

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

EXHIBIT A
WAGE SCHEDULES

2025 Non-Represented Positions	Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
	53	\$26.36	\$27.22	\$28.10	\$29.01	\$29.95	\$30.92	\$31.93	\$32.97
		\$54,820.15	\$56,608.70	\$58,440.35	\$60,336.64	\$62,297.58	\$64,323.17	\$66,413.40	\$68,568.28
	54	\$27.94	\$28.85	\$29.79	\$30.75	\$31.74	\$32.78	\$33.85	\$34.94
		\$58,117.11	\$60,013.41	\$61,952.80	\$63,956.84	\$66,025.52	\$68,180.40	\$70,399.93	\$72,684.10
Human Resources Assistant	55	\$30.16	\$31.14	\$32.16	\$33.20	\$34.28	\$35.40	\$36.55	\$37.74
		\$62,728.56	\$64,775.69	\$66,887.48	\$69,063.90	\$71,304.98	\$73,632.25	\$76,024.17	\$78,502.28
	56	\$33.19	\$34.27	\$35.38	\$36.53	\$37.72	\$38.94	\$40.21	\$41.51
		\$69,042.36	\$71,283.43	\$73,589.15	\$75,981.07	\$78,459.18	\$81,001.94	\$83,630.89	\$86,346.04
	57	\$37.17	\$38.38	\$39.63	\$40.91	\$42.24	\$43.62	\$45.03	\$46.50
		\$77,317.09	\$79,838.30	\$82,424.16	\$85,096.21	\$87,854.46	\$90,720.45	\$93,672.63	\$96,711.01
Assistant City Clerk Human Resources/Payroll Specialist	58	\$40.89	\$42.22	\$43.58	\$45.00	\$46.46	\$47.98	\$49.54	\$51.15
		\$85,053.11	\$87,811.36	\$90,655.80	\$93,607.99	\$96,646.37	\$99,792.49	\$103,046.36	\$106,386.43
Communications Manager Risk & Safety Program Manager	59	\$44.97	\$46.43	\$47.95	\$49.50	\$51.11	\$52.76	\$54.48	\$56.25
		\$93,543.34	\$96,581.72	\$99,727.85	\$102,960.17	\$106,300.23	\$109,748.04	\$113,325.14	\$117,009.98
City Clerk	60	\$49.48	\$51.09	\$52.74	\$54.45	\$56.22	\$58.05	\$59.93	\$61.88
		\$102,917.07	\$106,257.13	\$109,704.94	\$113,260.49	\$116,945.34	\$120,737.93	\$124,659.81	\$128,710.98
Housing, Health & Human Services Program Manager Human Resources Generalist	61	\$54.42	\$56.19	\$58.02	\$59.90	\$61.85	\$63.86	\$65.93	\$68.08
		\$113,195.85	\$116,880.69	\$120,673.28	\$124,595.16	\$128,646.34	\$132,826.80	\$137,136.56	\$141,597.17
	62	\$59.86	\$61.81	\$63.82	\$65.89	\$68.03	\$70.24	\$72.52	\$74.88
		\$124,508.97	\$128,560.14	\$132,740.61	\$137,050.37	\$141,510.97	\$146,100.86	\$150,841.60	\$155,754.73
Assistant City Attorney	63	\$64.66	\$66.76	\$68.93	\$71.16	\$73.47	\$75.86	\$78.32	\$80.87
		\$134,486.06	\$138,860.47	\$143,364.17	\$148,018.71	\$152,824.09	\$157,780.31	\$162,908.93	\$168,209.93
Police Lieutenant	64	\$67.88	\$70.09	\$72.36	\$74.72	\$77.14	\$79.65	\$82.24	\$84.91
		\$141,187.74	\$145,777.63	\$150,518.37	\$155,409.95	\$160,452.37	\$165,667.17	\$171,054.37	\$176,613.97
	65	\$71.28	\$73.60	\$75.99	\$78.46	\$81.00	\$83.64	\$86.35	\$89.16
		\$148,255.74	\$153,082.68	\$158,060.45	\$163,189.06	\$168,490.07	\$173,963.46	\$179,609.25	\$185,448.97
Community Development Director Finance Director Human Resources Director Public Works Director	66	\$81.25	\$83.90	\$86.62	\$89.44	\$92.35	\$95.35	\$98.45	\$101.65
		\$169,007.24	\$174,502.18	\$180,169.52	\$186,030.79	\$192,086.00	\$198,335.16	\$204,778.25	\$211,436.83
Chief of Police City Attorney	67	\$87.77	\$90.62	\$93.56	\$96.60	\$99.74	\$102.98	\$106.32	\$109.78
		\$182,561.43	\$188,487.35	\$194,607.21	\$200,921.01	\$207,450.30	\$214,195.07	\$221,155.33	\$228,352.63
City Administrator	AA	\$101.81	\$105.11	\$108.53	\$112.05	\$115.70	\$119.46	\$123.35	\$127.36
		\$211,760.06	\$218,634.13	\$225,745.23	\$233,071.82	\$240,657.00	\$248,479.21	\$256,560.01	\$264,899.40

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2025 Police Personnel (Local 117)

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
Police Sergeant	\$121,265	\$127,329	\$133,695	\$140,379	
Police Officer	\$91,826	\$96,417	\$101,238	\$106,300	\$111,614

All rates that follow are current.

(Any potential changes are pending negotiations and wage study implementation.)

2025 Supervisor Unit (Local 313)

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

2025 New/Reclassified Positions

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

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2025 Non-Supervisory Personnel (Local 117)

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

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Maintenance Technician	\$61,842	\$63,852	\$65,927	\$68,070	\$70,282	\$72,566	\$74,925	\$77,360	\$79,874	\$82,470

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

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

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

Josh Stecker

From: James Richards <bergenrichards@gmail.com>
Sent: Sunday, November 24, 2024 5:30 PM
To: Mayor & Council
Cc: guy hoppen
Subject: Homeport Budget Amendment

Mayor and Council of Gig Harbor,

My family has made a living in the fishing industry since 1976, and still does. Our longliner the Bergen was moored at the Nick Tarabochia dock for years. It's a proud thing to hail from Gig Harbor and have our city's name painted on the Bergen stern. We were tied up to a boat that was tied up to a boat that was tied up to the dock. It was hard to get some maintenance done like this, so after awhile we found public moorage in another harbor not to far away. But Gig Harbor stayed on her stern.

It was such good news when the city passed the Homeport project, we would finally have quality public commercial moorage for our historic fishing fleet and help preserve this legacy. Please do not change the Homeport plan that has been approved for so long.

Please vote NO on the Homeport budget amendment.

Captain James R Richards

Gig Harbor

Josh Stecker

From: Robert & Marlene Puratich <rmpuratich@centurytel.net>
Sent: Sunday, November 24, 2024 7:41 PM
To: Mayor & Council
Subject: support for Homeport Project

Dear Mayor and Council -

We are writing in support of the funding the completion of the Homeport project as planned. The demand for commercial fishing moorage has been demonstrated and supporting commercial fishing reinforces the unique character of Gig Harbor.

The strategic plan adopted by council in July of this year stated under Goal #3 a commitment to "small town character and history". Our foundational character as a city rests upon commercial fishing run by families, like us, who have and continue to live here. One of the projects and actions listed as fulfilling this goal was "design and CONSTRUCT fisherman's homeport". As a family with long financial and emotional investments here, we want to see efforts to complete the version of this project that has been vetted through public process, not a diminished version of it.

We have a conflict for tomorrow's meeting where next years' budget and possible amendments will be discussed and likely will not be able to attend in person to give public comment. Please include our comments above as part of public record.

Thank you for your thoughtful consideration -

Marlene Druker, Robert Puratich, Isabel Puratich and Daniel Puratich
7010 Stanich Avenue Gig Harbor (within city limits)



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

Meeting Date: November 25, 2024

SUBJECT: First Reading of Ordinance 1533 Relating to Utility Rates for the City's Water, Wastewater, and Stormwater Utilities

SUBMITTED BY: Public Works Director Jeff Langhelt

DEPARTMENT: Public Works

PHONE: (253) 853-7630

SUGGESTED MOTION: None.

BACKGROUND INFORMATION: The revenues from the city's sewer, storm, and water utilities are necessary to support the operating and capital needs for each utility. As you may recall, by October 2022 the city was preparing to set the city's sewer, storm, and water utility rates for six years beginning January 1, 2023. However, due to other priorities, the city instead elected to pass Ordinance 1503 to establish a single rate increase of 5% across all three utilities effective January 1, 2023.

The city then re-engaged with the city's utility rate consultant, Ashley Emery, in summer 2023 to consider both utility rate adjustments for a six-year period and establishing a tiered water rate structure effective January 1, 2024. These discussions developed until October 2023 when they were placed on hold. As a result, the city did not adjust utility rates on January 1, 2024.

Before the city could re-engage with Ashley in the summer of 2024 to complete the review of utility rate adjustments and establish tiered water rates, Ashley passed away. Ashley supported the city with utility rate studies for almost 30 years and the loss of this wealth of knowledge will take time to bring a new consultant up to speed.

At this point, the city must consider rate adjustments soon to keep the utilities financially supported. The rate adjustment discussions led by Ashley that concluded in October 2023 identified yearly rate adjustments each year in 2024, 2025, and 2026 to the city's three utilities at 3% (sewer), 7% (storm), and 10% (water).

Because the utilities had no rate adjustments in 2024 as suggested above, the proposed ordinance adjusts utility rates, effective January 1, 2025, that fall in line with Ashley's previous recommendations for adjustments in both 2024 and 2025. These proposed rate adjustments at 6% for sewer, 14% for storm, and 20% for water will compensate for the 0% rate adjustment in 2024 and will be a stop-gap measure that will provide the city time to consider future rate adjustments and tiered water rates in 2025.

Additionally, associated with any utility rate adjustments, staff is recommending a series of code revisions to clarify utility billing processes and improve customer experience. These revisions are proposed to be made in Title 13 (Water and Sewers) and Title 14 (Storm and Surface Water Drainage) and are summarized below.

1. Revise the city's existing low-income utility rate reduction to expand eligibility to more customers.
2. Clarify the fee to turn-on a water service that was previously turned off will be charged regardless of the reason why the water was turned off.
3. Revise to clarify that to avoid water being shut off, all fees and the entire outstanding balance must be paid in full.
4. Clarify that when one parcel has both single family uses and non-single family uses, the stormwater fee will be based on the EBU charge for non-single family uses (i.e. on the total amount of hard surface for the parcel in question.)
5. Clarify that where multiple (two or more) mobile/manufactured homes are located on one parcel, the stormwater fee will be based on the EBU charge for non-single family uses (i.e. on the total amount of hard surface for the parcel in question.).
6. Establish a fire hydrant usage GFC for non-city parcels (fire flow only).
7. Clarify the necessary method of payment for all 24-hr shut-off notices.
8. Revise the water service rules to allow for one adjustment due to leaks per year, regardless of where the leak falls within billing periods. Currently the code only allows for one adjustment per year and is only allowed within one billing period.

