

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, January 27, 2025 - 5:30 PM
Council Chambers

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

Before we begin this council meeting we would like to recognize that we are gathered on not only the ancestral and traditional lands of the sx̌wəbabč 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: January 9 and January 13, 2025
2. Approval of Vouchers: Check numbers 107705 through 107804 and ACH transfers in the amount of \$2,208,211.93
3. Approval of Collective Bargaining Agreement with Teamsters Local Union No. 117 Representing General Non-Supervisory Employees
4. Council Committee Assignments
5. Appointment of Sue Braaten (Collector) & Miriam Battson (Receiver) to the Lodging Tax Advisory Committee with terms expiring September 30, 2027
6. Vactor Truck Purchase Authorization

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. **Department Updates**
2. **City Administrator's Presentation**

BUSINESS ITEMS

1. **Appointment to Fill Vacant City Council Position 3a.** Staff Report: City Clerk Josh Stecker
 - b. Clarifying Questions
 - c. Introductory Statements by each Applicant Each applicant will be provided three minutes to introduce themselves and state the reasons for their candidacy in the order listed below:
 1. Stephen McDuffie
 2. Emily Stone
 3. Julie Martin
 - d. Public Comment
 - e. Council Deliberation and Nominations
 - f. Vote on Nominees
 - g. Oath of Office for Appointed Councilmember

EXECUTIVE SESSION: To evaluate the qualifications of a candidate for appointment to elective office per RCW

42.30.110(1)(h). Council may convene into executive session to discuss the qualifications of the applicants at any time. However, all interviews, deliberations, nominations, and votes taken by the city council shall be in open public session.

2. **Election of Mayor Pro Tempore**
Suggested Motion: Nominate Councilmember _____ for the role of mayor pro tempore.
 - a. Staff Report: City Clerk Josh Stecker
 - b. Clarifying Questions
 - c. Public Comment
 - d. Council Deliberation and Action
3. **Resolution 1328 Designating the Official Newspaper**
Suggested Motion: Move to approve Resolution 1328
 - a. Staff Report: City Clerk Josh Stecker
 - b. Clarifying Questions
 - c. Public Comment
 - d. Council Deliberation and Action
4. **Resolution 1327 Adopting an Amended 2018 Wastewater Comprehensive Plan**
Suggested Motion: Move to approve Resolution 1327.
 - a. Staff Report: Public Works Director Jeff Langhelm, PE
 - b. Clarifying Questions

- c. Public Comment
- d. Council Deliberation and Action

STAFF REPORTS

1. **Quarterly Budget Report**
Finance Director Dave Rodenbach

PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. **Upcoming City Meetings**

ADJOURN

PUBLIC COMMENT & DECORUM

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

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

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

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

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

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

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

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

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

MINUTES
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, January 9, 2025 – 3:00 p.m.
Civic Center Community Rooms A/B or Zoom

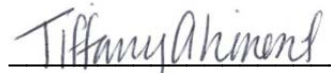
CALL TO ORDER / ROLL CALL Mayor Barber called the meeting to order at 3:03 p.m. Councilmembers Coronado, Ekberg, Henderson, Rodenberg, Storset, and Woock were present. Councilmember Lykins was absent.

DISCUSSION ITEMS

1. **2024 Comprehensive Plan Periodic Update** – Interim Community Development Director Jeff Wilson, Senior Planner Jeremy Hammar, and consultants from BERK Consulting provided an overview of the comp plan adoption process and reviewed the suggested changes received from council.

Council entered into a 6-minute break at 4:04 p.m. Council returned from break at 4:10 p.m.

ADJOURN The meeting adjourned at 5:24 p.m.



Tiffany Aliment
Assistant City Clerk

MINUTES
GIG HARBOR CITY COUNCIL MEETING
Monday, January 13, 2025 - 5:30 PM
Council Chambers

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

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

CHANGES TO THE AGENDA

PRESENTATIONS

1. Oath of Office for Police Officer Joshua Holbrook
2. Promotion of Lieutenant Tray Federici

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

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

VOTE: Unanimously approved.

1. **City Council Minutes: December 4, December 9, December 12, and December 12, 2024**
2. **Approval of Vouchers: Check numbers 107511 through 107704 and ACH payments in the amount of \$3,160,547.14.**
3. **Approval of Payroll: Check numbers 8537 through 8539 and direct deposit transactions in the amount of \$601,982.41.**
4. **Resolution 1326 Approving 2025 Lodging Tax Expenditures**

MAYOR'S REPORT Mayor Barber reported on:

- Support for firefighters in LA.
- Guest editorial on Welcoming Community with County Councilmember Robin Denson
- State Senator oath of office for Deborah Krishnadasan
- Skansie Netshed reopening May 31
- Cold weather situation
- Increased traffic stops by police department
- SSHAP update

- Monthly coffees on 1st Wednesday 9-10:30

CITY ADMINISTRATOR'S REPORT City Administrator Katrina Knutson reported on:

- New Community Development Director Eric Baker.
- Finance department electronic voucher process
- Communications manager recruitment
- Legislative update
- Councilmember certificates of longevity

1. Department Updates

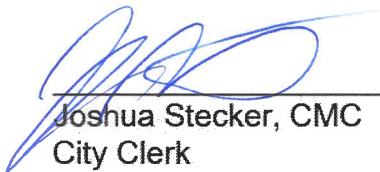
PUBLIC COMMENT ON NON-AGENDA ITEMS Kit Kuhn commented on applications vested in Purdy area. Michael Shipman commented on the new fire station project.

COUNCIL REPORTS/ COMMENTS Councilmember Lykins announced her resignation for the city council on January 15. Councilmember Woock reported on the December Climate Conversation meeting. Councilmember Ekberg thanked council and staff for their support in his new role on council.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

ADJOURN The meeting adjourned at 6:09 p.m.



Joshua Stecker, CMC
City Clerk



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

Meeting Date: January 27, 2025

SUBJECT: Approval of Collective Bargaining Agreement with Teamsters Local Union No. 117 Representing General Non-Supervisory Employees

SUBMITTED BY: Human Resources Director Shannon Costanti

DEPARTMENT: Administration

PHONE: (253) 851-5039

SUGGESTED MOTION: Move to authorize the mayor to sign the Collective Bargaining Agreement with Teamsters Local Union No. 117 representing General Non-Supervisory employees.

BACKGROUND INFORMATION: City administration and Teamsters Local Union No. 117 have reached accord on a Collective Bargaining Agreement for 2025-2027. Please note, the wage adjustments represented in attachment A are included and pre-approved by council in the 2025 – 2026 budget. The agreement is before council for ratification.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. General Unit Contract - Teamsters 117
-

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



COLLECTIVE BARGAINING AGREEMENT

BETWEEN

CITY OF GIG HARBOR

and

TEAMSTERS LOCAL UNION NO.117

**Representing the General
Non-Supervisory Unit**

January 1, 2025 – December 31, 2027

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AGREEMENT

By and Between

CITY OF GIG HARBOR

And

TEAMSTERS LOCAL UNION NO. 117

PREAMBLE

This Agreement is made and entered into by and between the City of Gig Harbor, hereinafter referred to as the "Employer", and Teamsters Local Union No. 117, hereinafter referred to as the "Union". The purpose of this Agreement is to set forth the entire understanding reached between the parties with respect to wages, hours of work and conditions of employment for employees of the Employer who are represented by the Union as set forth in Article 1 herein.

The parties recognize that Gig Harbor Municipal Court employees are subject to the authority of the Gig Harbor Municipal Court pursuant to Washington State Court Rules under General Rule 29. This Agreement is intended to apply to Municipal Court employees unless expressly stated otherwise herein.

ARTICLE 1 – RIGHTS OF THE PARTIES

SECTION A – RECOGNITION

The Employer hereby recognizes the Union as the exclusive bargaining representative for employees employed by the Employer as certified by the State of Washington, Public Employment Relations Commission in Decision 13158 (PECB, 2020), Case No. 132221-E-19, issued February 6, 2020. The bargaining unit covered by this Agreement shall include all full-time and regular part-time non-uniformed employees of the Employer; excluding supervisors, confidential employees and all other employees of the Employer.

SECTION B – MEMBERSHIP

1. All employees working in the bargaining unit shall have the right to become a member of the Union. Members' rights within their Union are governed by the Teamsters Local Union No. 117 Constitution and Bylaws.
2. The Employer agrees to deduct initiation fees, assessments, and monthly dues from employees who voluntarily execute a wage assignment authorization form according to the terms of the signed wage assignment authorization form. The Employer shall transmit such deduction to the Union by check payable to its order. Upon issuance and transmission of such deduction the Employer's

responsibility shall cease with respect to such deductions.

The Union and each employee authorizing the assignment of wages for payment of Union dues hereby undertake to indemnify and hold the Employer harmless from all claims, demands, suits, or other forms of liability that may arise against the Employer for or on account of any deduction made from wages of such employee.

An employee may cancel payroll deduction for Union fees and/or dues by written notice to the Union in accordance with terms of the employee's signed wage assignment authorization form. The Union will provide the Employer with a monthly list of all employees who are eligible for cancellation. The cancellation will be effective no later than the second payroll after the Employer's receipt of the notice from the Union. An employee leaving paid status in the bargaining unit should notify the Union and receive a withdrawal card for the duration of the absence from paid status.

3. The Employer shall notify the Union electronically within seven (7) business days of the hiring of a new employee. The notification shall provide the Union with the hiring date, name, home address, home phone number, starting pay step, and classification of the new employee. A Union representative will be allowed up to thirty (30) minutes during the first month of employment to speak with a new employee on matters concerning the rights of employees, responsibilities of the Union, and services available to Union members, without loss of pay.
4. DRIVE. The Employer agrees to deduct from the wages of any employee who is a member of the Union a DRIVE deduction as provided for in an authorization signed by the employee. Such authorization may be revoked by the employee at any time by giving written notice to the Employer and the Union. The beginning and termination of DRIVE deductions will coincide with the payroll cycle. The Employer agrees to remit DRIVE deductions to the Union with a report showing the employee name and amount deducted.

SECTION C – DEFINITIONS

As used herein, the following terms shall be defined as follows:

1. Employee:
 - a. Full-Time Employee: A regular employee who is hired to work a predetermined schedule of at least forty (40) hours per week in a budgeted position, collects benefits and is covered by this collective bargaining agreement.
 - b. Part-Time Employee: A regular employee who is hired to work a predetermined schedule of at least twenty (20) hours per week in a

budgeted position, collects benefits and is covered by this collective bargaining agreement. Exceptions to the twenty (20) hour threshold will be allowed by mutual agreement between the parties.

- c. Temporary Employee: A non-regular employee who is hired at-will for the entire period of employment not to exceed twelve (12) months duration for each position and may be terminated at any time by the Employer. The Employer may use temporary employees to backfill positions if a full-time or part-time employee is on a leave of absence for personal or health related issues, a state of emergency exists or to temporarily fill a vacancy during the hiring process. Temporary employees only receive benefits required by federal or state laws and are not represented by the Union nor covered by this collective bargaining agreement. No temporary appointment shall be made while any regular, eligible, qualified employee covered by this collective bargaining agreement is laid-off.

2. Seasonal Employee:

In its prerogative, the Employer may hire non-Union, full-time temporary employees to assist with seasonal bargaining unit workload demands subject to the following restrictions:

- a. The temporary employees will receive no Employer paid benefits other than those required to be paid by the Employer under state and federal law.
- b. The work generally performed will be “unskilled” manual labor work, landscaping, and janitorial services, and will generally be performed during the months of April through November of each year; provided however, under no circumstances shall any seasonal employee work more than one thousand forty (1,040) hours during any calendar year.
- c. The seasonal employees will supplement and not displace any bargaining unit employees. The Employer will terminate temporary employees before layoffs of Union positions in Public Works Operations occur. Temporary employees shall not be included in the bargaining unit.

SECTION D – NON-DISCRIMINATION

1. The Employer and the Union agree that the administration and application of this Agreement shall be consistent with applicable state and federal laws regarding nondiscrimination in employment.
2. No employee covered by this Agreement shall be discriminated against because of their membership or non-membership in the Union, or lawful activities on behalf of the Union; provided, however, that such activity shall not be conducted during

working hours nor be allowed to interfere with the Employer's operations except as defined herein.

3. If an employee pursues a complaint of unlawful discrimination to a federal or state government agency, the complaint shall not also be processed as a grievance under this Agreement.

SECTION E – HOURS OF WORK & OVERTIME

1. Workweek and Work Schedule:

The normal full-time work week, with a period beginning on Monday and ending on Sunday, shall consist of forty (40) hours. Non-office and non-clerical Public Works and Wastewater Treatment Plant employees' FLSA workweek begins on Saturday at 12:00 a.m. and ends on Friday at 11:59 pm. For all other bargaining unit employees, the FLSA workweek begins on Monday at 12:00 a.m. and ends on Sunday at 11:59 p.m. Effective no later than January 1, 2026, the FLSA workweek shall be the same for all bargaining unit employees. The FLSA work week for a 9-80 schedule begins at the midpoint of the 8-hour day, which day shall be adjacent to a nine (9) hour day.