FISCAL CONSIDERATION: N/A

ATTACHMENTS:

1. Ordinance 1533

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

ORDINANCE 1533

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO UTILITY RATES FOR THE CITY'S WATER, WASTEWATER, AND STORMWATER UTILITIES; REPEALING AND REPLACING SECTIONS 13.04.010, 13.04.020, 13.32.010, 13.32.015, 13.32.020, 13.32.025, 14.10.050, 13.04.013, 13.02.220, 13.02.240, 13.04.050, 13.04.080, and 14.10.020; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the city operates three independent utilities as enterprise funds, which include the water utility, wastewater (sewer) utility, and stormwater utility; and

WHEREAS, it is necessary to adjust utility service rates and charges to meet the increasing cost of providing utility services; and

WHEREAS, the costs to provide the utility services are based on existing and future capital expenses, operating expenses, and maintenance expenses; and

WHEREAS, staff recommends adjusting rates on an annual basis, as necessary, to keep up with the changing costs to provide these services; and

WHEREAS, the last time the city adjusted utility rates was January 1, 2023 but the city intentionally decided to not adjust utility rates in 2021, 2022, and 2024, which had caused the city's utilities to lose ground due to cost of living increases and increases in capital project costs; and

WHEREAS, the city anticipated completing a utility rate study in 2024 with the support of Peninsula Financial Consulting that would accommodate for rate adjustments for the next six years but was unable to complete this study; and

WHEREAS, with multiple years of no rate adjustments, the city is positioning itself for significantly high rate increases in the near future to support the costs of operating the utilities, therefore, the city supports rate increase consistent across all three utilities based on previously recommended rate adjustments; and

WHEREAS, the city's existing eligibility levels for the existing low-income utility rate reduction are not current and the city desires to expand eligibility to customers; and

WHEREAS, this topic was presented to city council at their November 14, 2024, study session where an across-the-board rate increase was supported for wastewater at +6%, stormwater +14%, and water +20%.

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

Section 1. Section 13.04.010 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.04.010 Water rates.

Effective January 1, 2025, the monthly water service rates not including state and city taxes shall be set at the following amounts:

Customer Class/Meter	Customer Base Charge (per meter/ month)	Commodity Charge (per ccf)
Residential	\$25.48	\$3.32
Multiresidential		
5/8" & 3/4"	44.76	3.11
1"	61.61	3.11
1-1/2"	103.36	3.11
2"	153.65	3.11
3"	287.66	3.11
4"	438.56	3.11
Commercial/Schools		
5/8" & 3/4"	37.52	3.23
1"	49.57	3.23
1-1/2"	79.32	3.23
2"	115.16	3.23
3"	210.78	3.23
4"	318.43	3.23

Section 2. Section 13.04.020 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.04.020 Nonmetered residential uses.

Effective January 1, 2025, the water service charge for each unmetered residential or multiple residential building shall be \$71.99.

Section 3. Section 13.32.010 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.32.010 Sewer rates.

Effective January 1, 2025, the monthly sewer service rates not including state and city sales tax shall be set at the following amounts:

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Residential	\$44.80	\$5.51
Multifamily residential (per living unit)	34.48	5.53
Commercial/school	104.58	9.71
Dept. of Corrections	13,816.57	5.51

Section 4. Section 13.32.015 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.32.015 Sewer rates – Community systems.

Effective January 1, 2025, the monthly sewer service rates for the Shorecrest community system shall be set at \$101.92 per month.

Section 5. Section 13.32.020 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.32.020 Nonmetered uses.

Effective January 1, 2025, the monthly sewer service rates not including state and city sales tax for each unmetered residential, multiresidential, or commercial facility shall be as follows:

Nonmetered Customer Class	Monthly Charge
Residential	\$78.18/unit
Multifamily residential	56.06/living unit

Nonmetered Customer Class	Monthly Charge
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Commercial	191.97/billing unit
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Section 6. Section 13.32.025 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.32.025 Sewer rates – Community systems using flow meters.

Effective January 1, 2025, the monthly sewer service rates not including state and city sales tax for community systems basing billing on sewer flow meters shall be set at the following amounts:

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Residential	\$13.21 + \$29.49/unit	\$5.25
Multifamily residential	13.21 + 18.52/unit	5.25
Commercial	13.21 + 88.76/unit	9.24

Section 7. Section 14.10.050 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

14.10.050 Stormwater monthly service rates.

In accordance with the basis for a rate structure set forth in GHMC 14.10.020, there is levied upon all developed real property within the boundaries of the utility the following monthly service rates which shall be collected from the owners of such properties:

Effective January 1, 2025, shall be \$ 17.86.

Section 8. Section 13.04.013 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.04.013 Senior citizen and persons with disabilities, low-income utility rate reduction and connection fee waiver/delay.

A. Definitions. For the purposes of this section, the following definitions shall apply:

1. "Senior Citizen" means a person aged 62 years or older (if married, either spouse may be 62 years or older) who:
 - a. Is a Gig Harbor water or sewer customer and has an account in their name.
 2. "Persons with disabilities" means there is no age limit for people with disabilities exemption, but an individual must be unable to work because of a verified disability (by way of a doctor's statement, Social Security Award letter or 80% or higher Veterans Administration award letter) who:
 - a. Is a Gig Harbor water or sewer customer and hand an account in their name.
 3. "Low Income" means the person has a monthly gross total combined household income (individual, spouse, and co-tenants) from all sources (taxable and non-taxable) that does not exceed the Pierce County Tax Exemption income guidelines.
- B. Rate Reduction. A low-income senior citizen or person with disabilities may pay a rate equal to 50 percent of the applicable water and/or sewer rate established by the city in GHMC 13.04.010 and 13.32.010, or any amendments thereto.
- C. Waiver/Delay of Connection Fees. A low-income senior citizen or person with disabilities may request a waiver of a connection fee to his or her property in the amount of 50 percent of the applicable water and/or sewer connection fee established in GHMC 13.04.080 and 13.32.060, or any amendments thereto. A low-income senior citizen or person with disabilities may request a delay in the city's collection of the connection fee, as reduced by this subsection, for a period of five years, as long as the eligibility requirements of this section are satisfied for each year.
- D. Eligibility Requirements. In order to obtain a rate reduction and/or waiver/delay of connection fees, a low-income senior citizen or person with disabilities shall:
1. File an affidavit with the finance department on an annual basis, and submit documentation requested by the finance department verifying the individual is eligible to receive the benefits of this section; and
 2. In the affidavit, provide the city with an unqualified promise to inform the city of any changes in the individual's financial condition that would disqualify them from the benefits of this section.

Section 9. Section 13.02.220 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.02.220 Turning on the water after it is shut off.

It is unlawful for the owner or occupant of the premises to turn on the water, or suffer or cause it to be turned on, after it has been shut off or locked at the existing water meter by

the city, regardless of the reason the water was shut off. A payment of \$25.00 shall be made to the city prior to turning the water back on.

Section 10. Section 13.02.240 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.02.240 Adjustment of excessive bills caused by defective equipment.

When excessive registration is caused by broken or leaking water service pipes within or abutting upon the premises without the knowledge of the customer, an adjustment may be made upon written application only once during any 365-day period and only after repairs have been made by the owner and documented to the city. The basis for adjustment shall be the normal consumption under similar operating conditions.

Section 11. Section 13.04.050(B) of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.04.050 Billings – Delinquencies - Liens.

B. Delinquencies.

1. Water service charges shall be deemed delinquent if not paid within 30 days following the billing date. Interest at the rate of eight percent per annum shall be charged on all delinquent service charges.
2. In the event any billing for water service or other service charge has not been paid within 60 days of billing, the city utility department shall mail a first delinquency/shut-off notice to the property owner and occupant if the record owner does not reside at the premises. The delinquency/shut-off notice shall provide the following: (1) payment for service is overdue and the total amount due and notice that a statutory lien will be imposed if the total amount due is not paid in full; (2) service will be suspended unless the total amount due is not paid in full within 10 days; (3) address and telephone number of the utility department, stating that the customer, or owner or occupant may contact the department if a dispute exists as to liability for the billing or the validity of lien; and (4) the city will charge a turn-on fee before service is resumed. The city shall follow the notice procedures and shut-off procedures as outlined in this section unless otherwise required by law. The customer shall be charged \$10.00 for this first notice.
3. If the customer has not settled the account within the time provided in the notice, a second notice which indicates service shall be discontinued by the city the next day shall be posted by the city utility department at a reasonably visible location at the property site. The customer shall be charged \$15.00 for this second notice. If the total amount due is not paid in full within the time provided under the second notice, the city utility

department shall shut off service. Payment for this second notice shall be made in one of the following methods:

- a. In person using cash, cashier's check, or bank card; or
- b. On the phone using a bank card; or
- c. From the city of Gig Harbor's website using a bank card.

Section 12. Section 13.04.080 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.04.080 Water system general facility charge.

- A. The city shall charge the following general facilities charges for each metered domestic connection to connect to the water utility system:

Meter Size	Capacity Factor	General Facilities Charge (Inside City Limits)
3/4"	1.0	\$7,300.00
1"	1.67	12,191.00
1-1/2"	3.33	24,309.00
2"	5.33	38,909.00
Over 2"	Per AWWA Formula	Per City Formula

- B. Any remodel and/or use change shall pay the difference between the new use and/or size and the previous use and/or size. No refund shall be allowed for use and/or size reduction.
- C. The city shall charge a general facility charge for each connection to the water utility system that (1) does not require a metered domestic connection and (2) does require a fire suppression connection, such as hydrants or sprinklers, in the following amounts based on the use type:

Use Type	General Facilities Charge (Inside City Limits)
Residential use	\$7,300.00

Use Type	General Facilities Charge (Inside City Limits)
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Any other use	18,250.00
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- D. The water system general facility charge for connections to properties located outside the city limits shall be charged at one and one-half times the rates for inside city limits.
- E. Each general facility charge shall be paid to the city at the time of building permit issuance. Where capacity is increased as outlined in Chapter 19.10 GHMC but no building permit is required, each general facility charge shall be paid at the time capacity is increased.

Section 13. Section 14.10.020 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

14.10.020 Policy on rates and charges.

- A. For each single-family dwelling, each accessory dwelling unit, each residential unit of a duplex, and each mobile/manufactured home on one parcel, the utility shall charge the number of equivalent billings units based on the following classification:
 - 1. Small residence (4,400 square feet or less of hard surface area) shall be one EBU.
 - 2. Medium residence (more than 4,400 square feet of hard surface area and less than 7,000 square feet of hard surface area) shall be 1.3 EBUs.
 - 3. Large residence (7,000 square feet or more of hard surface area) shall be 1.6 EBUs.
- B. Commercial buildings shall be granted a 10 percent rate reduction if all buildings on the property are shown to utilize a rainwater harvesting system in accordance with RCW 35.92.020(3).
- C. For all other developed parcels, including parcels with the mixed use of a residential use and any other use, the utility shall charge the number of equivalent billing units calculated on each parcel based on the amount of hard surface on each parcel divided by the definition of an equivalent billing unit identified in GHMC 14.10.010. Regardless of calculation of hard surface, a minimum of one equivalent billing unit shall be charged. Calculations that result in more than one equivalent billing unit shall be rounded to the nearest 0.1 EBU.