The normal full-time work schedule shall consist of eight (8) hours per day in each of five (5) consecutive days or four (4) consecutive, ten (10) hour days.

The normal work schedule may be adjusted by the City Administrator or designee in order to allow flexible work schedules (e.g., 9-80) or to require additional hours of work. The normal work week and workday schedules shall be defined by the City Administrator or designee.

The Employer retains the right to schedule the workweek in any manner, which may be required in order to meet the needs of the community.

2. Overtime for Nonexempt Employees:

Overtime for nonexempt employees (as defined in Article 1 Section E(3)) shall mean hours worked in excess of forty (40) hours in an established consecutive 7-day work period. Used sick leave, vacation and holidays shall count toward hours worked for the purpose of calculating overtime. Effective the first day of the first full pay period after ratification of this Agreement by both parties, compensatory time shall count toward hours worked for the purpose of calculating overtime. Compensation for overtime shall be as set forth in subsections (a) through (h) of this section.

- a. All overtime must be authorized in advance by the City Administrator or the respective department head, except in cases of emergency.

- b. Overtime shall be compensated at the rate of one-and-one half (1-1/2) times the regular rate of pay (monthly salary x 12 /2080). Employees shall be compensated at the rate of two times the regular straight time pay for holidays and for hours worked on the last day off before a work week (Sunday for employees working a normal Monday through Friday work week).
- c. Employees will receive a minimum of three (3) hours of pay at the overtime rate for work requiring a return to work from home, or other non-work location during the employee's regularly scheduled time off or while on call, such as for emergencies or meetings called by the Employer. Once so reported, the employee shall perform all assigned duties during the three (3) hour period. Remote work that does not require reporting in person will be paid as one (1) hour call out or the actual time spent, whichever is greater.
- d. Mandatory training on a regularly scheduled day off required by State, City or Departmental regulations as determined by the respective department head shall be compensated at the overtime rate with a minimum of two (2) hours overtime compensation.
- e. The option to accrue compensatory time in lieu of overtime pay shall be arranged by mutual agreement between the Employer (City Administrator or department head) and the employee. Compensatory time shall be used within a reasonable period of time and may be denied by the Employer only if it would cause an undue hardship to the Employer's operation. Accrued compensatory time shall be used at a time mutually agreeable to Employer and the employee. Employees may accrue a maximum of eighty (80) hours of compensatory time. If an employee works overtime and has reached their maximum compensatory time accrual, they shall be paid at the overtime rate. Compensatory time is cashed out by the Employer in the final pay period of each calendar year. An employee who promotes out of the bargaining unit into an exempt position shall be cashed out for all accrued and unused compensatory time prior to promotion.
- f. Any employee required to report to work in person while on vacation shall earn pay at the employee's overtime rate for their scheduled shift. In addition, monetary compensation shall be paid to said employee for reimbursement of any actual expenses regarding the rescheduling of hotel/motel, airfare, etc.
- g. When an employee completes an unscheduled shift in which four (4) or more hours fall between the hours of 6:00 P.M. and 6:00 A.M., the provisions of Article 1 , Section E(2)(c) shall apply for those hours worked between 6:00 P.M. and 6:00 A.M. In order for a shift to be scheduled, at

least 24 hours' notice must be given to the employee prior to the start of the shift for emergencies. At least 72 hours' notice must be given to the employee prior to the start of the shift for non-emergencies. Emergencies include natural or weather-related events.

- h. If a scheduled meeting occurs outside an employee's regular shift and involves the use of overtime, a minimum of one hour of overtime shall be earned. In order to qualify, the meeting must begin after 6:00 P.M.

3. FLSA Exempt Status:

Employees hired into a bargaining unit position after the effective date of this 2020 Agreement into positions determined by the Employer to be FLSA exempt positions ("exempt employees") are not eligible for overtime compensation. New positions added to the bargaining unit will be evaluated to determine FLSA status. Exempt employees may be allowed to flex their schedule to accommodate a requirement to attend meetings outside of their regular work hours, special projects and emergency situations, with the approval of the employee's supervisor.

Effective on the date the 2025 salary schedule is implemented, the Infrastructure Engineer, Payroll/Benefits Administrator, Project Engineer, Senior Accountant, and Senior Engineer positions will be changed to exempt status.

4. Homeless Encampments:

The parties agree that it is preferable to contract out primary responsibility for removal of homeless encampments, and the City will take steps to identify and contract with a third party for that purpose. The parties agree that "homeless encampment" as used in this section means a tent city or transient camp where a group of people build temporary structures and removal of the encampment requires special equipment such as a backhoe, excavator, and/or skidsteer.

SECTION F – REST AND MEAL PERIODS

The parties agree on the following rest and meal period rules, which supersede WAC 296-126-092.

1. General Rules:

Employees may take one paid fifteen-minute rest period for each four (4) hours worked. Rest periods will be taken when operationally feasible and may be taken intermittently (e.g., not in a block of time). Rest periods do not accrue from one day to the next and cannot be cashed out. During an overtime period beyond the normal workday, no employee shall be required to work more than three (3) hours without a rest period.

Employees will receive one (1) thirty-minute or one (1) sixty-minute unpaid meal period for each workday that is at least five hours in duration. In addition, employees working three (3) or more hours longer than a normal workday may choose to take one (1) thirty-minute unpaid meal period prior to or during the overtime period. Meal periods will be taken at a time directed by the employee's supervisor.

Rest and meal periods may not be taken to arrive late or leave early without a supervisor's approval. If an employee is required to work through a meal period, the meal period shall be paid. Employees may waive their meal period in writing, with approval of the supervisor.

2. Public Works Operations and Wastewater Treatment:

Public Works Operations and Wastewater Treatment staff employees shall combine their two (2) fifteen-minute paid rest periods and one (1) thirty-minute unpaid meal period to take a one (1) hour break each workday. The first thirty (30) minutes of the break is paid and the second thirty (30) minutes is unpaid.

ARTICLE 2 – WAGE RATES & ECONOMICS

SECTION A – WAGES

Movement from one step to the next shall occur on an employee's anniversary date, provided the employee receives a satisfactory performance evaluation. An employee's anniversary date will reset upon promotion, demotion, or transfer into a new position.

The wages specified in this Agreement are contractual minimums and nothing contained herein shall restrict the ability of the City to pay a higher rate.

Effective January 1, 2025 (or the first pay period after ratification of this Agreement if ratification occurs later than January 31, 2025), wages for classifications covered by this bargaining unit shall be as set forth in the attached salary scale, and employees will be placed at the closest step on their new scale that does not result in a decrease in pay as of that date. Employees whose pay is higher than the top step of their new scale will be frozen until the pay for their new top step exceeds their current rate of pay, at which time they will be placed at the closest step that does not result in a decrease in pay. After employees have been placed on the new scale, the salary chart will be increased by three point six percent (3.6%).

Effective January 1, 2026, the 2025 salary schedule shall be increased by 100% of the Seattle-Tacoma-Bellevue CPI-W, June 2024 to June 2025, with a minimum of 2% and a maximum of 5%.

Effective January 1, 2027, the 2026 salary schedule shall be increased by 100% of the Seattle-Tacoma-Bellevue CPI-W, June 2025 to June 2026, with a minimum of 1% and a maximum of

3%.

The Employer reserves the right to reopen the wage rate and exempt status of job classifications in the event of a vacancy.

1. Night Shift Differential:

When an employee works a shift 75% or more of which falls between the hours of 5:00 p.m. to 8:00 a.m., the employee's compensation for the entire shift shall be increased by five percent 5% over the employee's base hourly rate of regular pay.

2. Longevity Premium:

Beginning the first day of the first pay period after ratification of this Agreement by both parties, each employee shall receive longevity premium pay as a percentage of their base wage, as set forth below:

<u>Continuous Years of Service</u>	<u>Longevity Premium</u>
Completion of 10 years	1%
Completion of 15 years	2%
Completion of 20 years	3%

SECTION B – MILEAGE

Mileage shall be paid as prescribed by City Ordinance Chapter 2.28.010.

SECTION C – EDUCATION REIMBURSEMENT

Upon satisfactory completion of a job-related educational course, when the employee who desires to take the course has prior written approval from the City Administrator, the City shall reimburse the employee for the educational course up to a maximum rate of two hundred dollars (\$200.00) per credit hour for undergraduate courses and four hundred dollars (\$400.00) per credit hour for graduate courses. The City agrees to reimburse reasonable expenses for textbooks required for such course and will retain such textbooks in the department of the respective Department Head. No employee shall receive a total credit reimbursement of over \$1,600 for undergraduate courses and \$3,000 for graduate courses in a given budget year. All reimbursements shall be taken from specifically budgeted line items. Based on the standards of the institution, a passing grade must be obtained in a given course in order for that course to be reimbursed. Upon the request of the City Administrator, an employee who is enrolled in a program leading to a two or four-year degree shall submit evidence that the employee's accumulative GPA in the academic program is equivalent to 3.0 (on a 4.0 scale). An employee in such a program must maintain a 3.0 accumulative GPA or greater in order to qualify for tuition reimbursement. Any course that does not qualify for reimbursement at the end of the evaluation period for that course shall be ineligible for retroactive reimbursement.

SECTION D – MEAL PAY

If an employee is required to work through any meal period due to an emergency event, the City shall either provide a meal or reimburse up to thirty dollars (\$30.00) for a meal purchased while on duty.

SECTION E – LAYOFF PROCEDURE

The Employer may determine to lay off employees because of lack of work, lack of funds, or reorganization. At least one week prior to finalizing layoff plans the Employer will notify the Union, in writing, to permit the Union to consult with the Employer regarding the necessity to lay off employees as well as the methods of implementing the layoff.

The primary order of layoff will be determined by length of service within a classification with consideration of knowledge and skill level when length of service is equal.

No regular full-time employee will be laid off while another employee in the same classification is employed on a probationary or temporary basis. Under no circumstances shall part-time positions be used to fill full-time positions in order to avoid the payment of benefits. It is the intent of the Employer not to create part-time jobs for the purpose of avoiding the payment of benefits.

The Employer shall provide at least four (4) weeks' notice to employees scheduled for layoff and shall provide \$1,500 to an employee designated vendor or reimbursement during the four (4) week notification period, for career counseling and retraining. Approved and designated funds shall be available and may be expended solely within twelve (12) months of the notice of termination.

1. Bumping Rights:

A bargaining unit employee scheduled for layoff may exercise bumping rights to a position in the bargaining unit previously held by the employee as long as the employee who is exercising bumping rights pursuant to this provision has seniority and as long as the previously held position would not constitute a promotion. For purposes of this section, seniority is measured by cumulative length of service with the Employer, over the person to be bumped. Seniority shall be broken and service credits will not accumulate after an involuntary termination of employment, voluntary quit, a layoff of more than eighteen (18) months or an absence of more than twelve (12) months as a result of an occupational injury, disability or illness. However, a leave of absence, approved by the Employer in writing, or mandatory furlough shall not interrupt seniority, but service credits shall not be accrued during such leave of absence or furlough. Bumping to a position with the municipal court requires the approval of the Judge. See General Rule 29(f)(5)), Washington Court Rules.

2. Timing:

Notification of layoff for each position to be vacated shall be deemed to be effective when the initial notice of layoff is provided to an employee. An employee must give notice within five (5) working days from notice of layoff to exercise bumping rights.

3. Transfer in Lieu of Layoff:

An employee scheduled for layoff may request, and the Employer will consider a transfer to a vacant position for which that employee is then currently qualified.

4. Recall Rights:

An employee who has been laid off will be placed on a recall list for a period of eighteen (18) months. If the Employer determines that a position from which an employee has been laid off will be filled, it will recall employees from the recall list, recalling the employee with the longest length of service, in that classification, first. Recall notices will be sent by certified mail to the employee's last known address. An employee who does not respond to a recall within ten (10) calendar days will be deemed to have waived their right to recall. The employee on a recall list has the duty to maintain their current address with the Employer.

ARTICLE 3 – VACATIONS

Vacations with pay shall be granted annually to all full-time employees based upon the following schedule:

Months of Service	Earned Working Hours per Month	Working Days Per Year Max
0 – 12	6.67	10

During months 13 - 192 (2nd through 16th year), an additional .67 vacation hours per month (eight (8) additional hours per year) shall be earned. The annual earned vacation rate shall not exceed 208 hours per year. Accumulated vacation balance shall not exceed 336 hours at any one time. Accumulated vacation balance shall not exceed 240 hours at year-end (December 31). With prior written approval by the City Administrator, employees who have reached the 240 hour maximum accrued vacation balance and are not able due to no fault of their own to take a sufficient amount of time off in order to avoid losing vacation hours may sell back a maximum of one hundred and twenty (120) hours of vacation to the Employer at year-end. All other accumulated vacation hours in excess of 240 hours at year-end will be lost without compensation.

New employees may not use accrued vacation until successful completion of their probationary period.

All unused vacation will be cashed out upon separation of employment, subject to any applicable VEBA provision in Article 7(D), and provided the employee has successfully completed probation.

ARTICLE 4 – HOLIDAYS

The following holidays shall be recognized by the Employer:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	
Native American Heritage Day	Day After Thanksgiving
Christmas Eve (last 4 hours of shift)	December 24
Christmas Day	December 25
*2 Floating Holidays (taken at employee's discretion)	
2 Unpaid Holidays for Reasons of (taken at employee's discretion)	
Faith or Conscience	

*An employee must be on the payroll a minimum of 90 days to receive a floating holiday.

If a holiday falls on a Saturday (or the day following the employee's regular workweek) it shall be observed on the preceding day. A holiday falling on a Sunday (or the day proceeding the employee's regular work week) shall be observed on the following day.

If a Department Manager directs an employee to work on a paid holiday, the employee shall receive pay at two times their regular straight-time hourly rate for the actual time worked.

Holidays observed during vacation or sick leave shall not be charged against such leave.

ARTICLE 5 – MEDICAL BENEFITS

The Employer shall pay 100% of the monthly premium for coverage of Union employees for the benefit plans identified below. Employees shall pay 5% percentage of the monthly premium for coverage of all dependents for the Regence HealthFirst \$250 and Kaiser Permanente \$200 medical plans identified below. The employee's contribution to dependent medical premiums shall increase (over the current 5% contribution) equal to the percentage point increase, if any, over 10% of the previous year's premium up to a maximum employee contribution to dependent medical premiums of 10%. (For example, if the dependent medical premiums increased by 13% from one year to the next, the Employer would cover the first 10% increase, and the

employee the additional 3%. The 3% would be added to the 5% currently paid, and the employee would contribute 8% to the dependent medical monthly premium.) If the Employer loses the WellCity designation and 2% premium savings due to lack of participation by Union employees, the range for employees' contribution to dependent monthly premiums will increase to 7-12%, in increments as described above. An employee's spouse shall be considered a dependent for purposes of this section.

Medical: Association of Washington Cities
Regence HealthFirst \$250 Deductible Plan
Regence High Deductible Health Plan
Kaiser Permanente \$200 Deductible Health Plan

Dental: AWC Trust (Plan F- Washington Dental Service) with Orthodontia Option III

Vision: AWC Trust (Western Vision Service Plan)

For employees who enroll in the Regence High Deductible Health Plan (HDHP), the Employer will pay 100% of the monthly premium for Union employees and their enrolled dependents. In addition, the Employer will contribute the following amounts per plan year into the employee's Health Savings Account (HSA):

Employee Only	\$3,450
Employee + 1 dependent	\$3,900
Employee + 2 dependents	\$3,900
Employee + 3 or more dependents	\$3,900

HSA contributions will be paid on a monthly basis.

Employees may contribute additional amounts into their HSA subject to IRS limits. No HSA contribution will be made that exceeds the applicable IRS limit or triggers the Affordable Care Act excise tax.

A City employee cannot enroll themselves as a dependent on another City employee's medical plan.

The City will pay employees with dependents who choose to have no dependents covered on a City-sponsored medical plan \$250 per month, provided proof of alternative insurance coverage is provided to the City for non-enrolled dependents. The City will pay a full-time employee who chooses not to be covered by a City-sponsored medical plan \$250 per month, provided proof of alternate insurance coverage is provided. The City will pay all associated administrative and monthly fees.

The Employer reserves the right to reopen Article 5 if a health insurance plan identified above is eliminated or if the Employer's contribution to the HDHP (including HSA) is greater than the Employer's contribution to the Regence HealthFirst \$250 Deductible Plan.

ARTICLE 6 – LEAVES

SECTION A – SICK LEAVE

Full-time employees shall accrue sick leave at the rate of eight (8) hours per calendar month for each month compensated. Sick leave is accumulated to a maximum carryover from one calendar year to the next of one thousand four hundred and forty (1,440) hours.

SECTION B – RETURN TO WORK

A medical certificate may be required when permitted under WAC 296-128-660; to assist the Employer in protecting employees from returning to work too soon following an illness or injury; or to protect fellow employees or clients from contagious illness.

SECTION C – SICK LEAVE CASH OUT

Upon retirement or voluntary termination twenty-five percent (25%) of unused sick leave up to the first five hundred (500) hours and thirty-five percent (35%) of unused sick leave in excess of five hundred (500) accrued hours shall be paid to an employee with five years or more of continuous city employment, subject to the VEBA provision in Article 7(D). For example, an employee with 800 hours of sick leave would be paid for 230 hours of sick leave. Upon involuntary termination, where the Mayor alone grants this benefit at the Mayor's sole discretion, twenty-five percent (25%) of unused sick leave shall be paid to an employee with five years or more of continuous city employment. Upon death, one hundred (100%) percent of sick leave will be paid.

SECTION D – USE OF SICK LEAVE

Sick leave may be used for the following:

- An absence resulting from an employee's personal mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of mental or physical illness, injury, or health condition; or an employee's need for preventative medical care;
- An absence to allow an employee time to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care.
- When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for a health related reason or after declaration of

an emergency by a local or state government or agency, or by the federal government.

- Absences covered by the Domestic Violence/Sexual Assault/Stalking Washington State law.
- Family Medical Leave Act ("FMLA") leave.
- Washington Family Care Act ("WFCA") leave.

For purposes of sick leave, a "family member" is defined as follows:

- "Child" means biological, adopted, foster, step, or a child to whom the employee stands in loco parentis, is a legal guardian or is a de facto parent, regardless of age or dependency status;
- A child's spouse;
- "Parent" means biological, adoptive, foster, step, de facto, or legal guardian of an employee or the employee's spouse or registered domestic partner (parent-in-law), or a person who stood in loco parentis when the employee was a minor child;
- "Spouse or Registered Domestic Partner" means legal husband, wife, or person registered in Washington State as a domestic partner;
- "Grandparent" means parent of a parent of an employee;
- "Grandchild" means child of a child of the employee;
- "Sibling" means biological, step or adopted brother or sister; or
- An individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and the individual depends on the employee for care. This includes an individual who regularly resides in the employee's home except it does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

Where practicable, notification of absence due to illness or injury shall be given to the relevant supervisor as soon as possible, but no later than one-half hour after the start of the work day. Employees using sick leave for a foreseeable purpose must provide notice at least ten (10) days in advance or as early as practicable. Failure to so notify shall cause the leave so taken to be construed as leave without pay and may result in disciplinary action.

SECTION E – CDL MEDICAL EXEMPTION

If an employee's commercial driver license (CDL) is suspended or revoked due to medical reasons, and the Employer has been notified as soon as possible, the Employer will make a good faith effort to reasonably accommodate the employee (i.e., assign the employee to assignments not requiring a CDL). The employee will then be given eighteen (18) months to re-obtain their CDL. If the employee is unable to obtain the CDL, the Employer, if desired, may have a physician of their choice (at the Employer's expense) evaluate the employee's medical records to verify the validity of the loss of CDL driving privileges.

If the employee is unable to reobtain the CDL, following the eighteen (18) month period, their pay shall be reduced by two (2) percent. If the employee subsequently is able to reobtain their CDL, they will be placed in the same salary range the employee had at the time of revocation of the license.

In the event that losing the CDL creates a hardship for the Employer, due to a lack of personnel to carry out commercial vehicle driving needs, and there is not enough regularly performed work for this employee, then termination may be an option for the city.

SECTION F – BEREAVEMENT LEAVE

A regular full-time employee shall be granted up to five (5) days of leave without loss of pay because of death of an immediate family member within sixty (60) calendar days of the loss. Leave over five days per death may be charged to sick leave at the employee's option. For purposes of this section, immediate family member includes the employee's parents, spouse, registered domestic partner, child, step-child, brother, sister, step-brother, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, grandparents-in-law, step-grandparents, step-grandchild, or other relative who lives in the employee's home.

An employee may be granted up to three (3) hours of time off without loss of pay to participate in a funeral ceremony when first approved by the respective department head.

SECTION G – MILITARY LEAVE

In accordance with RCW 38.40.060, eligible employees may take up to twenty-one (21) days of paid military leave during each year beginning October 1 and ending September 30.

SECTION H – JURY DUTY

Employees will be released from duty with pay while on jury duty or while appearing as a legally required witness on behalf of the Employer. Any jury duty or witness pay received by the employee from the court during such leave shall be deducted from the employee's base pay. Any court-provided mileage reimbursement will not be deducted from the employee's base pay. Employees excused by the court before the end of their regular work day are expected to report for work, unless released by a supervisor.

SECTION I – EMERGENCY CALL-OUTS

Emergency call-outs before and after normal working hours. Employees shall be given the discretion to take up to six (6) hours of paid leave for rest after being called out for emergency work, and additional time as approved by the Employer. Employees may elect to use vacation, sick leave, or compensatory time.

SECTION J - PAID FAMILY MEDICAL LEAVE

The Employer will pay the Employer's share of the Washington State Paid Family Medical Leave premiums and employees will pay the employee's share via payroll deduction.

SECTION K – LONG-TERM CARE TRUST ACT

The Employer will comply with the Washington State Long-Term Care Trust Act. Premiums are established by the State of Washington. Employees without an exemption pay the designated premium via payroll deduction.

ARTICLE 7 – BENEFIT PLAN

SECTION A – STATEWIDE PENSION PLAN

The Employer shall participate in the state-wide system for pension, relief, disability and retirement for qualified employees as provided in RCW 41.40.

SECTION B – SUBSTITUTE SOCIAL SECURITY PLAN

The Employer shall continue to provide and maintain a benefit plan as a substitute for Social Security benefits. The plan shall consist of three benefits:

1. Long-term disability;
2. Life insurance; and
3. A 401(a) plan for retirement income.

SECTION C – WORKERS COMPENSATION

The Employer shall insure employees with the State of Washington Worker's compensation plan. An employee receiving pay for sick leave who is eligible for time-loss payments under the worker's compensation law, shall for the duration of such payments, receive only that portion of his regular salary which, together with said payments, will equal their regular salary. To avoid hardship on the employee caused by a time lag in time-loss payments they shall be permitted to use sick leave during the lag time, provided they promptly endorse time-loss payments to the Employer for the period of lag time. Upon receipt of the time-loss payment, the Employer shall reimburse 100% of the sick leave used to the employee's sick leave bank up to the dollar value of the time-loss payment.

SECTION D – POST SEPARATION HRA-VEBA

The Union has adopted the HRA-VEBA plan (“Plan”) by majority vote. The Employer shall contribute to the Plan on behalf of all eligible employees. An eligible employee is limited to employees who retire from service with leave cash-out rights and who submit and complete a signed HRA-VEBA enrollment form. The Employer’s contributions to fund each retiree’s HRA-VEBA account shall include the entire cash-out value of all unused leave days (sick, vacation) accrued and available for cash-out upon retirement from service per negotiated agreement or City policy. The bargaining unit may vote on the terms of this agreement annually and/or if an eligible employee will retire in the calendar year the vote is taken. Contributions to the HRA-VEBA will not exceed the Affordable Care Act excise tax threshold.

SECTION E – DEFERRED COMPENSATION

Regular employees with at least five (5) years of continuous service to the Employer are eligible to receive contributions from the Employer into a deferred compensation (457) plan as follows: employees with at least five (5) years of service but less than ten (10) years of service are eligible to receive an Employer match of up to seventy-five dollars (\$75.00) per month; employees with at least ten (10) years of service are eligible to receive an Employer match of up to one hundred dollars (\$100.00) per month. Employees are responsible for following the plan’s procedural requirements and IRS contribution limits.

ARTICLE 8 – STANDBY PAY

An employee on standby shall be compensated as follows:

1. If the standby period is less than eighteen (18) hours, the employee shall receive one (1) hour of pay or compensatory time at their overtime rate; or
2. If the standby period exceeds eighteen (18) hours but not twenty-four (24) hours, the employee shall receive two (2) hours pay or compensatory time at their overtime rate.
3. After twenty-four (24) hours, compensation is calculated by repeating the aforementioned method.
4. If the employee is called back to work while on standby, compensation shall be computed according to Article 1(E)(2) (Overtime) of this Agreement.

Standby is defined as: The employee being available to respond to any call for Employer service during those hours and in such manner as designated by the respective department head. The method of scheduling personnel and the determination of periods for standby assignments shall be the responsibility of the respective department head or their designee.

ARTICLE 9 – OUT OF CLASS PAY

Any employee who is required by their department head or the City Administrator to assume the duties and responsibilities of a position or rank above that which the employee normally holds (working out of class) for a period of at least three (3) continuous working days shall receive out of class pay, for all hours working out of class and standby in the out of class position. Such assignments shall be in writing prior to the assignment. The assigned employee shall receive a five (5) percent pay increase, or be placed at the beginning of the higher pay range, whichever is greater, unless the employee is placed in a supervisory position in which case the employee shall receive a fifteen (15) percent pay increase (not to exceed the supervisor's actual pay.) When the absent employee returns, the person working out of class will return to their previous position at their previous rate of pay.