Section 14. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be unconstitutional by a court of competent jurisdiction, such

invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 15. Correction of Errors. The city clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 16. Effective Date. This ordinance shall be in full force and take effect January 1, 2025, which is at least five (5) days after its publication of an approved summary consisting of the title.

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof, held this 25th day of November, 2024.

Brenda Lykins
Mayor Pro Tempore

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk



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

Meeting Date: November 25, 2024

SUBJECT: First reading of Ordinance 1534 Adopting a New Chapter 9.15 to the Gig Harbor Municipal Code to Prohibit Knowingly or Recklessly Permitting a Child or Dependent Person to have Contact with a Controlled Substance Other than Cannabis

SUBMITTED BY: Chief of Police Kelly Busey

DEPARTMENT: Police

PHONE: (253) 853-2422

SUGGESTED MOTION: Move to approve Ordinance 1534

BACKGROUND INFORMATION: A felony in state law, [Endangerment with a Controlled Substance](#), was passed in 2002 and only applies to methamphetamine (and only to manufacturing scenarios, at that), rather than the drugs commonly used today. The Legislature has taken up the decision to update the felony statute with [SB 5010](#), which received great support in the Senate but died in the House in both 2023 and 2024.

Consequently, Pierce County recently took the initiative to adopt a *local* ordinance of endangerment with a controlled substance. The county ordinance makes it a gross misdemeanor to knowingly or recklessly permit a child or dependent person to have contact with a controlled substance other than cannabis. The crime does not apply if the controlled substance was obtained by prescription or in the course of delivering health care services. The Pierce County Council passed this ordinance unanimously and the Pierce County Executive signed it.

The Pierce County Prosecutor has encouraged local jurisdictions to follow suit to adopt a similar ordinance and to encourage the Legislature to amend state law to make this crime a felony. Ordinance 1534 is presented at the direction of the city council and with the full endorsement of the city administrator and chief of police.

FISCAL CONSIDERATION: N/A

ATTACHMENTS:

1. Ordinance 1534

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

ORDINANCE 1534

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING A NEW CHAPTER 9.15 TO THE GIG HARBOR MUNICIAPL CODE TO PROHIBIT KNOWINGLY OR RECKLESSLY PERMITTING A CHILD OR DEPENDENT PERSON TO HAVE CONTACT WITH A CONTROLLED SUBSTANCE OTHER THAN CANNABIS; ESTABLISHING A PENALTY FOR A VIOLATION OF THIS SECTION; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the misuse of controlled substances in Washington State is a growing public health crisis, resulting in negative health outcomes such as addictions, overdoses, and deaths for far too many community members; and

WHEREAS, drug overdose and drug poisoning moved from the sixth leading cause of death among children aged 1-19 years of age in the United States in 2019 to third in 2020, which included a 110.6 percent increase in unintentional poisonings; and

WHEREAS, drug poisonings in Washington have increased steadily since 2014, increasing 30 percent from 2019 to 2020, another 30 percent from 2020 to 2021, and 17 percent from 2021 to 2022 according to the University of Washington Addictions, Drug, and Alcohol Institute; and

WHEREAS, opioid-related overdose is the most common cause of accidental death in Pierce County, outnumbering motor vehicle collisions and firearm deaths according to the Tacoma-Pierce County Health Department; and

WHEREAS, between 2020 to 2022, Pierce County experienced 32.53 deaths per 100,000 residents due to overdose, a higher rate than the state average of 27.98 for the same period; and

WHEREAS, these risks are particularly high for children and other dependent persons who may live in close proximity to and come in contact with controlled substances through no fault of their own; and

WHEREAS, in children nationwide aged 17 or younger lived in households with at least one parent who had a past substance use disorder according to a 2014 report by the Substance Abuse and Mental Health Services Administration (SAMHSA); and

WHEREAS, fentanyl is often up to 50 times more potent than heroin and other synthetic opioids such as nitazenes and carfentanil; and

WHEREAS, the ease of illicit manufacture and potency of synthetic opioids has driven down illegal drug prices and caused synthetic opioids to be mixed with street drugs such as heroin, cocaine, and methamphetamine; and

WHEREAS, the Washington State Office of the Family and Children's Ombuds Child Fatalities and Near Fatalities in Washington State September 2023 report states that over a quarter of the child fatalities and more than half of the child near fatalities involved accidental ingestions and overdoses in 2022; and

WHEREAS, the Washington Poison Center had 116 cases in 2020 which involved the accidental exposure of children ages 0-5 years to opioids and opiates and it is believed many more cases go unreported; and

WHEREAS, the Washington State Department of Health reports youth (ages 0-17) died from drug overdoses at the rate of 148 youth in 2016, 160 youth in 2017, 159 youth in 2018, 149 youth in 2019, 247 youth in 2020, 340 youth in 2021, 346 youth in 2022, and 378 youth in 2023; and

WHEREAS, exposure to controlled substances is a threat to the health and safety of all Gig Harbor residents, especially so for the children and dependent persons who are in close proximity to individuals who use illegal substances; and

WHEREAS, sufficient mechanisms must be in place to hold people accountable when children and dependent persons are exposed to life-threatening harms; and

WHEREAS, the Gig Harbor City Council encourages the State Legislature to consider amending RCW 9A.42.100, "Endangerment with a Controlled Substance," to include all controlled substances as a Class B felony; in the interim, the City Council finds it necessary and appropriate to take action in its capacity to establish a Municipal Code to protect public health and safety, and desires to take immediate steps to deter the endangerment of children and other vulnerable populations caused by the dangers of exposure to controlled substance;

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

Section 1. Chapter 9.15 of the Gig Harbor Municipal Code is hereby adopted to read as follows:

Chapter 9.15 ENDANGERMENT WITH A CONTROLLED SUBSTANCE

9.15.010 Definitions.

In this chapter, unless a different meaning plainly is required, the definitions contained in this section shall apply:

A. "Cannabis" shall mean the same as the term is defined in RCW 69.50.101.

- B. "Child" shall mean the same as the term is defined in RCW 9A.42.010.
- C. "Controlled substance" shall mean the same as the term is defined in RCW 69.50.101.
- D. "Dependent person" shall mean the same as the term is defined in RCW 9A.42.010.

9.15.020 Endangerment with a Controlled Substance.

A. A person is guilty of the crime of endangerment with a controlled substance if the person knowingly or recklessly permits a child or dependent person to ingest, inhale, absorb, or have contact with a controlled substance other than cannabis, unless the controlled substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his or her professional practice.

B. Administering or providing a controlled substance to a child or dependent person in the course of delivering health care services is not a violation of this Section.

9.15.030 Penalty.

Unless otherwise specified, any person who violates this Chapter is guilty of a gross misdemeanor punishable by up to 364 days in jail and a \$5,000 fine. The Prosecuting Attorney is encouraged to consider referring such cases for assessment, treatment, and other services including referral to alternative resolution courts following the formal filing of charges.

9.15.040 Preemption.

In the event the Washington State Legislature passes a law preempting this Chapter, this Chapter shall cease to have effect on the same date the statute comes into effect. Any violation of this Chapter that occurs prior to the preempting statute coming into effect may be prosecuted and punished pursuant to this Chapter.

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

Section 3. Correction of Errors. The city clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Effective Date. This ordinance shall take effect and be in full force five (5) days after passage and publication of an approved summary consisting of the title.

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof,
held this 9th day of December, 2024.

Brenda Lykins
Mayor Pro Tempore

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk



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

Meeting Date: November 25, 2024

SUBJECT: Direction to Fill a Vacancy on the City Council

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to direct the city clerk to begin the councilmember appointment process as outlined in Council Guidelines & Procedures Article 8.

BACKGROUND INFORMATION: On November 25, council intends to appoint Councilmember Mary Barber to the vacant office of mayor. This appointment will result in a vacancy on the Gig Harbor City Council. Council has an adopted set of procedures for filling a council vacancy found in Article 8 of its Guidelines & Procedures.

The first step of those procedures is for council to direct staff to begin the appointment process. Part of this direction should include setting a date for the meeting to hold interviews and select an appointee. The length of time to accept applications is set at council's discretion, but a new councilmember must be appointed within 90 days or the Pierce County Council will become the appointing body for the vacancy.

The appointed councilmember will fill the remainder of Councilmember Barber's term in Position 4 on the city council. The term will expire in November 2027 upon the certification of a newly elected councilmember.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Council Guidelines & Procedures Article 8

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



CITY OF GIG HARBOR

COUNCIL GUIDELINES & PROCEDURES

REVISED APRIL 8, 2024

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ARTICLE 1 – PURPOSE & SCOPE

The City Council Guidelines & Procedures should be considered a means to an end, and not an end in themselves. If used well, guidelines of procedure will advance fundamental goals and principles. They will help council spend its time well and make good decisions on behalf of the community. The guidelines should not become the master and the primary focus for the meeting. The "horse" (the principles) should come before the "cart" (the guidelines).

These guidelines of procedure are adopted for the sole benefit of the members of the city council and the mayor to assist in the orderly conduct of council business. These guidelines of procedure do not grant rights or privileges to members of the public or third parties. Failure of the city council to adhere to these guidelines shall not result in any liability to the city, its officers, agents, and employees, nor shall failure to adhere to these guidelines result in invalidation of any council act. The city council may implicitly or by a majority vote determine to temporarily waive any of the guidelines. Council action taken in disregard or non-conformity with these guidelines shall be construed as an implicit waiver.

The purpose of this document is to state shared values and workflows that emulate to the Gig Harbor community that the city council is dedicated to service with civility, accountability, public confidence, and respect. The city council understands that in order for the city to run efficiently and transparently, there must be a set of rules and procedures that are regularly followed. The city council, by adoption of this document, seeks to inspire public confidence in the city government.

The city council has a responsibility to set the policies for the city. In doing so, certain types of conduct are beneficial while others are destructive. The city council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all choose to serve in public office and, therefore, have the obligation to preserve and protect the well-being of the community and its citizens. In all cases, this common goal should be acknowledged, and the council must recognize that certain behavior is counterproductive, while other behavior will lead to success.

STATEMENT OF ETHICS

Gig Harbor city councilmembers shall:

- Be dedicated to the concepts of effective and democratic government.
- Affirm the dignity and worth of the services rendered by government and maintain a sense of social responsibility.
- Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.
- Recognize that the chief function of local government at all times is to serve the best interest of all the people.