ARTICLE 10 – RIGHT OF ACCESS-UNION REPRESENTATION

SECTION A – UNION REPRESENTATION

Duly authorized representatives of the Union shall be permitted to enter upon the Employer's premises at reasonable times for the purpose of observing working conditions and transacting Union business that cannot be transacted elsewhere; provided, however, that the Union representative first secures approval from the designated Employer representative as to time and place, and that no interference with the work of the employees or the proper operation of the Employer shall result.

SECTION B – UNION BUSINESS

The Union agrees that Union business conducted by Union members, including the investigation of grievances, shall occur during nonworking hours (e.g., rest breaks, meal periods, and before and after regular working hours). Up to three (3) designated Union representatives will be allowed to attend labor management and contract negotiation meetings with the Employer during work hours without loss of pay, subject to the emergent needs of their department. A designated Union representative will be allowed to attend other meetings with the Employer, such as disciplinary interviews and grievance meetings, during work hours without loss of pay, subject to the emergent needs of their department. All Union business outside work hours is unpaid.

SECTION C – UNION BULLETIN BOARD

The Employer shall provide a Union bulletin board in Public Works, Wastewater and City Hall to be maintained and used by the Union, provided that no material shall be posted that is obscene, defamatory, or that would impair Employer operations.

ARTICLE 11 – RULES AND REGULATIONS

SECTION A – EMPLOYER’S RULES AND REGULATIONS

It is mutually agreed that the Employer has full responsibility and authority to adopt reasonable rules and regulations for the operation of the Employer’s departments and conduct of its employees. The Union agrees that its members shall comply in full with such rules and regulations.

Nothing in this Section shall be interpreted to restrict the respective department head and/or the City Administrator the right to make decisions or to establish procedures consistent with the "emergency" nature of operating each department. "Emergency" shall mean an event or set of circumstances which (1) demands immediate action to preserve public health, protect public property, or to provide relief to any stricken neighborhood overtaken by such circumstances, or (2) reaches such a dimension or degree of destructiveness as to warrant the City Council proclaiming the existence of a disaster or the Governor declaring a state of emergency in accordance with appropriate local and state statute.

SECTION B – MAINTENANCE OF EMPLOYER SERVICES

In the event of any strike, walkout, slow down or work stoppage, the respective department head and/or City Administrator shall retain the right to require necessary level of staffing from the ranks of Union members in order to insure, in the Employer’s immediate discretion, the safe maintenance of Employer services.

SECTION C – FAILURE TO COMPLY WITH SECTION B

Any employee refusing to comply with the conditions of Section B above will be subject to immediate dismissal.

ARTICLE 12 – GRIEVANCE PROCEDURES

Grievance defined: A grievance is defined as an alleged violation of express terms and conditions of this Agreement. If any such grievance arises, it shall be submitted to the following grievance procedure.

Time limits in the following steps may be extended only by mutual written consent of the parties hereto.

Step One – The Respective Department Head

The grievance in the first instance will be presented to the respective department head in writing within fourteen (14) calendar days of the alleged breach of the express terms and conditions of this Agreement. Every effort shall be made to settle the grievance at this Step One, with the assistance of Human Resources. The department head will respond to the Step One grievance within fourteen (14) calendar days.

Step Two – City Administrator

If the respective department head does not adjust the grievance to the complainant's

satisfaction, then the grievance may be presented by the Union to the City Administrator at Step Two within fourteen (14) calendar days of the Step One response. The Step Two grievance shall be presented to the City Administrator in writing, setting forth detailed facts concerning the nature of the grievance, the contractual provisions allegedly violated, and the relief requested. Upon receipt of the Step Two grievance, the City Administrator shall, within fourteen (14) calendar days, meet with the grievant and/or the representative of the Union in an attempt to resolve the grievance. Within fourteen calendar (14) days after such meeting, the City Administrator shall send to the Union a written answer stating the Employer's decision concerning the grievance.

Step Three – Mediation

In the event the Union and Employer are not able to resolve the grievance at Step Two, the parties may request the assistance of the Public Employment Relations Commission mediation service.

Step Four – Arbitration

A grievance may be submitted to arbitration by a written demand for arbitration delivered by the Union to the Mayor or designee within thirty (30) calendar days following the decision rendered in Step Two. If the parties agree to utilize mediation at Step Three, the deadline for submitting a Step Four grievance shall be within thirty (30) calendar days following conclusion of the mediation process. Within thirty (30) calendar days after delivery of the demand for arbitration, the Employer and the Union shall attempt to agree on an arbitrator to hear the grievance. If the parties do not agree on an arbitrator within fourteen (14) calendar days, either party may request a list of nine (9) arbitrators from the Public Employment Relations Commission (PERC). The order of striking from the list shall be determined by coin toss. The remaining arbitrator on the list shall hear the grievance, unless the parties agree otherwise. A decision of the arbitrator shall be made in writing within thirty (30) calendar days following the conclusion of the arbitration hearing, unless otherwise agreed upon. Such decision shall be final and binding on both the Union and the Employer. The authority of the arbitrator is limited to ruling on the correct interpretation or application of the Articles of this Agreement and shall not add to or take away therefrom. Each party shall be responsible for their own costs, including attorney's fees. The fees and costs of the arbitrator shall be borne equally between the Union and the Employer.

Election of Remedies

Employees covered by Civil Service Rules may choose to appeal a matter either to the Civil Service Commission or through the grievance process of this Agreement, but not both. Civil Service coverage is determined by RCW 41.12.050.

ARTICLE 13 – DISCIPLINE

Disciplinary action will be supported by just cause and will normally be progressive in nature. Verbal reprimands are a form of counseling, not disciplinary matters subject to the grievance procedure. Disciplinary actions relating to employees serving an initial probationary period, or any extension of an initial probationary period, are not subject to the grievance process, provided however, that an employee serving a promotional probation has a right to return to

his or her former position as provided in Article 14(D). The right of return may be terminated only for just cause, which is subject to the grievance process. Written reprimands will be removed from an employee's personnel file, upon request, two (2) years after the date of the reprimand if the employee has not been subject to any additional discipline within the two (2) years.

Any employee subject to discipline shall be entitled to Union representation at all meetings which the employee is required to attend where discipline is being considered for that employee. Records of the discipline may be retained in supervisory files to confirm the fact of disciplinary action as a step in the process of that progressive discipline has been followed. Internal Investigation files will be retained in accordance with the Washington State Archivists retention schedule.

SECTION A – INVESTIGATIONS

Any employee, when being questioned by the Employer about matters that may result in discipline has the right to:

1. Receive the specific nature of the charge or allegation against them in writing.
2. Have present their choice of the Union representative (who must be reasonably available). The Union shall be solely responsible for representation expenses except as provided in Article 10(B). The Employer shall allow a reasonable length of time for the representative to arrive at the place of meeting.
3. The questioning by the Employer shall be during normal Employer business hours unless agreed to be held at other times by the employee.
4. The employee may receive reasonable intermissions or breaks if the questioning exceeds approximately one hour.

SECTION B – NOTICE & OPPORTUNITY TO RESPOND

Prior to issuing a written reprimand, suspension without pay, demotion or discharge, the Employer shall provide the employee and the Union with the following:

1. An opportunity to view and/or be provided a copy of all materials which are a part of or related to the investigation upon which the allegation(s) are based;
2. The directives, policies, procedures, work rules, regulations or other order of the Employer that allegedly was violated and how these were violated;
3. What disciplinary action is being considered;
4. An opportunity to respond to the allegation(s) verbally or in writing.

An opportunity to respond to the allegation(s) shall occur at a Pre-Disciplinary Meeting conducted by the department head and/or supervisor, who shall have the authority to impose or to recommend the proposed disciplinary action. The Pre-Disciplinary Meeting shall be held no later than thirty (30) days after completion of the investigation, absent extenuating circumstances. Reasonable advance notice of this meeting, including its time and place, shall be given to the employee and the Union. This meeting shall be informal. The employee shall be given reasonable opportunity to be heard, to respond to the allegation(s), and to have the responses considered prior to the imposition of discipline.

SECTION C – UNION REPRESENTATION

The employee may elect to have a Union representative, including Union legal counsel present at the initial or other interviews or at the Pre-Disciplinary Meeting, provided that the participation of a Union representative does not unreasonably delay the process. An “unreasonable delay” means any delay in excess of ten (10) business days.

SECTION D – EMPLOYER’S DECISION

Within a reasonable time, but not beyond thirty (30) calendar days from the date of the Pre-Disciplinary Meeting, the Employer shall render a disciplinary decision.

ARTICLE 14 – PERSONNEL REGULATIONS & POLICIES

SECTION A – SAVINGS CLAUSE

All employees of this bargaining unit, in addition to being governed by this Agreement, shall also be subject to the Personnel Regulations & Policies published by the Employer having general applicability to all employees of the Employer and any subsequent personnel policies, rules and regulations that may be promulgated in the future, so long as they do not conflict with this Agreement. In case of any conflict, this Agreement shall be the controlling policy for the employees covered by this Agreement. Any changes made in the personnel policies, rules and regulations shall be approved by the Employer with Union input.

SECTION B – JOB RECLASSIFICATION REQUEST

During the term of this Agreement, employees may submit a written request that their department head review that employee's job classification. The department head will submit the request to Human Resources.

SECTION C – PROMOTION, RECLASSIFICATION, & DEMOTION

An employee who is promoted or reclassified to a higher salary range (not transferred) shall be paid at the step in the new range that represents an increase in salary of not less than 5%, provided such increase does not exceed the maximum step of the new range. An employee who is transferred from one position to another within the same salary range shall remain at the same step. An employee who is demoted to a lower salary range shall be paid at the step

in the lower range that most closely matches the employee's current salary.

SECTION D – RETURN

Promoted or transferred employees who do not satisfactorily complete a six (6) month probationary period shall have the right to return to their previous job classification without prejudice, provided that there is a vacant position in that classification. The Employer will not be required to create a new position for the employee to return to, nor will it be required to "bump" another employee, regardless of status, out of a position for the employee to return to. If the Employer needs to backfill the vacated position immediately a temporary employee will be utilized if practical, i.e.; summer help, temporary help, interns, etc. The Employer will notify the Union as to whether or not the position will be backfilled with temporary help during the 6-month probationary period.

SECTION E – RECRUITMENT

Any time a recruitment for an Employer position is posted externally, it shall be simultaneously posted internally as well. The Employer sees the value of growing its employees and recruiting/promoting from within. When and where practical and at the City Administrator's discretion, the Employer may internally post job announcements for at least one week before advertising the position externally.

SECTION F – PROBATION

1. *Duration.* The probationary period for a new employee, a newly promoted employee, an employee who voluntarily demotes, or a transferred employee is a period of six (6) months. The probationary period may be extended by the City Administrator for up to an additional three (3) months with notice as provided in section 2 below.
2. *Notification.* Notification in writing, which states the reason for the extension, shall be provided to the probationer, with a copy provided to Human Resources.
3. *Conditions of Probation.* During the probationary period an evaluation shall be provided to the employee approximately two weeks prior to the end of the six (6) month probationary period. During the probationary period, the Department Director may, with or without cause, get authorization from the City Administrator to dismiss an employee. The probationary employee is at-will and may be discharged or disciplined without cause or advanced notice. In such cases, the employee will have no right to grieve the discipline or discharge under this Agreement.

ARTICLE 15 – PERSONNEL RECORDS

The Employer and Union recognize that effective management requires the maintenance of records regarding an employee's career development. These records may accompany an

employee through succeeding management administrations. The parties agree that the following procedure will be adhered to:

1. Whenever any document is entered into an employee's personnel file, a copy of same shall be provided to the employee.
2. In the case of any document which reflects unfavorably upon an employee, the employee shall be allowed an opportunity to respond to the content of the document, in writing, and the employee response shall be included in the personnel file.
3. Each employee shall be allowed access to their personnel file for review of its contents at reasonable times and upon reasonable notice.
4. The Employer shall take measures to assure that access to the employee's personnel file is restricted in compliance with the law.
5. Upon receipt of any court order, subpoena or public records request seeking documents from an employee's personnel file, supervisory file or training file, the Employer will comply with RCW 42.56.250(2).

ARTICLE 16 – UNIFORMS AND EQUIPMENT

At the time of employment and as needed thereafter as determined by the department head, full-time Police Services Specialists, Property and Evidence Technician, and Community Service Officer will be assigned the following uniform items:

1. 1 jacket (court security)
2. 2 long-sleeved or short-sleeved uniform shirts
3. 1 vest or sweater
4. 1 pair of slacks/skirts (or 3 pairs of slacks/skirts if no jacket)
5. 1 pair of shoes

At the time of employment, and as needed thereafter as determined by the department head, full-time employees except clerical employees and sewer treatment plant operators will be assigned the following uniform items:

A. Uniform:

1. 5 trousers
2. 7 short sleeve shirts
3. 3 long sleeve shirts
4. Safety shoes or boots (Not to exceed four hundred dollars (\$400.00) per year for two (2) pairs)
5. 3 jackets
6. 3 coveralls

B. Rain Gear:

1. 1 waterproof coat
2. 1 waterproof trousers
3. 1 pair waterproof shoes or boots

C. Safety Equipment:

All safety equipment as required by Washington State and Federal regulations. These items are to include but are not limited to gloves, safety vests, safety goggles and hard hats.