- Keep the community informed on municipal affairs and encourage communications between the citizens and all municipal officers.
- Emphasize friendly and courteous service to the public and each other; seek to improve the quality of public service and confidence of citizens.
- Seek no favor; do not personally benefit or profit by confidential information or by misuse of public resources.
- Conduct business of the city in a manner which is not only fair in fact, but also in appearance.

PUBLIC SERVICE AGREEMENTS

1. Disagreement and difference of opinion is an honored and respected feature of government in Gig Harbor. Councilmembers will acknowledge and respect other councilmembers' perspectives. In areas of disagreement with another councilmember, every attempt will be made to have a private conversation outside of a council meeting first.
2. Councilmembers will take special care to listen and hear other councilmembers' perspectives. Communication will be done respectfully, kindly, and directly. Councilmembers will refrain from directing disrespectful gestures and using intimidating behavior toward each other.
3. Public input is paramount to crafting City policy. Councilmembers will actively listen and seek to understand citizen feedback.
4. Councilmembers will base their decisions on facts, but reconsider decisions if changing circumstances warrant reconsideration.
5. Councilmembers will not seek out the media to vent feelings when on the losing end of a vote.
6. Councilmembers will not criticize those who voted against their position on issues.
7. Once the council has adopted a policy or an issue is passed/defeated by majority vote, remaining councilmembers will not work against the decision.
8. Once a vote has been taken on an issue, councilmembers will support the policy/vote of the council.
9. When asked about an issue that has been decided by the council, councilmembers will state the city council's position, and that they support the body's decision. If asked, councilmembers may give their individual views on the issue.

ADHERENCE TO GUIDELINES

Each councilmember shall have the duty and obligation to review these guidelines and procedures and be familiar with its provisions.

During city council discussions, deliberations, and proceedings, the mayor will be primarily responsible to ensure that the city council, staff, and members of the public adhere to the council's adopted guidelines and procedures.

Knowing and/or willful failure to adhere to the provisions of guidelines and procedures may subject a councilmember to enforcement and sanctions, as follows:

- 1) Prior to undertaking any further steps, a councilmember who believes that a failure to adhere to these guidelines and procedures has been committed by a fellow councilmember must first reach out individually to that councilmember and express their concern(s) and provide an opportunity for the offending councilmember to remedy the failure to adhere.
- 2) Upon determining that there is credible evidence that a councilmember has, or may have, engaged in knowing and/or willful action or omission that constitutes failure to adhere to the provisions of these guidelines and procedures, a councilmember may call upon the council to determine whether such knowing and/or willful action or omission has occurred, and the sanctions, if any, to be imposed. This conversation may be held in executive session in accordance with RCW 42.30.100(1)(f). However, upon the request of the councilmember against whom the complaint is brought, this conversation must be held in open session;
- 3) A majority of the city council shall vote on whether to hold a hearing to determine the existence of an act or omission constituting a failure to adhere to these guidelines and procedures and the sanctions, if any, that may be considered. If such hearing is approved by the council, the hearing shall be held at the time and place specified in the motion approving such hearing, no sooner than 12 days following approval of the motion.
- 4) Prior to conducting any hearing on an alleged failure to adhere to the provisions of these guidelines and procedures, the city administrator shall provide written notice to the councilmember alleged to have engaged in such failure to adhere to these guidelines and procedures at least ten calendar days prior to the hearing. The written notice shall identify the specific provisions of these guidelines with which the councilmember is alleged to have failed to adhere and the facts supporting such allegation, as presented by the councilmember(s) calling for the hearing.
- 5) At such hearing, council shall determine whether there is sufficient evidence indicating that a councilmember has knowingly and/or willfully acted or failed to act in a manner constituting a failure to adhere to the provisions of these guidelines and procedures. The councilmember alleged to have failed to adhere to the provisions of these guidelines and procedures shall have the right to present evidence and testimony. A finding of the existence of such knowing and/or willful failure to adhere shall be determined by motion approved by a majority of the city council plus one.
- 6) Upon finding that a knowing and/or willful failure to adhere to the provisions of these guidelines and procedures has occurred, the city council shall proceed to determine whether the sanctions, if any, should be imposed. Appropriate sanctions may include, but are not limited to, the following:
 - i. public censure by resolution of the city council

- ii. removal of appointment to community boards, committees, or commissions; and
- iii. removal of appointment to council boards or committees

ARTICLE 2 – CITY COUNCIL MEETINGS

2.1 City Council Meetings Defined

A city council meeting is any meeting comprised of four or more councilmembers where city business is conducted. All city council meetings are subject to all provisions of the Open Public Meetings Act (OPMA).

Types of city council meetings include:

- **Regular and Official Meetings** – The city council meets in regular session on the second and fourth Mondays of each month at 5:30 p.m., as established in GHMC Chapter 2.04. In the event any of the regular and official meeting days fall upon a legal holiday, the regular and official meeting day shall be on the Tuesday following the second and fourth Monday of each month. During the months of August and December, the mayor is directed to cancel the second regular meeting of the month, unless the mayor or city council determines that it is necessary to hold these meetings to conduct essential city business.
- **Special Meetings** – Special meetings may be called by the mayor or a majority of council. Council may take final action on items published on the agenda of a Special Meeting.
- **Study Sessions** – Study sessions provide council with the opportunity to discuss and explore issues before moving the matter to a regular and official meeting for final action. Council may direct the mayor to direct staff by motion or consensus at study sessions, but council may not take final action on any matters. In order to encourage discussion, study sessions are intended to be less formal in nature than regular meetings. It is appropriate for councilmembers to address each other informally during these meetings while still maintaining civility and decorum.
- **Council Retreats** – Annually, or as needed, council may hold retreats to discuss work plans and visioning for future action. Similar to study sessions, council may direct the mayor to direct staff by motion or consensus, but council may not take final action on any matters.
- **Workshops** – Workshops are utilized to provide training or procedural guidance to council on the role and function of council and other city governance matters.
- **Emergency Meetings** – An emergency meeting may be called without noticing requirements. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the mayor or a majority of council. The minutes will indicate the reason for the emergency.
- **Remote Meetings** – Any of the preceding meetings may be designated as a remote meeting during a state of emergency declared by the city, state, or federal government at the discretion of the mayor, or by a quorum of the city

council if allowed by law. A remote meeting is a meeting of the city council during which a quorum or more of councilmembers appear or attend entirely by phone, the internet, or via other electronic means that allow real-time verbal communication during which all participants are simultaneously able to hear each other. Final action may be taken during remote meetings. Remote meetings are subject to all requirements of the Open Public Meetings Act. The public shall be provided with access and notice for all meetings as required by the Open Public Meetings Act.

At all council meetings, a majority of the council shall constitute a quorum for the transaction of business.

All city meetings will be broadcast live using the Zoom meetings platform (or another similar platform at the discretion of the city clerk) to allow residents to attend the meetings remotely. Public comment will be accepted by remote attendees at the appropriate portions of the meeting as defined in these guidelines.

Councilmembers and the mayor may appear at a council meeting by remote connection. Councilmembers intending to attend a meeting remotely should notify the mayor and city clerk in advance of the meeting. In instances when the mayor is remotely attending a meeting, the mayor will still function as the presiding officer. These remote attendance guidelines do not apply to remote meetings as defined above.

The city clerk or assistant city clerk shall attend all council meetings. If the city clerk and the assistant city clerk are absent from any council meeting, the city administrator shall appoint a clerk for that meeting.

Any city employee shall attend a city council meeting when requested by the mayor or city administrator for clarification or explanation of agenda items.

2.2 Rules of Order

All city council meetings shall be guided by the most recent edition of *Robert's Rules of Order*, as published by Scott, Foresman and Company. A quick reference chart of the most common "Rules of Order" questions is attached as **Exhibit A**. The city clerk shall act as parliamentarian during all meetings of the city council.

The mayor shall be addressed as "Mayor (surname)." Councilmembers shall be addressed as "Councilmember (surname)."

Councilmembers should speak to the issues in a civil manner, respecting the viewpoints of others, and focus on the issue at hand, sharing their own motives and reasons for supporting or not supporting an item for discussion in a polite manner towards each other and the public. Respect should be shown to present

and past councilmembers, the mayor, and staff. If a motion is on the table, councilmember comments should speak to the motion. If an amendment to a motion is on the table, councilmember comments should speak only to the amendment.

The purpose of council discussion is to make known a councilmember's stance on a particular issue. Councilmembers should not use their comments in an attempt to debate their fellow councilmembers. Comments should be concise, succinct, and to the point. Rather than repeating other councilmembers' comments, councilmembers should simply express agreement with prior comments. Councilmembers may call a "point of order" if another councilmember persists in providing comment that is not germane to the issue.

Councilmembers may not email, text, or call anyone during a council meeting, except in an emergency. Councilmembers may not record or broadcast council meetings, aside from the city's authorized recording.

Councilmembers shall be seated in a manner acceptable to council. If there is a dispute, the council will decide by vote.

2.3 Public Comment

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.

The city council will accept oral public comments at its regular and official council meetings. Oral comments may be made in person or by remote connection using the Zoom (or similar) 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. Oral comments are not accepted at all other city council meetings, unless specifically noticed on the agenda for the meeting.

The city council will accept written comments on all agenda items when sent to mayorandcouncil@gigharborwa.gov.

During regular meetings, speakers will be allotted 3 minutes per individual, unless revised by the mayor. The mayor may allocate 5 minutes to speakers speaking on behalf of groups in attendance at the meeting.

In-person comments shall be made from the microphone. No in-person comments shall be made from any other location, and anyone making "out of order" comments may be subject to removal from the meeting.

All remarks shall be addressed to the council as a body and not to any specific councilmember. The City Council requests that all speakers be courteous in their language and deportment and not engage in discussion 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 for holding a public meeting, to give every person an opportunity to be heard, and to ensure that no individuals are embarrassed by voicing their opinions.

2.4 Role of the Mayor in Council Meetings

It shall be the duty of the mayor to:

- Call the meeting to order.
- Call the roll of councilmember attendance.
- Keep the meeting to its order of business.
- Control discussion in an orderly manner.
- Give every councilmember who wishes an opportunity to speak when recognized.
- Permit audience participation at the appropriate times.
- Require all speakers to speak to the question and to observe the rules of order.
- State each motion before it is voted upon.
- Put motions to a vote and announce the outcome.
- Decide all questions of order, subject to the right of appeal to the council by any councilmember.
- Attend all council meetings. In the event that the mayor is unable to attend a council meeting, the mayor pro tempore shall preside. In the event that both mayor and mayor pro tempore are unable to attend, council may pick a member to preside for that meeting.

The mayor has the authority to preserve order at all meetings of the council, to cause removal of any person from any meeting for disorderly conduct, and to enforce these guidelines. The mayor may command assistance of any peace officer to enforce all lawful orders of the mayor to restore order at any meeting.

The mayor shall have the authority to interpret and determine the application of these guidelines to any particular situation occurring during the course of that meeting, subject to an appeal and second by a councilmember, which places the matter before the full council.