At the time of employment, and as needed thereafter as determined by the department head, full-time Wastewater Treatment Plant Operators will be assigned the following uniform items:

A. Uniform:

1. 5 trousers
2. 5 short sleeve shirts
3. 3 long sleeve shirts
4. Safety shoes or boots (Not to exceed four hundred dollars (\$400.00) per year for two (2) pairs)
5. 3 jackets
6. 5 coveralls

B. Rain Gear:

1. 1 waterproof coat
2. 1 waterproof trousers
3. 1 pair waterproof shoes or boots

C. Safety Equipment:

All safety equipment as required by Washington State and Federal regulations. These items are to include but are not limited to gloves, safety vests, safety goggles or a \$350 prescription safety glasses allowance for frames every other year, lenses every year and hard hats.

At the time of employment, and as needed thereafter, to be determined by the department head, full-time and regular part-time employees, employees from the Planning, Building and Public Works Departments (to include Community Service Officer) who make periodic inspections or otherwise required to represent the City for development and construction projects outside of the office will be assigned the following uniform items:

A. Uniform:

1. 1 summer jacket
2. Safety shoes or boots (Not to exceed four hundred dollars (\$400.00) per year for two (2) pairs)
3. 1 winter jacket
4. 2 coveralls
5. 4 Logo shirts

B. Rain Gear:

1. 1 waterproof coat
2. 1 waterproof trouser
3. 1 pair waterproof shoes or boots

C. Safety Equipment:

All safety equipment as required by Washington State and Federal regulations. These items are to include but are not limited to gloves, safety vests, safety goggles and hard hats.

The uniform shall meet the approval of the respective department head and all purchases shall be through their office's established procedures. The employee agrees to maintain and keep in good condition and repair all parts of the uniform, and will have available for inspection on due notice their complete uniform. Each employee eligible for safety shoe and boot allowance must obtain permission from their supervisor prior to the purchase of new safety shoes or boots. Uniform items are the property of the Employer and will be returned upon an employee's separation from employment.

The Employer shall be responsible for laundering uniforms for non-office and non-clerical Wastewater Treatment Plant employees. Frequency of laundering uniforms shall be established by employer management policy. Laundry equipment is available for Public Works Operations and Wastewater Treatment Plant employees.

For non-office and non-clerical Public Works Operations employees, in lieu of City provided uniforms, the employee may elect to receive sixteen (16) cents per hour in clothing allowance added to their pay. An employee selecting this option will not have access to City provided uniform laundering. The employee selecting the hourly clothing allowance will still be provided all safety equipment as described in the appropriate section above, as well as the pair of safety shoes/boots.

If this option is selected the employee will not have access to the employer provided uniforms and laundry service for a period of one year from selecting the hourly clothing allowance.

This payment will be treated as ordinary income and taxed accordingly.

ARTICLE 17 – VACCINATIONS

The Employer shall provide those employees with the proper and required vaccinations for Hepatitis A, Hepatitis B and Tetanus along with any other vaccinations as required or recommended by the Tacoma/Pierce County Health Department. Employees may elect to decline the Hepatitis B vaccine by signing the Hepatitis B Declination Form and submitting it to Human Resources.

ARTICLE 18 – LEAVE SHARING

As per Resolution 393, employees may extend their accrued vacation time to any employee to a maximum benefit of 261 days in any one incidence. For employees eligible for unpaid FMLA leave, shared leave must be used at the same time as unpaid FMLA leave.

ARTICLE 19 – MANAGEMENT RIGHTS

The Union recognizes the exclusive right and prerogative of the Employer to make and implement decisions with respect to the operation and management of the Employer, provided, however, that the exercise of any and all of these rights shall not conflict with any provisions of this Agreement. Such rights include, but are not limited to the following:

1. To establish the qualification for employment and to employ employees;
2. To establish the makeup of the Employer's workforce and make changes from time to time, including the number and kinds of classifications, and direct the workforce toward the organizational goals established by the Employer;
3. The right to determine the Employer's mission, policies, and all standards of services offered to the public;
4. To plan, direct, schedule, control and determine the operation of the services to be conducted by employees of the Employer;
5. To determine the means, methods, and number of personnel needed to carry out Employer operations and services;
6. To hire and assign or transfer employees;
7. To introduce and use new or improved methods, equipment or facilities;
8. To assign work to, and schedule employees;
9. To take whatever action necessary to carry out the mission of the Employer in an emergency;
10. To determine the Employer budget.

ARTICLE 20 – SAVING CLAUSE

If any article or section of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, the balance of this Agreement shall continue in full force and effect. The article and section held invalid shall be modified as required by law or the tribunal of competent jurisdiction, or shall be re-negotiated to a mutually agreeable resolution for the purpose of adequate replacement.

ARTICLE 21 – COMPLETE AGREEMENT

The parties acknowledge that during the negotiations which resulted in this Agreement, each had an unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercises of that right and opportunity are set forth in this Agreement. Therefore, the parties for the life of this Agreement voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter covered in this Agreement.

ARTICLE 22 – TERM OF AGREEMENT

This Agreement is effective January 1, 2025, and shall continue in full force and effect to and including December 31, 2027.

Notice to negotiate a new agreement shall be given within ninety (90) days prior to the expiration date.

IN WITNESS WHEREOF, we attached our signatures this ____day of _____.

CITY OF GIG HARBOR

TEAMSTERS UNION LOCAL NO. 117

Mary Barber, Mayor

Paul Dascher, Secretary-Treasurer

Katrina Knutson, City Administrator

ATTEST:

Joshua Stecker, City Clerk

ATTACHMENT A

2025 WAGE SCHEDULE (including 3.6% COLA)

2025 General 117 Positions	Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Custodian Laborer	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
Court Clerk	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
Community Development Assistant Police Services Specialist Public Works 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
Wastewater Operator in Training Water Operator in Training	55a	\$34.29							
		\$71,323.20							
Finance Technician Judicial Specialist Maintenance Technician Planning Technician Property & Evidence Technician Utility Billing Technician Wastewater Collections Systems Tech II	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
Assistant Planner Building Maintenance Technician Code Compliance Officer Engineering Tech Information Technology Services Support Technician Permit Coordinator Wastewater Operator I Water Operator I	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
Associate Planner Building Inspector/Plans Reviewer Construction Inspector Contract Administrator GIS Coordinator Mechanic	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

2025 General 117 Positions	Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Assistant Building Official/Fire Marshal Construction Supervisor Engineering Project Manager Infrastructure Systems Engineer NPDES Coordinator - Stormwater Payroll/Benefits Administrator Wastewater Operator II Water Operator II	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
Associate Engineer Development Review Engineer Field Supervisor - Parks Field Supervisor - Streets & Storm Senior Accountant Wastewater Operator III Water Operator III	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
Senior Planner Wastewater Lead Operator	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
Field Supervisor - Water Senior Engineer	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



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

Meeting Date: January 27, 2025

SUBJECT: Vactor Truck Purchase Authorization

SUBMITTED BY: Public Works Superintendent Jeff Olsen

DEPARTMENT: Public Works

PHONE: (253) 853-7661

SUGGESTED MOTION: Move to authorize the mayor to execute the purchase of a vactor truck from Owen Equipment for price quotation of \$721,665.99.

BACKGROUND INFORMATION: The City of Gig Harbor water, wastewater, storm and streets equipment outlay in the 2025-2026 budget identified the purchase of a new vactor truck. The existing vactor truck was purchased in 2019 and has been unreliable. The city continues to incur expensive maintenance costs. The existing truck's unreliability and maintenance issues leave the city without one of our most vital pieces of equipment.

This purchase is made in accordance with the purchasing policies established in Resolution 1322 through an interlocal purchasing agreement with Sourcewell contract no. 101221-VTR.

FISCAL CONSIDERATION: This section details the financial issues involved in the issue before Council, if applicable. It can include only the information contained in the table below or it can include additional financial information.

Expenditure Required: \$721,665.99	Amount Budgeted: \$750,000.00	Appropriation Required: \$
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ATTACHMENTS:

1. Purchase Quote from Owen Equipment

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

VACTOR 2100i SEWER CLEANER
SOURCEWELL CONTRACT 101221-VTR

CUSTOMER:		City of Gig Harbor		
Contact Name		Jeff Olsen		
Address		3510 Grandview St		
City/State/Zip		Gig Harbor, WA 98335		
Phone# / Fax #		(253) 853-7661	BMI:	
Sales Representative		Anthony Ursua	Date:	12/13/2024
Qty	OPT #	DESCRIPTION	4/26/2023	Ext
1	2112i-18	2100i PD, 18" Vacuum, 12 Yard Combo	\$ 309,766.00	\$ 309,766.00
GENERAL SPECIFICATIONS				
	2014iSTD	1000 Gallons STD		
	2019iSTD	600 Gallons STD (Single Axle)		
	2015iSTD	1300 Gallon Water Total (15 Yard Only)		
	009iSTD	Under Engine Toolbox		
	010iSTD	48"W or 40" Wx 22"H x 24"D Curbside Toolbox		
	011iSTD	Aluminum Fenders		
	012iSTD	Mud Flaps		
	014iSTD	Electric/Hydraulic Four Way Boom		
	016iSTD	Color Coded Sealed Electrical System		
	019iASTD	Intuitouch Electronic Package		
	020iSTD	Double Acting Hoist Cylinder		
	025iASTD	Handgun Assembly w/ 35' x 1/2" Hose with Quick Disconnects		
	026iSTD	Ex-Ten Steel Cylindrical Debris Tank		
	030iSTD	Flexible Hose Guide		
	032iSTD	3 Nozzles with Carbide Inserts		
	045iSTD	Suction Tube Storage (4 Pipe)		
	046iSTD	1" Nozzle Pipe		
	048iSTD	10' Leader Hose		
	1001iSTD	Flat Rear Door with Hydraulic Locks		
	1005iSTD	Dual Stainless Steel Float Shutoff System		
	1009iSTD	Full Rear Door Swinging Screen		
	1024iSTD	Debris Body Vacuum Relief System		
	1031iSTD	Debris Deflector Plate		
	1033iSTD	60" Dump Height		
	1041iSTD	Debris Body Up Message and Alarm		
	2001iSTD	Low Water Indicator on Screen w/ Alarm and Flow Indicator		
	2011iSTD	3" Y-Strainer at Fill, 25' Fill Hose		
	2014iSTD	1000 Gallons Standard		
	2022iSTD	Additional Water Tank Gauge		
	2023iSTD	Liquid Float Level Indicator		
	3019iSTD	Digital Water Pressure Gauge		
	4000iSTD	180 Degree Non-Extending Boom		
	4006iSTD	Front Joystick Boom Control		
	4010iSTD	Boom Hose Storage, Post for 5x5 Boom		
	4017iSTD	Boom Out of Position Message and Alarm		

Vactor 2100i

1 OF 4

VACTOR 2100i SEWER CLEANER
SOURCEWELL CONTRACT 101221-VTR

	4022iSTD	Telescopic Boom Elbow		
	5005iSTD	10GPM/1000PSI Water System		
	5010iSTD	Rodder System Accumulator - Jackhammer On/Off Control		
	5011iSTD	3" Y-Strainer at Pump		
	5015iSTD	Midship Handgun Coupling		
	5019iSTD	Chassis Engine Cooling Package		
	5022iSTD	Side Mounted Water Pump		
	6000iBSTD	400'x1" Sewer Hose 2500 or 3000 PSI, Pirahna		
	6005iDSTD	Digital Hose Footage Counter		
	6007iSTD	Hose Reel Manual Hyd Extend/Retract		
	6009iSTD	Hose Reel Chain Cover		
	6017iSTD	Hydraulic Tank Shutoff Valves		
	6020iSTD	Hydraulic Extending 15", Rotating Hose Reel, 800' Capacity		
	6025iSTD	Hose Wind Guide (Dual Roller) - Manual		
	7001iSTD	Tachometer/Chassis Engine w/Hourmeter		
	7003iSTD	Water Pump Hour Meter		
	70041STD	PTO Hour Meter		
	7005iSTD	Hydraulic Oil Temp Alarm		
	7006iSTD	Tachometer and Hourmeter for Centrifugal Compressor		
	7007iSTD	Tachometer and Hourmeter for Blower		
	8000iSTD	Circuit Breakers		
	8025iSTD	LED Lights, Clearance, Back-Up, Stop, Tail, Turn		
	9002iSTD	Tow Hooks, Front/Rear		
	9003iSTD	Electronic Back-Up Alarm		
	9021iSTD	Camera System, Rear Only		
	S390ASTD	8" Vacuum Pipe Package		
	S390BSTD	7" Vacuum Package		
	S560STD	Emergency Flare Kit		
	S590STD	Fire Extinguisher 5LB		
	i110STD	Module Paint, DuPont Imron Elite, Wet on Wet		
		VACTOR OPTIONS TO ADD/DEDUCT		
1	009i	Control Panel Box with Lighting	\$ 312.00	\$ 312.00
1	010i	Toolbox, Curbside with Lighting	\$ 312.00	\$ 312.00
1	018i	Remote Pendant Control with 35' Cord	\$ 1,682.00	\$ 1,682.00
1	1003i	Debris Body Washout	\$ 1,926.00	\$ 1,926.00
1	1007i	6" Rear Door Butterfly Valve, 3:00	\$ 1,027.00	\$ 1,027.00
1	1007iA	6" Rear Door Butterfly Valve w/Port & Screen, 6:00	\$ 1,310.00	\$ 1,310.00
1	1009iD	Full Rear Door Swinging Screen	\$ 982.00	\$ 982.00
1	1014i	Centrifugal Separators (Cyclones)	\$ 6,730.00	\$ 6,730.00
1	1015iAB	Folding Pipe Rack, Streetside 7" Pipe	\$ 1,337.00	\$ 1,337.00
1	1015iB	Folding Pipe Rack, Rear Door 8" Pipe	\$ 1,337.00	\$ 1,337.00
1	1015iG	Folding Pipe Rack, Curbside 7" Pipe	\$ 1,337.00	\$ 1,337.00
1	1022i	Rear Door Splash Shield	\$ 1,961.00	\$ 1,961.00
1	1023i	Lube Manifold	\$ 2,912.00	\$ 2,912.00