2.5 City Council Regular Business Meeting Agendas

Consistent with Gig Harbor Municipal Code Chapter 2.04.030, the agenda for regular business meetings of the council shall be set by the mayor and city administrator. Any one of the city's elected officials may place an item on the agenda as long as the item is submitted to the city administrator a minimum of five working days prior to the council meeting. Other parties desiring to place an item on the agenda shall submit the item to the city administrator or mayor at

least five calendar days prior to the council meetings. The city administrator and the mayor shall solely determine whether items submitted by other parties shall appear on any city council agenda.

The accepted order of business for the regular business meetings of the council shall be transacted as follows. The city administrator or mayor may rearrange items on the agenda to conduct the business before the council more expeditiously.

I. CALL TO ORDER / ROLL CALL

The mayor (or mayor pro tempore in the absence of the mayor) shall call to order the meeting of each city council meeting. The mayor shall call the names of each councilmember who will respond in the affirmative if present.

Councilmembers not present at roll call of a meeting shall be declared "excused" (if an acceptable reason for the absence was provided in advance of the meeting) or "absent" by the mayor. Council may reverse the mayor's declaration by a majority vote. Councilmembers arriving late to the meeting shall be recorded as "present" at the meeting with their arrival time noted in the minutes.

II. PLEDGE OF ALLEGIANCE

The mayor shall lead the council, staff, and all others present in reciting the pledge of allegiance at the beginning of each regular business meeting.

III. LAND ACKNOWLEDGMENT

At the beginning of each regular business meeting of the city council, the mayor shall read the following 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."

IV. CHANGES TO THE AGENDA

Councilmembers or the mayor may make suggested changes to the agenda. Councilmembers wishing to bring up new items for discussion should do so at this time. Changes to the agenda will be approved by a majority vote of the council.

V. PUBLIC COMMENT ON CONSENT AGENDA ITEMS Public comment on consent agenda items shall be accepted in accordance with Section 2.3 of these guidelines. Speakers at all times must confine their remarks to those

facts which are germane and relevant, as determined by the mayor, to the matters included within the consent agenda.

VI. CONSENT AGENDA

Each agenda shall include a “consent agenda” in the order of business. When the city administrator and mayor determine that any item of business requires action by the council, but is of a routine and noncontroversial nature, they may cause such item to be presented at a regular meeting of the council as part of the consent agenda.

The reference material for all matters listed within the consent agenda shall be distributed to each member of the city council for their review prior to the meeting. Matters on such consent agenda shall be considered to be routine and may be enacted by a single motion of the council with no separate discussion unless removed from the consent agenda as hereinafter provided.

If separate discussion of any consent agenda item is desired, that item may be removed from the consent agenda at the request of any individual councilmember. At the conclusion of passage of the consent agenda, those items removed at the request of any individual councilmember shall either be discussed and acted upon before proceeding to the next item of business on the agenda or shall be set to a later position on the agenda for that meeting.

Approval of the motion to approve the consent agenda shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

VII. PRESENTATIONS

This portion of the meeting is reserved for presentations from individuals or organizations outside of city government. Presentations will be added to the agenda at the discretion of the mayor and city administrator or at the request of individual councilmembers.

Presentations should strive to be no longer than 15 minutes in length, not including questions from council.

VIII. MAYOR’S REPORT

IX. CITY ADMINISTRATOR’S REPORT

X. BUSINESS ITEMS

The sequence of steps for considering business items shall be:

- a) Staff report
- b) Clarifying questions from council
- c) Public comment
- d) Council deliberation and action

Public comment will be allowed on all business agenda items unless the matter was previously considered under a formal public hearing and the hearing has been closed, or if the matter is governed by ordinance or statute that prohibits the receipt of public comment.

Public comment on business items shall be accepted in accordance with Section 2.3 of these guidelines. Speakers at all times must confine their remarks to those facts which are germane and relevant, as determined by the mayor, to the questions or matter under discussion.

Councilmembers should refrain from making motions until the step for council deliberation and action, after taking public comment.

XI. STAFF REPORTS

This portion of the meeting is reserved for presentations from city staff only. Staff reports will be added to the agenda at the request of staff and/or at the discretion of the mayor and city administrator, or at the request of individual councilmembers. Actions taken during this portion of the meeting should be limited to providing guidance and direction to the mayor to direct staff.

XII. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Public comment on items not on the agenda shall be accepted in accordance with Section 2.3 of these guidelines.

During public comment, the mayor may recognize any councilmember or city staff for the limited purpose of providing a brief response, comment, or summary of expected action. No debate of the merits of the item should occur at this time. Any councilmember may indicate that he or she desires to discuss the matter further under Councilmember Reports & Comments.

XIII. COUNCILMEMBER REPORTS & COMMENTS

This portion of the meeting is reserved for reports from the council committee chairs and other general comments from councilmembers. This portion of the meeting is the time for councilmembers to introduce new items for consideration. Councilmembers may bring up suggestions and ideas and, with majority of council concurrence, may direct the mayor to direct staff to analyze and prepare a brief report on the issue.

XIV. ANNOUNCEMENT OF UPCOMING MEETINGS

A list of upcoming meetings with proposed agenda items shall be included in each packet along with the city council's strategic plan.

XV. EXECUTIVE SESSION

The council may hold executive sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110.

Before convening an executive session, the mayor shall announce the purpose of the session, the anticipated time when the session will be concluded, and if any business or action is anticipated to be conducted by council after the executive session. Should the executive session require more time, a public announcement shall be made that the executive session is being extended.

Councilmembers must keep confidential all written materials and verbal information provided to them during executive session, to ensure that the city's position is not compromised. Confidentiality also includes information provided to councilmembers outside executive session when the information is considered to be exempt from disclosure under state law. State statute prohibits both the disclosure of confidential information and its use for personal gain or benefit.

If the council, in executive session, has given direction or consensus to city staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated city staff representative handling the issue. Prior to discussing the information with anyone other than fellow councilmembers, the city attorney, or city staff designated by the city administrator, councilmembers should review such potential discussion with the city administrator. Any councilmember having such contact or discussion shall make full disclosure to the city administrator and/or the city council in a timely manner.

XVI. ADJOURN

Meetings shall be adjourned by a motion, second, and majority vote of the council.

2.6 Voting

Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any councilmember, a roll call vote shall be taken by the mayor.

The passage of any ordinance, grant, or revocation of franchise or license, any resolution for the payment of money, and any approval of warrants shall require the affirmative vote of at least a majority of the whole membership of the council.

The passage of any public emergency ordinance (an ordinance that takes effect immediately), expenditures for any calamity or violence of nature or riot or insurrection or war, and provisions for a lesser emergency, such as a budget amendment, shall require the affirmative vote of at least a majority plus one of the whole membership of the council.

The passage of any motion or resolution shall require the affirmative vote of at least a majority of the membership of the council who are present and eligible to vote, unless otherwise required by provisions of state law, the Gig Harbor Municipal Code, or these guidelines.

In the situation where the city attorney states that a councilmember's participation would violate, or appears to be violating, the appearance of fairness doctrine by failure to recuse, a super majority (majority plus one of members present) of the nonaffected councilmembers may vote to require the affected member not to participate in a particular proceeding and, if so, the affected councilmember's vote shall not be counted and the affected councilmember shall not participate in the proceeding.

Councilmembers who are board members with an outside agency that is being considered for funding with the city may not put a motion forward or vote on the motion. If a councilmember could secure special privileges or exemptions for himself, herself, or others from a particular council discussion and/or action, that councilmember must recuse himself or herself from voting on that issue.

A motion by a councilmember to "call the question" allows a vote on the pending motion to immediately take place. Prior to the vote on the motion to call the question, the Mayor will inform council of the number of councilmembers still waiting to speak.

All votes on final actions taken by the city council will be recorded in the city council vote tracker posted on the city's website.

2.7 Enacted Ordinances, Resolutions and Motions

An enacted ordinance is a legislative act prescribing general, uniform, and permanent rules or regulations relating to the operation and corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or where such conduct is enforced by penalty.

An enacted resolution is an administrative act, which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

An enacted motion is a form of action taken by the council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and

entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law, and where such motion is not in conflict with existing state or federal statutes, city ordinances, resolutions, or these guidelines.

On occasion, council may give direction or express its intention by consensus. Consensus is achieved when a direction is provided and receives stated approval with no objections raised by councilmembers. To avoid ambiguity that can arise from consensus decision-making, and to provide staff with concise directions, council should formalize their intent by motion whenever possible.

2.8 Reconsideration

Any action of the council shall be subject to a motion to reconsider. Reconsideration can be requested only by motion of a member of the prevailing side of the original motion. A motion to reconsider must be made at the next regular meeting after the meeting in which the original motion was considered. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter shall be added to the agenda of the next regular meeting.

2.9 Meeting Packets

The city clerk shall prepare the meeting packet for all council meetings containing the agenda, all reports of council committees, all documentary materials upon which council action is to be taken, and copies of all minutes to be approved. The agenda and packet shall be published on the City's website before 5:00 p.m. five calendar days before the meeting date. Items may be revised or added to the agenda after publication, subject to the mayor's discretion. Presentation materials (i.e., PowerPoint files) will be added to the online meeting packet as soon as they are available in advance of the meeting.

Councilmembers and affected staff should read the agenda material and ask clarification questions prior to the council meeting, when possible. Printed copies of the meeting packet will be provided to the mayor, councilmembers, and staff upon request.

2.10 Minutes

Minutes of city council meetings shall be recorded and signed by the city clerk or their designee. Minutes of city council business meetings shall be approved by council at the subsequent regular business meeting. Minutes of city council study sessions and council committees shall be submitted to council as part of the consent agenda at a subsequent regular business meeting.

In order to maximize personnel resources in a cost-effective and efficient manner, and to preserve an accurate and concise record, minutes of all city meetings shall be recorded as "action minutes" and shall include the following:

- Name of the body.

- Date, hour, and place of the meeting.
- The names of members in attendance and members absent. If a member arrives late or departs before adjournment, the minutes should reflect the time of arrival and/or departure at that point in the minutes.
- Whether it is a regular, adjourned, or special meeting.
- Time the meeting commenced. Time of meeting recess (if any).
- Topics of business.
- Actions taken on each business item.
- Record of motions and votes.
- Direction given to staff by general consensus.
- Oral communications/public comment need only reference the name of the person, subject matter addressed, and direction given from council (if any).
- Adjournment time and, if applicable, whether the meeting was adjourned to another time prior to the next regular meeting.
- Signature block for the city clerk.

ARTICLE 3 – COUNCIL COMMITTEES

3.1 Council Committees Defined

Council may form *ad hoc* committees to address specific issues as needed.

Each council committee shall have a designated staff person assigned by the city administrator who will assist the committee with scheduling meetings, preparing packet materials, and taking action minutes of the meetings.

3.2 Committee Meetings

All council committee meetings shall be subject to all provisions of the OPMA. Committees shall meet during regular working hours unless an emergency exists. Meeting agendas shall be posted five calendar days prior to the committee meeting unless an emergency exists.

It shall be the right and responsibility of each department head to make their position known to the council committee on each matter for council action affecting the department referred to the committee.

3.3 Duties of the Chair

Each council committee shall have an elected chair. The chair of the respective Council Committees shall have the following responsibilities:

- Schedule and attend meetings of the committee, which shall be open to members of the public.
- Determine the need to cancel a scheduled committee meeting.
- Determine the need to call a meeting of the committee.
- Work with other committee members, the mayor, and city staff to develop the agenda for each meeting.
- Ensure that the committee adheres to the defined scope of business for that committee.
- Determine the appropriateness of accepting public comment during committee meetings.

3.4 Actions Taken by the Committees

The chief duty of council committees is to take up matters referred to them by the city council. Motions made at a committee meeting should be phrased as recommendations to council on specific actions to be taken.

Council committees do not have the authority to take action on behalf of council. Council committees may not direct the mayor or staff. Council committees may make recommendations to the mayor on administrative actions within the scope of the committee, but these recommendations should be informal; the mayor is not obligated to adhere to these recommendations. Council committees cannot terminate an action or request by staff or the public. They can only provide council a recommendation on the topic.

ARTICLE 4 – MAYOR PRO TEMPORE

4.1 Appointment

Pursuant to RCW 35A.12.065 and consistent with GHMC Chapter 2.14, annually at the second regular business meeting in January, council shall elect from their number a mayor pro tempore who shall hold office at the pleasure of council. Council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. The mayor pro tempore shall have such powers and authority, in the absence or temporary disability of the mayor, as specified in these guidelines.

4.2 Authority

The mayor pro tempore shall have authority to preside over meetings of council, sign warrants and written contracts, and perform other administrative duties of the mayor, but only for such period of time as the mayor is absent or temporarily disabled, as defined herein, and only to the extent necessary for the efficient conduct of the business of the city.

The mayor pro tempore shall have the authority to act as the mayor in the mayor's absence only when the mayor is away and cannot perform duties that cannot await their return or that cannot be performed by telephone or other type of communications link. The authority of the mayor pro tempore to act under authority of these guidelines shall end upon the mayor's return or the removal of any temporary disability. The mayor pro tempore shall not delegate the authority herein granted to another city official.

The mayor pro tempore shall not in any case have the authority to appoint or remove city officers and employees, to veto ordinances, to adopt or repeal administrative procedures, or to reorganize the administration of the city.

4.3 Absence or Temporary Disability of the Mayor Defined

For purposes of these guidelines, the "absence or temporary disability of the mayor" shall mean that due to absence or illness, the mayor is unable to perform the regular duties of their office. In application of the foregoing definition, the following shall apply:

- The mayor shall not be deemed temporarily disabled if, due to illness, he or she is unable to perform some of the duties, such as attending a council meeting, if he or she is able to perform other duties of the office on an ongoing basis.
- During such times as city offices are closed, the mayor pro tempore shall have authority to act in the mayor's absence only with respect to such emergencies that require the mayor's presence.

4.4 Mayor's Salary for the Mayor Pro Tempore During Extended Absence or Disability of the Mayor

The mayor pro tempore shall not receive the mayor's salary during the extended absence or disability of the mayor, provided, the council may by ordinance provide for such compensation for the mayor pro tempore.

ARTICLE 5 – ADVISORY BOARDS, COMMISSIONS, & COMMITTEES

5.1 Purpose and Application

The purpose of this section is to establish general provisions applicable to all Advisory Boards. The provisions of this article govern advisory boards unless otherwise specifically provided by ordinance, motion, or resolution of the city council, or as may be required by state law.

An “advisory board” means any board, committee, or commission created by the city council to give advice on subjects and perform such other functions as prescribed by the city council. Advisory boards also include task forces, informal committees, or working groups formed by city council resolution for short periods of time or for specific tasks.

The City of Gig Harbor’s advisory boards are fundamental to encouraging the use of citizen talent and interest in affairs of the city. Our residents have enjoyed a long tradition of participation in city government. Through representation on boards and commissions, Gig Harbor residents are offered an important avenue to help create effective and equitable policies. Resident involvement contributes to the success of government and the quality of life enjoyed by everyone in the community.

5.2 Formation of Advisory Boards

All standing advisory boards shall be established in the Gig Harbor Municipal Code. Current standing advisory boards include:

- Arts Commission
- Civil Service Commission
- Design Review Board
- Historic Preservation Commission
- Lodging Tax Advisory Committee
- Parks Commission
- Planning Commission
- Salary Commission

Council may also create *ad hoc* advisory boards, such as blue ribbon work groups and task force groups, by resolution. Such advisory boards are subject to the same provisions of this article.

5.3 Scope of Work

Each advisory board, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the city council to determine its effectiveness. This statement of purpose, as well as other information regarding duties and responsibilities, will be made available to all members when appointed.

The city council may determine any specific guidelines or tasks to be referred to the advisory board by motion or resolution.

Each advisory board may develop an annual work plan, within the jurisdiction and area of responsibility assigned to the board in the Gig Harbor Municipal Code. All work plans must be approved by the city council and carried out under the direction of the mayor.

5.4 Membership and Residency Requirements

The number of members and any specific qualifications of each standing advisory board shall be set forth in the Gig Harbor Municipal Code.

Unless otherwise specifically provided in the Gig Harbor Municipal Code, or as may be required by state law, each person at the time of nomination, and continuing uninterrupted thereafter while serving on an advisory board, shall be a resident of the greater Gig Harbor area within Pierce County (west of the Tacoma Narrows Bridge and east of the Purdy Bridge). Persons living outside of the greater Gig Harbor area may be appointed to an advisory board if they work full-time within Gig Harbor city limits in a position which qualifies them for appointment (i.e. lodging tax collectors or receivers or design review professionals).

5.5 Appointment Process

Appointments to Advisory Boards shall be made by the mayor as specified in the Gig Harbor Municipal Code.

The city clerk shall be responsible for recruiting applicants for advisory board vacancies. Upcoming vacancies will be noticed on the city's website and through various other outreach methods, as appropriate. The city clerk will establish an application form and application deadlines to facilitate timely appointment of candidates.

All interested candidates must submit an advisory board application on the city's website to be eligible for consideration. Current members seeking reappointment are required to submit an application.

Following selection for appointment by the mayor, candidates will be introduced to council at a study session. Candidates shall be deemed appointed and shall commence service after confirmation by the city council on the consent agenda of a regular city council meeting.

5.6 Appointment Terms

Each appointee shall be assigned a specific numbered position on each Advisory Board. Each confirmation motion by the council shall include an ending date and term for the position to which the person is appointed and such information shall be entered into the council minutes.

Unless otherwise specified in the Gig Harbor Municipal Code or by state law, all appointment terms shall be for a period of three years.

At the expiration of a member's term, the member may hold over and continue to serve as a member until the member or a successor is appointed and confirmed by the council.

5.7 Vacancies

Vacancies shall be filled for the unexpired term in the same manner as the original appointment. Membership vacancies shall be filled for the unexpired term.

Any member may be removed by the mayor, if, in the mayor's determination, that removal is in the best interest of the city. Removal should not occur for disagreement with an official recommendation of the board or its members. The mayor may also remove any member who has violated the provisions of these guidelines or the Gig Harbor Municipal Code. The mayor may also remove members who have three or more consecutive unexcused absences from regular advisory board meetings.

5.8 Expectations of Advisory Board Members

It is imperative that board members recognize they are in a critical position to shape and influence board decisions and actions. It is important that each member keeps informed and up to date on issues and statutes affecting their board.

Regular attendance is essential so that decisions will represent the opinions of the board as a whole. In addition, regular attendance enables board members to keep abreast of board concerns and helps ensure that issues are examined from a variety of perspectives. A person may forfeit their position on the board as a result of poor attendance.

Effective board members will:

- Attend all board meetings and be well prepared for meetings.
- Recognize that serving the public interest is the top priority.
- Recognize that the board must operate in an open and public manner.
- Be knowledgeable about the legislative process and issues affecting the board.
- Examine all available evidence before making a judgment.
- Communicate well and participate in group discussions.
- Remain aware that authority to act is granted to the board as a whole, not to individual members.
- Exhibit a willingness to work with the group in making decisions.
- Recognize that compromise may be necessary to reach consensus.

- Prioritize equity and inclusivity by ensuring that personal feelings or biases towards fellow board members or staff do not impede their ability to make fair and unbiased decisions.
- Positively promote the mission, vision, and values of the city and the board.
- Continuously exemplify the city's commitment to fostering an inclusive culture that embraces diversity and promotes equity for all.
- Treat every individual with a commitment to respect, courtesy, thoughtfulness, and genuine appreciation for the unique experiences and perspectives each person brings, recognizing and valuing their diverse identities and backgrounds.

If a member is unable to complete their term, they should inform the City Clerk's Office and the staff liaison for the board. An email or letter of resignation should be sent to the City Clerk indicating the date the resignation is effective and whether the member is able to serve until a replacement is named.

5.9 Chair and Vice Chair - Identification and Election

Each advisory board shall elect from its membership a presiding officer who shall be referred to as chair, and such officer shall serve for one year. Each advisory board shall also elect from its membership a vice chair who shall perform the duties of the chair in the absence of the chair, and such officer shall serve for one year. Elections should be held at the first regular meeting of each year.

The Chair shall:

- Work with staff liaison to prepare agendas
- Preside at all meetings
- Call the meeting to order at the scheduled time
- Verify the presence of a quorum
- "Process" all motions (state the motion prior to discussion, restate the motion just prior to the vote, announce the result of the vote)
- Facilitate meetings by staying on track and adhering to time constraints
- Rule on any points of order using Roberts Rules of Order as guidance
- Conduct the meeting in a fair and equitable manner
- Maintain neutrality to facilitate debate
- Serve as official representative of the commission or designate another commissioner

The Vice Chair shall:

- In the absence of the chair, assume the role of the chair
- Preside at any meeting where the chair is absent
- Work in partnership with the chair

5.10 Quorums, Transacting Business

A majority of the appointed members of the advisory board shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry any proposition.

5.11 Conflicts of Interest

If any members of an advisory board conclude that they have a conflict of interest or an appearance of fairness problem with respect to a matter pending before the advisory board so that they cannot discharge their duties on such an advisory board, they shall disqualify themselves from participating in the deliberations and the decision-making process with respect to the matter.

5.12 Liaisons and Representatives

The mayor shall designate a staff person to function as the primary support person for each advisory board. The designated staff person will serve as the liaison between the Advisory board and the city council, other advisory boards, and city staff. The designated staff liaison may request the assistance of the chair or vice chair in relaying advisory board matters to other bodies.

The primary function of the staff liaison is to carry out the rules, policies, and programs developed by the board. In addition, staff members notify board members of pertinent issues and legislative activity. They also arrange meetings, prepare meeting materials, compile background information, and conduct research.