VACTOR 2100i SEWER CLEANER
SOURCEWELL CONTRACT 101221-VTR

1	1023iA	Plastic Lube Chart	\$ 83.00	\$ 83.00
1	1026i	Debris Body Vibrator, Electric	\$ 3,425.00	\$ 3,425.00
1	1030i	Debris Body Inspection Port w/Ladder	\$ 1,560.00	\$ 1,560.00
1	2006i	Air Purge	\$ 1,649.00	\$ 1,649.00
1	2016i	Additional Water, 1300 Gallons Total	\$ 3,418.00	\$ 3,418.00
1	3015i	Front Blower Controls	\$ 1,862.00	\$ 1,862.00
1	3017i	Blower High Temp Safety Shutdown	\$ 664.00	\$ 664.00
1	3020i	Digital Water Level Indicator	\$ 858.00	\$ 858.00
1	3021i	Debris Body Level Indicator	\$ 1,151.00	\$ 1,151.00
1	4011iB	Bellypack Wireless Controls w/ Hose Reel Controls	\$ 3,965.00	\$ 3,965.00
1	4013i	Rotatable Boom Inlet Hose	\$ 723.00	\$ 723.00
1	4016i	180 Degree 10x15 Rapid Deployment Boom	\$ 27,496.00	\$ 27,496.00
1	4020i	Anti-Splash Valve	\$ 479.00	\$ 479.00
1	5003iA	70GPM/3000PSI Rodder Pump		\$ -
1	5016i	Additional Rodder System Accumulator	\$ 3,310.00	\$ 3,310.00
1	5021iC	Hydro Excavation Kit	\$ 3,316.00	\$ 3,316.00
1	5029iA	RDB Washout Coupling	\$ 135.00	\$ 135.00
1	6002iB3	600' x 1" Pirahna Sewer Hose 3000PSI ILO Standard	\$ 1,574.00	\$ 1,574.00
1	6004iC	Hose Wind Guide (Dual Roller), Auto, Power Indexing	\$ 6,003.00	\$ 6,003.00
1	6004iD	Rodder Hose Pinch Roller	\$ 1,773.00	\$ 1,773.00
1	6008i	Hose Reel Manual Rewind	\$ 654.00	\$ 654.00
1	6014iA	Two High Pressured Hose Reels	\$ 3,581.00	\$ 3,581.00
1	6019i	Rodder Pump Drain Valves	\$ 624.00	\$ 624.00
1	6019iA	Final Filter and Silencer Ball Valve Drains	\$ 562.00	\$ 562.00
1	6026i	Washington State DOT Legal Front Hose Reel		\$ -
1	6031i	Front Hose Reel Storage	\$ 375.00	\$ 375.00
1	8001iM	Rear Directional Control, LED Arrowstick	\$ 2,242.00	\$ 2,242.00
1	8004iF	Rear Mounted - LED Beacon Light w/ Limb Guard	\$ 1,296.00	\$ 1,296.00
1	8004iG	Front Mounted - LED Beacon Light w/ Limb Guard	\$ 1,296.00	\$ 1,296.00
1	8020iL	14 Light Package, 14 Federal Signal Strobe Lights, LED	\$ 4,102.00	\$ 4,102.00
1	8027i	LED Mid-Ship Turn Signals	\$ 680.00	\$ 680.00
1	8028i	Worklights (2), LED, Boom	\$ 1,005.00	\$ 1,005.00
1	8029i	Worklights (2), LED, Rear Door	\$ 816.00	\$ 816.00
1	8029iA	Worklight, LED, Operators Station	\$ 748.00	\$ 748.00
1	8029iB	Worklight, LED, Hose Reel Manhole	\$ 748.00	\$ 748.00
1	8029iC	Worklight, LED, Curb Side	\$ 742.00	\$ 742.00
1	8029iD	Worklight, LED, Street Side	\$ 742.00	\$ 742.00
1	8030i	Hose Reel Wrapped for Delivery		\$ -
1	9021iB	Camera System, Front, Rear, Both Sides	\$ 1,898.00	\$ 1,898.00
1	9023iA	Safety Cone Storage Rack - Post Style	\$ 206.00	\$ 206.00
1	9070iA	Toolbox, Front Bumper Mounted (2), LED Markers	\$ 2,487.00	\$ 2,487.00
1	9070iB	Long Handle Tool Storage	\$ 439.00	\$ 439.00
1	9072iAL	Toolbox, Driver Side Frame, 60x24x24 with Lighting	\$ 3,577.00	\$ 3,577.00
1	9074iAL	Toolbox, Driver Side Subframe, 18x24x24 with Lighting	\$ 1,973.00	\$ 1,973.00
				\$ -
		TOTAL ADDITIONS		\$ 117,402.00

Vactor 2100i

3 OF 4

**VACTOR 2100i SEWER CLEANER
SOURCEWELL CONTRACT 101221-VTR**

		TOTAL BODY PRICE		\$ 427,168.00
		Sourcewell Discount (3%)		\$ 12,815.04
		CONTRACT BODY PRICE		\$ 414,352.96
		OPEN MARKET ITEMS		
		Freight from Factory		\$ 7,500.00
1		Paccar 12.9 Liter 485HP 1650 lb ft Torque Tandem w Pusher	\$ 218,824.00	\$ 218,824.00
1	R15139	Long Handle Tool Storage Under Debris Body	\$ 480.00	\$ 480.00
1		Front Hose Handgun Coupler Passenger Side Mounted	\$500.00	\$500.00
1		Higbee Catch Basin 8"x78"	\$1,716.00	\$1,716.00
1		54" BOC Toolbox with Top Drawer Passenger Side and Lighting With Heat	\$7,900	\$7,900
1		Folding Rear Door Pipe Rack To Fit Higbee Tube Diameter		
		Move Long Handle Tool Storage Between Cab and Toolbox		
		Dark Grey Cab - Paint Code To Be Confirmed	\$1,000	\$1,000
		Dark Blue Debris Body - Paint Code To Be Confirmed	\$1,000	\$1,000
1	SAMR-1-30	Aluminum Manhole Roller Guide	\$410.00	\$410.00
				\$ -
		TOTAL OPEN MARKET ITEM ADDITIONS		\$ 239,330.00
		Build Price		\$ 653,682.96

Sales Tax 10.4% \$ 67,983.03

Total \$ 721,665.99

Customer Approval

Date

Sales Representative Approval

Date



DEPARTMENT UPDATES

Wednesday, January 22, 2025

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

Inclement Weather: The housing, health, and human services (H3) program manager partnered with Gig Harbor Police Department (GHPD) and Chapel Hill in preparation for the cold weather we have been having. Chapel Hill opened a warming center over the weekend for those in the community that needed heat. The H3 and GHPD were on call to help assist with anyone who needed overnight shelter. The warming center hours are below.



WARMING CENTER PRESS RELEASE-INFORMATION

Press Release: Effective 1/21/25

Chapel Hill Church will open its lobby areas as a Day Warming Center any time the low-temp weather forecast low temperatures is 32 degrees or below for 2 consecutive days.

Mon, 20 Jan:	OPEN – 7:30AM-9:00PM
Tue, 21 Jan:	OPEN – 7:30AM-9:00PM
Wed, 22 Jan:	OPEN – 7:30AM-9:00PM
Thur, 23 Jan:	OPEN – 7:30AM-9:00PM
Fri, 24 Jan:	WARMING CENTER CLOSED
Sat, 25 Jan:	WARMING CENTER CLOSED
Sun, 26 Jan:	WARMING CENTER CLOSED - TBD

Address: 7700 Skansie Ave - "Enter at Door D"
Gig Harbor, WA 98335 - 253-405-2829

For Warming Center entry call: 253-405-2829

Pierce County Substance Use Disorder Round Table: The H3 program manager attended a robust conversation hosted by the Pierce County Opioid Task Force about strategies to remove barriers in accessing treatment. The conversation was attended by service providers, physicians, and policy makers. The attendance and engagement were a testament to the multidisciplinary approach the community is committed to taking.

Legal Aid Popup: The city hosted the first legal aid popup of 2025 on January 14, in partnership with Tacomaprobono. The event was well attended and continues to show the value hosting these popups adds to the community. The next legal aid popup is February 11 from 4-6 p.m.

City to Host Blood Drive: The city will host a blood drive on Monday, January 27. Scan the QR code below to schedule your appointment and help save a life.



COMMUNITY DEVELOPMENT

Community Development Director Eric Baker

A message from Community Development Director Eric Baker: "I am really excited to join the city staff. The strong group of leaders and co-workers have been very welcoming with my 'new kid' set of questions. I look forward to working with the departments on serving the community as growth and other pressures continue."

The department is very happy to welcome Tara Cousineau as a temporary hire at the front counter. She will be working Mondays, Wednesdays, and Fridays. Come over and say hi if you are in the area. In other hiring news, the city has posted two positions in the Planning Department: Principal Planner and Associate Planner. The department has a strong list of priorities, and these positions will be critical to making progress in 2025.

Planning Update: On January 16, Jeremy Hammar presented draft code changes related to Accessory Dwelling Units (ADUs) to the planning commission. The proposed changes aim to bring Gig Harbor into compliance with HB 1337, which requires cities to adopt more streamlined and consistent ADU policies. A public hearing will be held on February 6 when the commission will provide a recommendation.

Building & Fire Update: The Building Division has received applications for 48 new projects this reporting period, including those for six new homes at the Reserve Plat and upgrades to the cell tower on 112th (a welcome for those with spotty coverage in that area). A notable issued permit is one for Fusion Donut Café on Judson Street. Some of the finalized projects include upgrades at Les Schwab and portions of the Albertsons remodel on Borgen, which is being completed in four phases.

Code Enforcement Update: Code Compliance continues to work through our active case list. We have received four new cases since the beginning of the year. Additionally, we are currently working on code compliance mapping and tracking for increased public awareness and inter-departmental coordination efforts.

The More You Know: For a vehicle to be considered a “junk” vehicle, it must meet at least three of our six defined criteria outlined in our municipal code found in Chapter 8.08. These include:

- Older than three years
- Extensively damaged (broken windshield, flat tires, rusted exterior, etc.)
- Apparently inoperable
- Expired Registration
- Has approximate fair market value equal to scrap
- Illegally parked on private property

COURT

[Court Administrator Stacy Colberg](#)

No updates this week but stay tuned.

FINANCE

[Finance Director Dave Rodenbach](#)

Insurance: The city is reaching out to the Washington Cities Insurance Authority (WCIA) for a quote to determine if there might be a cost savings if we were to insure with another provider. Currently, the city is insured through the AWC Risk Management Service Association (RMSA). RMSA is a member-owned risk pool. Members receive comprehensive risk management that helps stabilize insurance costs and minimizes loss exposures through risk-sharing and joint indemnification of losses. Currently the city pays about \$1 million annually coverage.

HUMAN RESOURCES

Human Resources Director Shannon Costanti

Retirement of Linda Gratzner: Linda Gratzner, Payroll and Benefits Administrator, retires February 7!

Throughout her career, Linda has exemplified precision and commitment, consistently ensuring that payroll processing was handled with the highest level of accuracy and efficiency. Her dedication to excellence and her willingness to go above and beyond have made an immeasurable impact on our team and the city as a whole.

Linda's professional expertise is surpassed only by her kindness and friendship. She has been a source of support and encouragement to so many, and her positive influence will be deeply missed.

As Linda prepares to embark on this well-deserved new chapter, we join her family in celebrating the time she will now have to enjoy with her husband, son, grandsons, parents, and extended family. We wish Linda the very best in the exciting new season that lies ahead!



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
Associate Planner	FT	Open - Closes 2/10
Principal Planner	FT	Open - Closes 2/17
Police Lieutenant	FT	Closed - Tray Federici started 1/13
Communications Manager	FT	Closed - selection pending

ITS

Information Technology Services Manager Keith Smith

No updates this week but stay tuned.

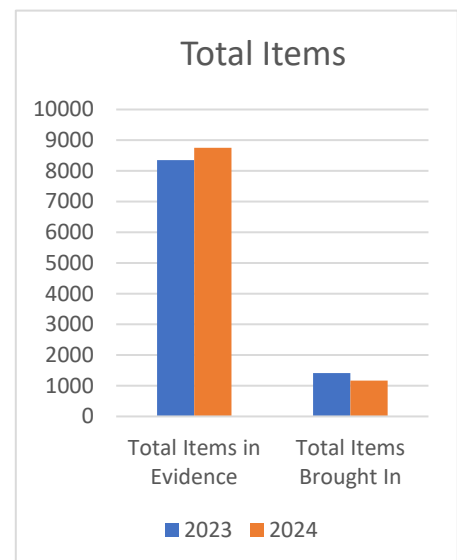
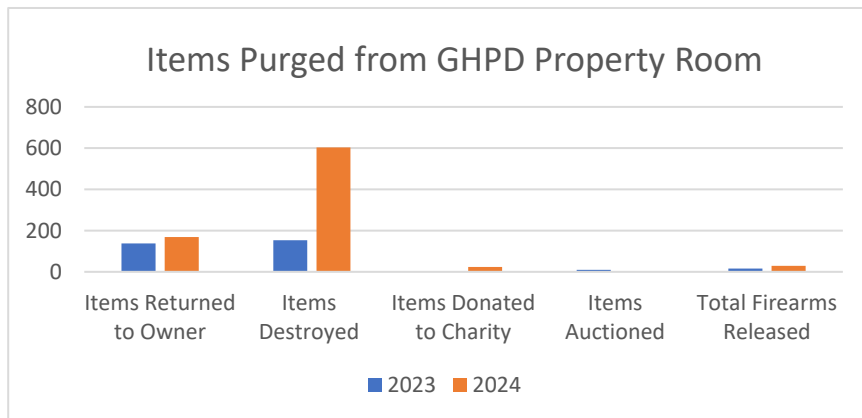
POLICE

Police Chief Kelly Busey

Wellness Physicals: Over the past two weeks, almost all GHPD Officers underwent a thorough LifeScan physical, to include blood screening, ultrasound of all organs, cardiac assessment and treadmill test, and more. The physicals were paid for by a state grant. The Jaycox-Gig Harbor Police Benevolent Fund paid for the same physical for our non-commissioned staff.

School Threat: On the night of January 14, a student from Harbor Ridge Middle School told his parents about a perceived threat to the safety of students at the school that he overheard. Our officers took quick action in identifying the person who made the statement and worked with school officials and parents to quickly defuse the situation, which was determined to be a non-credible threat.

Property Room: Our Property and Evidence Room continues to expand. As of January 1, 2025, the Gig Harbor Police Department Property and Evidence is in possession of 8,751 items. This is a 4.7% growth increase in property and evidence being booked from the preceding year (2023). Property and Evidence Technician Emma Pountain continues to try and clear out items faster than they are coming in – with some success!



PUBLIC WORKS

Public Works Director Jeff Langhelm

New Associate Engineer Steve Demmer: Steve started with the city on January 21 and comes to us from local consultant, AHBL. He's a licensed professional engineer and is backfilling the Associate Engineer position that Stephanie Siebel vacated when she became a Senior Engineer. Aaron Hulst has an entire list of capital projects to hand to Steve. I know it goes without saying, but the Engineering Division is very excited to have Steve on board!

Streets and Storm Operations: (1) With this latest bout of cold weather, staff has been mixing and distributing deicer solution on roadways throughout the city. (2) Staff has been busy with the continuing task of replacing LED bulbs in streetlights.

Water Operations: (1) Staff has been performing fire hydrant maintenance on public hydrants located in the city's water service area. (2) Staff has been performing repair and maintenance of the chlorine system for the city's wells. This includes cleaning and recalibrating the chlorine analyzers and rebuilding the chlorine injection systems.

Grounds and Facilities Maintenance: (1) The quarterly weed bedding at the Civic Center campus and most parks has begun. (2) The long-awaited dust collection system in the wood shop at the Operations Shop site is being installed.

Wastewater Treatment Plant Digester Cleaning Update: The wastewater crews have now completed the first phase of the digester tank cleaning and replacement of the aeration diffusers as discussed in the January 8 Department Updates. This work consists of about 25% of the total work. The next phase of cleaning and repairs are scheduled for March 2025.

Wastewater Reporting and Permits: Nancy and Jim have completed the EPA and Department of Ecology's 2024 year-end biosolids reports. They are now working on Ecology's application for statewide general permit for biosolids management application. The goal is to have this application completed by the end of January.

Sports Summit: On January 16, Parks Manager Jennifer Haro attended a Sports Summit hosted by the YMCA. With leadership turnover since the Sports Complex was conceptualized, some of the sports organizations were not aware of the efforts to construct new fields. The YMCA informed attendees about fundraising efforts and the construction schedule for Phase 1A, and Jennifer spoke about Phase 1B and the feasibility study for phases 2 and 3. The YMCA is hoping to complete construction by the end of 2025.

Sports Complex Phase 1B: As the city gets closer to finishing Phase 1B, the parks commission and staff will discuss park rules and pickleball court etiquette. Staff met with the executive director at the YMCA about their experience with pickleball in their gym, including challenges. There may be some code updates required, but we plan to have relevant rules and signage in place prior to park opening. These will be the first dedicated pickleball courts on the Gig Harbor Peninsula, so it will be a learning experience about how to manage them.

Crescent Creek Park Master Plan: The Crescent Creek Park master planning process is restarting with the first community advisory committee meeting scheduled for next week, followed by another meeting during the first part of March. An open house at the park is scheduled for the second week of April, weather permitting. After the open house, another public survey will be distributed to the public for input.

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



City Administrator Report: January 27, 2025

Burnham Drive Half-Width Improvements – Parapet Wall Art





Dorotich Parking Update

GHPD Annual Awards



Legislative Update



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

Meeting Date: January 27, 2025

SUBJECT: Appointment to Fill Vacant City Council Position 3

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: N/A

BACKGROUND INFORMATION: On January 15, Councilmember Brenda Lykins resigned from City Council Position 3. At a study session on January 16, council invited the three remaining finalists from council appointment interviews held on December 12 to return for consideration to fill the vacant council position. The finalists were Julie Martin, Emily Stone, and Stephen McDuffie.

Introductory Statements by each Finalist: Each finalist will be provided three minutes to introduce themselves and state the reasons for their candidacy. Councilmembers may ask follow-up questions of the finalists.

Council Deliberations: Council may convene into executive session to discuss the qualifications of the applicants at any time. However, all interviews, deliberations, nominations, and votes taken by the city council shall be in open public session.

Nominations: The mayor shall ask for nominations from the councilmember for the purpose of creating a group of nominees to vote on. 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.

Voting: 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 council.

Oath of Office: The mayor shall declare the nominee receiving the majority vote as the new councilmember and administer the oath of office.

FISCAL CONSIDERATION: N/A

ATTACHMENTS: None

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



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

Meeting Date: January 27, 2025

SUBJECT: Election of Mayor Pro Tempore

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Nominate Councilmember _____ for the role of mayor pro tempore.

BACKGROUND INFORMATION: In accordance with GHMC Chapter 2.14, at the second regular meeting in January of each year, the members of the city council shall elect from their number a mayor pro tempore who shall hold office at the pleasure of the council, and in case of the absence of the mayor, perform the duties of mayor, except that he or she shall not have the power to appoint or remove any officer or to veto any ordinance.

Councilmembers will be asked to put forward nominations for election to the role of mayor pro tempore. Once all nominations have been made, council will elect the mayor pro tempore by roll call vote with each councilmember stating the name of their preferred nominee. In the event that there are more than three nominees, multiple votes may be necessary until one nominee has received four affirmative votes.

FISCAL CONSIDERATION: None.

ATTACHMENTS: None

STRATEGIC PLAN PRIORITY: None.



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

Meeting Date: January 27, 2025

SUBJECT: Resolution 1328 Designating the Official Newspaper

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to approve Resolution 1328

BACKGROUND INFORMATION: This section is used to describe the history of the issue/item before Council; in essence, how we got to where we are at. It should include information that describes the issue/project/problem, any actions taken in the past, and any other information required for the Council to understand the issue before them.

This section includes a discussion of the current status of the issue, the results of analysis or research that has been conducted, and the potential actions/options that Council can consider.

FISCAL CONSIDERATION: In accordance with Gig Harbor Municipal Code Chapter 1.20, the city is required to review the designation of the city's official newspaper biannually to ensure the newspaper maintains competitive costs. The last review occurred in January 2023.

At some point late in 2024 the city's current official newspaper, The Tacoma News-Tribune, substantially raised its rates for legal advertisements. Multiple city staff members have reached out to the News Tribune's legal advertisement staff to determine the reason for this increase and to determine if there is a way for the city to contract with the News Tribune for a rate consistent with what we had been paying previously, without positive results.

As a result, staff have solicited formal bids from both the News Tribune and the Tacoma Daily Index which are the two publications capable of satisfying the city's requirements. Their proposals are as follows:

- Tacoma Daily Index: \$18 per inch
- Tacoma News Tribune: \$77.29 per inch

Staff recommends that the Tacoma Daily Index be designated as the city's official newspaper based on the price difference and for a few other factors as well:

- The Tacoma Daily Index publishes daily on every working day. The News Tribune only publishes on Wednesdays, Fridays, and Sundays.
- The Tacoma Daily Index has an ad deadline of noon the day prior to publication. The News Tribune requires three days advance notice before publication.

- The Tacoma Daily Index is the official newspaper for the cities of Tacoma, Ruston, and Fircrest as well as Pierce Transit and Metro Parks Tacoma.
- The Tacoma Daily Index staff are located in Federal Way and have proven to be more responsive and accessible for staff inquiries

Resolution 1328, if approved, would enact the change of designation of an official city newspaper.

ATTACHMENTS:

1. Resolution 1328

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

RESOLUTION 1328

A RESOLUTION OF THE CITY OF GIG HARBOR, WASHINGTON, DESIGNATING THE OFFICIAL NEWSPAPER

WHEREAS, the city is required to designate an official newspaper for the purpose of publishing legal notices under RCW 35A.21.230; and

WHEREAS, the city solicited bids for an official newspaper that meets the qualifications in RCW 65.16; and

WHEREAS, bids for the official newspaper were received from the Tacoma News Tribune and the Tacoma Daily Index; and

WHEREAS, the Tacoma Daily Index is a newspaper of general circulation in the City of Gig Harbor and is a daily publication, which meets the city's noticing requirements;

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

Section 1. The Tacoma Daily Index is designated to be the official newspaper for the City of Gig Harbor for publication of all official notices, which the city is required to publish.

Section 2. This designation shall be reviewed on an on-going basis by the city clerk to ensure the newspaper maintains the applicable qualifications. Until such time as the qualifications identified in RCW 65.16 are not met or the city council determines a new official newspaper is warranted, this designation shall remain in effect.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 27th day of January, 2025.

Mary K. Barber
Mayor

Attest:

Joshua Stecker, CMC
City Clerk



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

Meeting Date: January 27, 2025

SUBJECT: Resolution 1327 Adopting an Amended 2018 Wastewater Comprehensive Plan

SUBMITTED BY: Public Works Director Jeff Langhelm, PE

DEPARTMENT: Public Works

PHONE: (253) 853-7630

SUGGESTED MOTION: Move to approve Resolution 1327.

BACKGROUND INFORMATION: The city's Wastewater Comprehensive Plan (WWCP) acts as the "general sewer plan" as required by the Washington State Department of Ecology and in accordance with state law. The WWCP is also supported by Chapter 13.28 of the Gig Harbor Municipal Code and the Public Works Standards to best operate, maintain, and manage the city's wastewater system. Additionally, the WWCP is not an element of the city's Comprehensive Plan but is instead adopted by reference in Chapter 9 of the city's Comprehensive Plan.

The city routinely receives requests to adjust wastewater basin boundaries that are established in Appendix B of the WWCP. These requests from developers often stem from the feasibility to flow sewer by gravity into a different basin than was identified in the WWCP. Section 1.4.2 of the WWCP addresses how amendments to the WWCP will be processed. When Section 1.4.2 was originally drafted, it was intended to allow for the consideration of technical amendments, commonly basin boundary and map amendments, to be processed by public works staff through a technical review then presented to council with a staff recommendation. This process usually took about two or three months.

Any other amendments, specifically those that would impact treatment plant capacity, would be processed by Community Development through the city's standard year-long comprehensive plan process.

Section 1.4.2 of the WWCP was implemented this way until 2023 when some ambiguity in the process arose that directed any amendment to the WWCP through the city comprehensive plan process.