5.13 Procedures, Records, and Minutes

Rules of order not specified by statute, ordinance, or council resolution shall be guided by the principles of Robert's Rules of Order. Advisory boards should not allow strict adherence to Roberts Rules of Order to impede the board in conducting its business.

The city clerk shall provide for the taking of action minutes, as defined in Section 2.10 of these guidelines, and maintaining the records of all regular and special meetings.

5.14 Meetings

Each advisory board shall hold regular public meetings at such times and places as determined by the advisory board with the concurrence of the mayor. All meetings of an advisory board shall be subject to all requirements of the Open Public Meetings Act (OPMA). All members of governing bodies must complete OPMA training. Training must be completed within 90 days of assuming duties.

Advisory boards are required to take oral public comment at each of their regular meetings. Oral comments may be made in person or by remote connection using

the Zoom (or similar) meetings platform. Comments are subject to a 3-minute time limit and the other provisions of Section 2.3 of these guidelines.

Advisory Boards may request special meetings to deal with specific matters. Special meetings may only be held with the consent of the mayor.

5.15 Subcommittees

Advisory boards may form subcommittees to address specific tasks or issues assigned to an advisory board. All subcommittees must be approved by the mayor and all meetings of subcommittees are subject to the Open Public Meetings Act.

5.16 Communications with City Council

Expressions of an advisory board's position, recommendation, or request for any action shall be in the form of a motion or other written communication, setting forth the reasons, facts, policies, and/or findings of the body supporting the communication, and shall be directed to the city council. Such communications shall be conveyed to council by the staff liaison designated to support the advisory board. Staff liaisons shall regularly report to the city council on board activities.

Advisory board members are appointed by the city council on the basis of their expertise or passion for the subject matter of each advisory board. As such, councilmembers should not attempt to influence or persuade advisory board members on matters referred to the advisory board. Councilmembers should not attend advisory board meetings in person in order to not unduly influence advisory board deliberations.

Similarly, advisory board members should not reach out individually to councilmembers to seek direction or guidance. Communications between the city council and an advisory board should be conducted through the designated staff liaison for each advisory board.

5.17 Communications with the Public

In general, advisory board communication with the public should be restricted to the staff liaison assigned to each advisory board. Members should not represent themselves as advisory board members unless they have specifically been directed to do so by the advisory board in consultation with the staff liaison.

5.18 Communications with Other Advisory Board Members

Advisory board members should not communicate directly with other members of the same advisory board on official advisory board business outside of their meetings. Such communications should be directed toward staff liaisons who can inform other board members as necessary in advance of the next meeting.

Communications between individual board members can easily lead to “serial meetings” which violate the Open Public Meetings Act. A serial meeting occurs when a majority of members have a series of smaller gatherings or communications that results in a majority of the body collectively discussing board matters, even if a majority is never part of any one communication.

5.19 Lobbying Efforts

Advisory boards shall not lobby on legislative or political matters unless specifically directed or authorized to do so by the city council or the mayor. A member of the advisory board is not authorized to speak for the board, unless the board has expressly authorized the member’s communication and no board member is authorized to speak on behalf of the city. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the city or as a member of an advisory board.

5.20 Compensation and Reimbursement of Expenses

Members of advisory boards shall serve without compensation. Members shall be reimbursed for authorized travel expenses incidental to that service, which are authorized in advance by the mayor.

ARTICLE 6 – COUNCILMEMBER COMMUNICATIONS

6.1 General Communications

All city-related correspondence from councilmembers should come from the councilmember's city-assigned email account. Personal email accounts and texting from personal phones shall not be used when communicating with each other, staff, or residents on city business. If personal devices are used for city business or contain city records, those personal devices may need to be searched in order to fully respond to public records requests and may eventually be subpoenaed as evidence in public records disclosure cases. Further, any city document contained on a personal device must be retained according to the State prescribed retention schedules.

6.2 Communications with Other Councilmembers

When communicating with each other outside of city council meetings, councilmembers should be mindful of avoiding creating a serial meeting in violation of the Open Public Meetings Act (OPMA). It is important to remember that serial meetings are not limited to simple email chains. They can be created by a combination of personal conversations, text messages, emails, or other forms of communication.

Emails sent to the entire council should be strictly *informational* in nature. Opinions should be withheld from emails and should be shared during a noticed public meeting. Once one councilmember has stated their opinion on a group email, all other councilmembers are thereafter prevented from stating their own opinions on the matter via email. The spirit of the OPMA is that councilmembers should express their ideas and opinions openly and transparently in a public meeting. City council meetings and study sessions are the appropriate time to make known opinions and discuss ideas amongst council.

6.3 Communications with the Public

Councilmembers are free to discuss their ideas and opinions with residents. When stating an opinion or preference, councilmembers should be clear that they are not speaking on behalf of the city or the city council, unless council has formally stated a position or direction. Councilmember communications with the public should be consistent with the purpose and scope outlined in Article 1.

6.4 Communications with Staff

The city administrator is the primary point of contact between city council and staff. Councilmembers may contact department directors to inquire about issues and/or seek information. Department directors are responsible to notify the city administrator of this conversation for administrative purposes.

Staff time is a valuable resource for the city. Councilmembers should be considerate of staff members' time. If a councilmember is requiring too much

staff attention, the mayor may take measures to reduce the amount of time staff spends responding to the councilmember's requests.

Similarly, the city attorney is available to address questions and concerns raised by councilmembers. The city attorney will treat conversations with councilmembers with discretion and maintain confidentiality, unless the city attorney determines it is in the best interest of the city to share the details of the conversation with the mayor or city administrator. Councilmembers should not share the content of any conversation with the city attorney with anyone else, with the exception of other councilmembers and senior staff, as that communication may be protected as attorney-client privileged communication.

Councilmembers may not direct staff in any manner. Suggestions for staff direction must be directed to the mayor or city administrator. Ideas and proposals that may impact the city's budget or staff time should first be brought up with the city administrator.

Whenever possible, councilmembers will contact the staff member noted on the agenda bill or study session memorandum in advance of council meetings with key questions. This will allow staff to be prepared at the meeting and lead to enhanced council/staff relationships. The city council should respect the professional advice from staff.

Governance of the city relies on the cooperative efforts of elected officials who set policy and the city staff who implement and administer the council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each other for the good of the community.

Councilmembers shall treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior toward staff is not acceptable.

Councilmembers shall never demean or personally attack an employee regarding the employee's job performance in public. All employee performance issues shall be forwarded to the city administrator through private correspondence or conversation.

Councilmembers should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, collection of petition signatures, etc.) from city staff. City staff may, as private citizens within their constitutional rights, support political candidates, but all such activities must be done away from the workplace. Photographs of uniformed city employees shall not be used in political ads.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions of the city are based on merit, qualifications,

and abilities. The city does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, sexual orientation, age, disability, or any other characteristic protected by law. This governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Councilmembers shall treat employees and each other in a manner consistent with this city policy to prevent unlawful discrimination and promote an inclusive positive work environment and working relationships.

6.5 Lobbying Efforts

Councilmembers shall not lobby on behalf of the city on state legislative or political matters, unless the city council has formally taken a position on the matter. A councilmember is not authorized to speak for the council, unless the council has expressly authorized the member's communication. An individual councilmember is free to voice a position, oral or written, on any issue as long as it is made clear that the councilmember is not speaking as a representative of the city.

Per RCW 42.17A, councilmembers and other city officials are not allowed to encourage residents to call legislators or the legislative hotline to comment on legislation.

6.6 Responding to Emails Sent to mayorandcouncil@gigharborwa.gov

The city maintains the email address mayorandcouncil@gigharborwa.gov as a convenience for residents to email the mayor and all councilmembers at once. the city administrator, city clerk, and assistant city clerk are copied on all emails sent to this address.

It is the responsibility of the mayor to acknowledge and address each email sent to this address. The mayor may delegate the acknowledgement and response to the city administrator or another appropriate staff member. Councilmembers will be copied on all responses to these emails. The mayor maintains the discretion to not respond to any email when a response is not warranted or when responding would not be an appropriate use of staff time.

Councilmembers are free to individually respond to any email sent to this email address. Councilmembers should not "reply all" to any emails sent to this address.

ARTICLE 7 – PROCLAMATION POLICY

It is the policy of the city to consider requests to proclaim certain events or causes when such proclamations pertain to a Gig Harbor event, person, organization, or cause with local implications. The city will consider requests that are timely, have potential relevance to a majority of Gig Harbor's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of proclamations which are read at council meetings:

- The person(s) or organization making the request must submit a completed application requesting a city proclamation. The city clerk shall be responsible for developing a request form and collecting applications. the request should be made at least three weeks in advance of the requested council meeting.
- The mayor, in consultation with the city administrator, city attorney, and other appropriate staff, shall approve or reject proclamation requests in accordance with the intent of this policy. The mayor has the discretion to modify, edit, or otherwise amend the proposed proclamation. The mayor retains the right to decide if the proclamation will or will not be issued. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.
- Once approved, the proclamation will be included on the appropriate council agenda. Council will make no more than two proclamations at a council meeting.
- Either the person making the request or a representative of the organization making the request must be present at the council meeting to accept the proclamation.

The mayor may issue proclamations consistent with this policy without receiving an application from a person or organization. Councilmembers may individually submit requests for proclamations under the same guidelines and procedure listed above. The city council may, by majority vote, direct the mayor to prepare a resolution in lieu of a proclamation to be read at a future meeting.

If a person or organization requests a proclamation for an event or presentation and does not request it be read at a council meeting, the same policy will apply. The requestor must arrange with the city clerk's office to either pick up the proclamation or have it mailed. Upon request, the mayor (or a councilmember or staff person designated by the mayor) may attend an event to read a proclamation.

ARTICLE 8 – COUNCIL VACANCIES

8.1 Declaration of Council Vacancy

In the event of a vacancy in a councilmember office, the city council shall, by majority vote, choose and appoint a councilmember to fill said vacancy. Pursuant to state law, a vacancy on the city council shall be filled to serve the remainder of the unexpired term.

A council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a councilmember. The councilmember who is vacating his or her position cannot participate in the appointment process.

the city council shall direct staff to begin the councilmember appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.

8.2 Procedure to Recruit Applicants to Fill a Council Vacancy

The city clerk's office shall prepare and submit notice to the city's official newspaper, with courtesy copies to other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter of the City of Gig Harbor, and (b) have a one-year residency in the City of Gig Harbor. This display advertisement shall be published once each week for two consecutive weeks. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, councilmember powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the city council deems appropriate. Notice of the vacancy will be provided to current members of the city's advisory boards.

The city clerk's office shall prepare an application form which requests appropriate information for city council consideration of the applicants. Applications will be available online and at the civic center. Applications received by the deadline date and time will be copied and circulated by the city clerk's office to the mayor and city council.

8.3 Council Applicant Interviews

The city clerk's office shall publish public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled city council meeting, or a special city council meeting. The city clerk's office shall notify applicants of the location, date, and time of city council interviews.

At the beginning of the interview meeting, each applicant will be provided three minutes to introduce themselves and state the reasons for their candidacy. Following these introductory statements, councilmembers will identify by paper ballot the unranked names of four applicants they would like to interview for the vacancy. The name of the councilmember and the names of their four selected applicants shall be read aloud by the city clerk. The four applicants who receive the most selections will be interviewed in an open forum. In the event of a tie, councilmembers shall vote for their preferred applicant by paper ballot to be read aloud by the city clerk.

Prior to the date and time of the interview meeting, the mayor shall accept one interview question from each councilmember. Interview questions will be collected, modified, and edited to eliminate redundancy. These questions will be asked of each applicant selected for an interview in a forum setting with all four applicants present. Applicants will alternate the order of answering questions so that applicants take turns being the first to respond. Each applicant will have two minutes to answer each question.

Following the predetermined interview question period, councilmembers may ask follow-up questions of individual applicants.

8.4 Voting and Appointment of a New Councilmember

Upon completion of the interviews, councilmembers may convene into executive session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations, and votes taken by the council shall be in open public session.

Following the interviews, the mayor shall ask for nominations from the councilmembers for the purpose of creating a group of candidates to consider. No second is needed. Nominations are closed by a motion, second, and majority vote of the council. Councilmembers may deliberate on such matters as criteria for selection and the nominated group of candidates.

The mayor shall poll councilmembers to ascertain that councilmembers are prepared to vote. The city clerk shall pass out polling slips and instruct each councilmember to write their name on the top of the slip, and the name of their preferred candidate on the bottom. The city clerk will then collect all slips and read the results into the record. If no applicant receives four or more votes, then a second written poll is conducted, but with the nominee(s) who received the fewest votes on the first vote removed from consideration. Voting will continue until a nominee receives a majority vote of the remaining councilmembers. At any time during the election process, the city council may postpone elections until a date certain or regular meeting if a majority vote has not been received.

Nothing in this policy shall prevent the city council from reconvening into executive session to further discuss the applicant/candidate qualifications.

The mayor shall declare the nominee receiving the majority vote as the new councilmember and shall be sworn into office by the city clerk at the earliest opportunity or no later than the next regularly scheduled city council meeting.

If the city council does not appoint a qualified person to fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to Pierce County.

ARTICLE 9 - DELEGATION OF PURCHASING AUTHORITY

The mayor is authorized to enter into purchasing agreements, public works contracts, professional services contracts, and interlocal agreements up to \$100,000, provided that the expenditure is identified in the current city budget and the contract does not exceed the amount identified in the current city budget.

The mayor is further authorized to enter into purchasing agreements, public works contracts, professional services contracts, and interlocal agreements *which are not identified in the current city budget or that exceed the amount specified in the current city budget* up to \$100,000, provided that:

- a) The city administrator has determined that the expenditure falls within the normal functions of the city and is an implied or anticipated expense within the current city budget.
- b) The finance director has determined that such expenditure will not require a future amendment to the current city budget.

The mayor is authorized to enter into agreements where no expenditure is incurred to facilitate cooperative arrangements with other local agencies in support of normal functions of the city.

The mayor is authorized to submit grant applications on the city's behalf in support of any budgeted objectives or the routine functions of the city. The mayor is authorized to accept grant awards, provided that the acceptance of a grant award does not commit the city to any expenditure which is not delegated to the mayor in this article.

The city administrator will ensure that council is informed about all agreements signed under this delegation of authority by verbal staff reports at a council meeting and/or written department update reports.

The provisions of this article supersede the approval authority provisions of Resolution 1066 (adopted January 23, 2017). The purchasing and contracting procedures of Resolution 1066 remain in place and unchanged by this article.

EXHIBIT A – PARLIAMENTARY PROCEDURE AT A GLANCE

To do this:	You say this:	May you interrupt speaker?	Must be seconded?	Is motion debatable?	Vote required
Introduce business	"I move that ..."	NO	YES	YES	MAJORITY
Amend a motion	"I move to amend this motion"	NO	YES	YES	MAJORITY
Request information	"Point of information"	YES	NO	NO	NO VOTE
Suspend further discussion	"I move we table it"	NO	YES	NO	MAJORITY
End debate	"I call the question ..."	NO	YES	NO	2/3 VOTE
Postpone discussion	"I move we postpone this matter until..."	NO	YES	YES	MAJORITY
Have something further studied by a committee	"I move we refer..."	NO	YES	YES	MAJORITY
Ask for a vote count to verify a voice vote	"I call for a roll call vote"	NO	NO	NO	NO VOTE
Object to considering some matter	"I object to consideration of this"	YES	NO	NO	2/3 VOTE
Take up a matter previously tabled	"I move to take from the table..."	NO	YES	NO	MAJORITY
Reconsider something already disposed of	"I move we reconsider action on ..."	YES	YES	YES	MAJORITY
Consider something in unscheduled order	"I move we suspend the guidelines and ..."	NO	YES	NO	2/3 VOTE
Vote on a ruling by the chair	"I appeal the chair's decision"	YES	YES	YES	MAJORITY
Object to procedure or personal affront--chair decides	"Point of order"	YES	NO	NO	NO VOTE
Complain about noise, room temperature, etc.	"Point of privilege"	YES	NO	NO	NO VOTE
Recess the meeting	"I move that we recess until ..."	NO	YES	NO	MAJORITY
Adjourn the meeting	"I move that we adjourn"	NO	YES	NO	MAJORITY

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	Nov. 25	5:30pm	City Council Meeting	See Agenda
W	Dec. 4	3:00pm	City Council Study Session	• 2024 Comprehensive Plan Update Review PC Recommendation
W	Dec. 4	5:30pm	Parks Commission	• Parks, Recreation & Open Space Zoning Code Recommendation • Sports Complex Pickleball Discussion (cont'd) • Crescent Creek Park Master Plan update
TH	Dec. 5	3:00pm	City Council Study Session	• 2024 Comprehensive Plan Update Review PC Recommendation • SB 5290 Recommendation
TH	Dec. 5	5:30pm	Planning Commission	CANCELLED
M	Dec. 9	5:30pm	City Council Meeting	Presentation: • Recognition of Planning Commission Consent: • Court Security Contract • Professional Services Contract for DEA – Transportation Concurrency Modeling (pass through funding) • Professional Services Contract for TSI – On-Call Transportation Services • Amendment 4 to Professional Services Contract – BCRA Sub-Consultant Addition • Second Reading and Adoption of Ordinance XXXX Endangerment with a Controlled Substance Business Items: • Resolution XXXX Adopting Procedures Related to SB 5290 • Second Reading of Ordinance XXXX Utility Rate Adjustment and Code Revisions
W	Dec. 11	10:00am	Arts Commission	
TH	Dec. 12	12:00pm	Lodging Tax Advisory Committee	
TH	Dec. 12	3:00pm	City Council Study Session	• Homeless Response Plan • Tenant Protections • Lift Station 1A – Project Update • Well #9 – Project Update • Sewer Utility Extension Agreement - Purdy Interchange Plat (Rush)
TH	Dec. 19	5:30pm	Planning Commission	CANCELLED
M	Dec. 23	5:30pm	City Council Meeting	NO MEETING
TH	Jan. 9	3:00 pm	City Council Study Session	Continued Review 2024 Comprehensive Plan Update Review PC Recommendation

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	Jan. 13	5:30pm	City Council Meeting	• Resolution XXXX Authorizing Lodging Tax Grants
TH	Jan. 16	3:00pm	City Council Study Session	• Gig Harbor BoatShop lease revision request • Code Updates to City Docks – Prohibition of Fishing, Shellfishing, and Diving • Traffic Calming Camera Discussion
M	Jan. 27	5:30pm	City Council Meeting	
TH	Jan. 30	3:00pm	City Council Study Session	
M	Feb. 10	5:30 pm	City Council Meeting	First Reading of Ordinance XXXX Adopting Comprehensive Plan Update
TH	Feb. 13	3:00pm	City Council Study Session	
M	Feb. 24	5:30 pm	City Council Meeting	Second Reading and Adoption of Ordinance XXXX Adopting Comprehensive Plan Update
TH	Feb. 27	3:00pm	City Council Study Session	

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 smalltown character and historic preservation while growing responsibly	- Promote responsible growth in keeping with small town character - Address infrastructure to relieve traffic issues - Ensure adequate affordable housing - Focus on character retention and historic preservation - Decrease distance to get to a park or open space	- Annually docket comprehensive plan amendments - Support Harbor History Museum - Monitor state legislative activity - Support the arts commission - Support sister city program - Fund creative endeavor grants - Monitor short-term rentals - Conduct HOA fair annually - Support community events and programs	☐ Complete 2024 Comprehensive Plan periodic update ☐ Establish park standards ☐ Conduct Crescent Creek Park Master Plan ☐ Complete Sports Complex Phase 1 ☐ Design and construct fishermen's homeport ☐ Solicit nominations for local historic register
4. Promote environmental sustainability and preserve Gig Harbor's natural beauty	- Address climate change - Preserve tree canopy - Preserve and enhance natural character - Add undeveloped land to parks inventory	- Annually review climate action plan - Consider possible conservation properties and/or mitigation areas and activities - Assess gaps of electric vehicle charging stations - Promote commute trip reduction goals - Electrify city fleet	☐ Form climate action committee ☐ Adopt tree retention policies ☐ Annex parcels in city's parks system ☐ Transition city diesel fleet to R99 renewable diesel fuel ☐ Partner with Harbor WildWatch on environmental education
5. Promote and enhance a dynamic and robust economy	- Increase promotion of local business community - Increase vitality of the city's small businesses - Attract larger business to industrial zone - Maintain and enhance commercial fishing - Develop sewer conveyance in unserved/underserved sewer basins	- Support Downtown Waterfront Alliance - Support Chamber of Commerce - Fund tourism with lodging tax grants - Promote downtown businesses/events - Collaborate with Pierce Transit for trolley - Evaluate and amend development regulations	☐ Create a business retention and attraction plan ☐ Develop and implement a small business fair resources ☐ Develop Cultural Access Program ☐ Consider establishment of a Creative District ☐ Develop feasibility study for Community/Cultural Center ☐ Review off-street parking requirements for businesses
6. Provide a safe, healthy, and inclusive community	- Foster safe, livable and attractive community - Ensure city services are available to all residents - Implement DEI in city personnel practices - Enhance walkability and pedestrian/cyclist safety	- Provide funding for senior programming - Develop housing, health, & human services program - Support Community Diversity Engagement Committee - Ensure high standard of ADA compliance - Monitor city water system for possible treatment needs - Evaluate needs for rapid flashing beacon crossings - Continue partnerships for youth opportunities	☐ Provide funding for senior center permanent home ☐ Establish youth council ☐ Obtain police department accreditation ☐ Update emergency management plan ☐ Install Cushman Trail/Harborview Drive Connector Trail ☐ Consider installing speed cameras near parks and schools ☐ Establish an ADA parking program for public right of way ☐ Develop manganese treatment options for city water