The proposed Resolution 1327 is intended to remove the ambiguity and provide an efficient and effective review of technical amendments to the WWCP.

FISCAL CONSIDERATION: N/A

ATTACHMENTS:

1. Resolution 1327
-

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

RESOLUTION 1327

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING AN AMENDED 2018 WASTEWATER COMPREHENSIVE PLAN BY REVISING THE LANGUAGE AND CLARIFYING THE PROCESS TO PERFORM TECHNICAL AMENDMENTS TO THE WASTEWATER COMPREHENSIVE PLAN

WHEREAS, the city of Gig Harbor established its sanitary sewerage system in 1974 and subsequently developed its first Wastewater Comprehensive Plan (WWCP) more than 30 years ago to act at the “general sewer plan” as required by the Washington State Department of Ecology per WAC 173-240 and as further required by RCW 35.67; and

WHEREAS, the WWCP is also supported by GHMC 13.28 and the Public Works Standards to best operate, maintain, and manage the city’s wastewater system; and

WHEREAS, the WWCP is not an element of the City Comprehensive Plan but is instead adopted by reference in Chapter 9 of the City of Gig Harbor Comprehensive Plan; and

WHEREAS, the city routinely receives requests to adjust wastewater basin boundaries that are established in Appendix B of the WWCP and these requests often stem from the feasibility to flow sewer by gravity into a different basin than identified in the WWCP once detailed topographic data for a property is created or a developer’s general desire to shift basin boundary lines because this detailed topographic data may show that gravity sewer is not feasible as established in the WWCP or that gravity sewer is also feasible when discharging sewer to a sewer basin not previously prescribed in the WWCP; and

WHEREAS, other requests to amend basin boundaries are due to a property owner’s desire to reduce their own construction costs for developing the wastewater conveyance infrastructure; and

WHEREAS, the city similarly receives requests to adjust sewer flow values for specific properties due to proposed changes in land use and/or zoning; and

WHEREAS, in 2008 the city was facing wastewater treatment capacity issues at the wastewater treatment plant, so to allow for the consideration of amendments despite this treatment capacity issue and any such future issues, staff from both the Public Works Department and the (then) Planning Department worked together to add Section 1.4.2 to the 2009 WWCP, which provided for the processing of technical amendments to the WWCP that did not adversely impact the wastewater treatment plant capacity, to be reviewed at a technical level by public works staff to determine if there were any

impacts to the wastewater system instead of following the high-level, policy-based city comprehensive plan process as outlined by the growth management act; and

WHEREAS, the language in Section 1.4.2 was intended to direct the Public Works Department to assess and determine those amendments, as determined by the Public Works Department, that did not adversely affect the treatment system capacity would be processed by the Public Works Department then presented to city council for consideration; and

WHEREAS, all amendments to the WWCP followed this process between 2009 and 2023; and

WHEREAS, in 2023, due to some ambiguity in Section 1.4.2, the city began processing all proposed amendments to the WWCP in accordance with GHMC 19.09; and

WHEREAS, to most efficiently and effectively review and manage WWCP amendments that are not required by state law to go through a city comprehensive plan amendment process, staff is proposing an amendment to the Section 1.4.2 of the WWCP as outlined in Section 1 below.

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

Section 1. Adopt the 2018 Wastewater Comprehensive Plan as amended in Section 1.4.2 to read as follows:

1.4.2. Amendments to the Wastewater Comprehensive Plan

Amendments to policies or growth projection contained within this plan or amendments which adversely affect wastewater treatment system capacity as outlined in Section 1.4.2.1 shall be processed through the City's Comprehensive Plan amendment procedures (Chapter 19.09 GHMC). All other amendments, to be known as technical amendments, must be made through application to the City of Gig Harbor Public Works Department. Decisions on technical amendments will be made by the city council and will, where accepted by the city council, be adopted by resolution and, if required, be forwarded on to the appropriate state jurisdiction for additional review or approval. The requisite fee for proposed amendments to the Wastewater Comprehensive Plan must accompany the proposed application. Additionally, all costs incurred by the city will be reimbursed by the applicant proposing the amendment. These costs may include, but are not limited to, consultant fees, legal fees, and review fees required by other jurisdictions. All proposed amendment applications must include a completed Sewer Hydraulics Report in city format.

1.4.2.1. A proposed amendment that meets any one of the following scenarios shall be determined to adversely affect the city's wastewater treatment system capacity:

- Adjusts the city's comprehensive plan designation to allow for an increase in housing density and/or employment density; or
- Increases sewer flows to the wastewater treatment plant by 100 ERUs or more above the average dry weather flow projected and modeled for the parcel(s) in Chapter 3 of the Wastewater Comprehensive Plan.

1.4.2.2 Any proposed amendment that affects the wastewater treatment system capacity but does not adversely affect the wastewater treatment system capacity per Section 1.4.2.1 shall be processed through the city's sewer concurrency process (GHMC 19.10).

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 27th day of January, 2025.

Mary K. Barber
Mayor

Attest:

Joshua Stecker, CMC
City Clerk



To: Mayor Barber and City Council
From: David Rodenbach, Finance Director
Date: January 27, 2025
Subject: Fourth Quarter Financial Report

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

Total resources, which include all revenues, non-revenues, and beginning fund balances, are at ninety-five (95%) percent of the 2023-24 budget. City-wide revenues, across all funds, excluding internal transfers, loan receipts and beginning and ending fund balances, are one hundred (100%) percent. Expenditures are at seventy-four (74%) percent of the biennial budget.

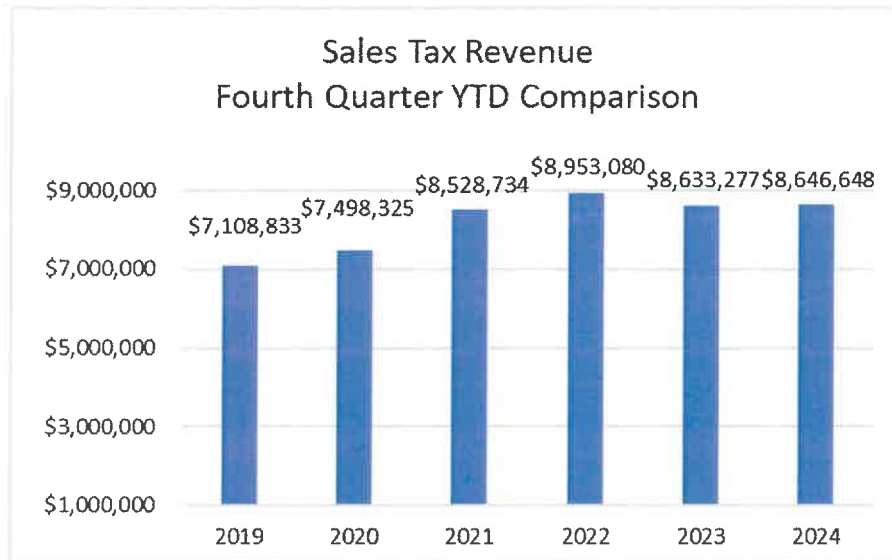
General Fund Revenues

General Fund revenues (excluding beginning balances) are at one hundred and one (101%) percent of the biennial budget.

General Fund Revenues 2023-24				
Budget vs. Actuals				
	Budgeted Revenue	Actual Revenue	% Collected	Balance
Taxes				
Property	\$ 6,764,207	6,736,132	100%	\$ (28,075)
Sales	17,728,920	17,619,426	99%	(109,494)
B&O Private Utility	2,940,789	2,754,324	94%	(186,465)
City Utility	1,117,407	1,120,079	100%	2,672
Other	612,703	621,389	101%	8,686
Sub-Total Taxes	\$ 29,164,026	\$ 28,851,351	99%	\$ (312,675)
Licenses & Permits	1,716,003	1,873,404	109%	157,401
Intergovernmental	1,778,616	2,023,626	114%	245,010
Charges for Services	271,072	323,986	120%	52,914
Fines & Forfeitures	104,857	140,032	134%	35,175
Miscellaneous	1,099,463	1,356,046	123%	256,583
Transfers and other Sources of Funds	77,634	134,355		56,721
Sub-Total	\$ 5,047,645	\$ 5,851,449	116%	\$ 803,804
Total General Fund	\$ 34,211,671	\$ 34,702,800	101%	\$ 491,129

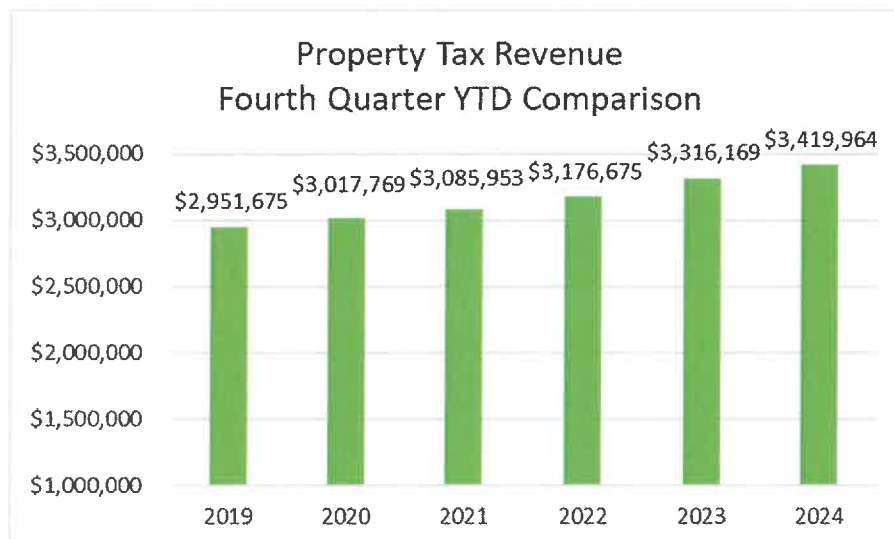
Sales Tax Revenue

Fourth quarter year-to-date sales tax revenue is illustrated below for years 2019 through 2024. Sales tax is at 99% of the biennial budget for 2023-24.



Property Tax Revenue

Fourth quarter year-to-date revenue from property taxes, 2019 through 2024, is shown below. Property taxes are at 100% of the biennial budget for 2023-24.



Transportation Benefit District

The City began receiving revenue in the second quarter of 2020 from the Transportation Benefit District (TBD). Total TBD resources are \$9,477,920.

Building Permit Fee Revenue

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



General Fund Expenditures

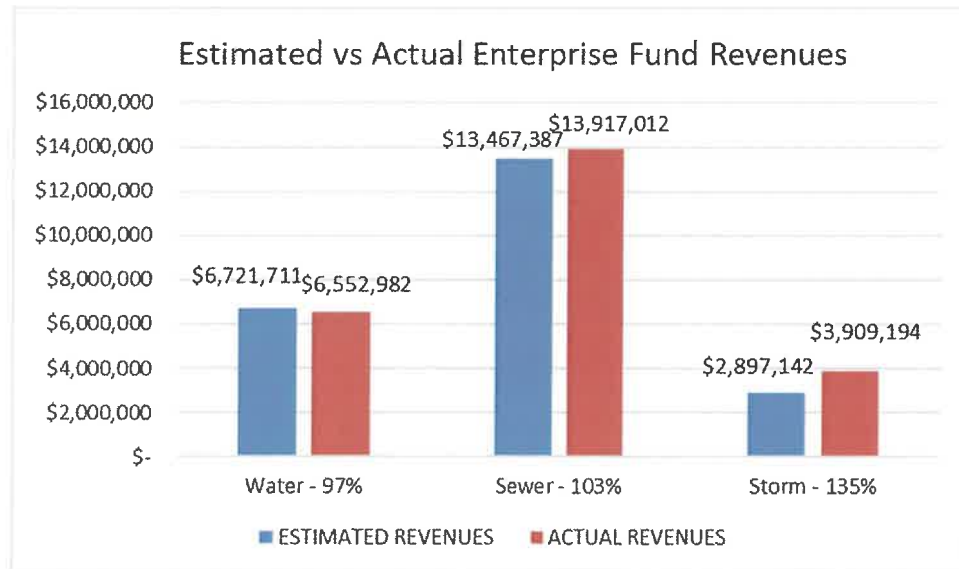
General fund expenditures are at ninety-one (91%) percent of the biennial budget.

General Fund Expenditures 2023-24						
By Department						
FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENT %	
001	GENERAL GOVERNMENT					
01	NON-DEPARTMENTAL	\$ 9,063,288	\$ 8,359,856	\$ 703,432	92%	
02	LEGISLATIVE	163,200	147,712	15,488	91%	
03	MUNICIPAL COURT	1,300,654	1,198,780	101,874	92%	
04	ADMINISTRATIVE/FINANCIAL	5,414,633	4,795,300	619,333	89%	
06	POLICE	11,327,417	10,691,372	636,045	94%	
14	COMMUNITY DEVELOPMENT	5,084,264	4,361,400	722,864	86%	
15	PARKS AND RECREATION	3,912,335	3,086,964	825,371	79%	
16	BUILDING	3,389,806	3,316,362	73,444	98%	
001	TOTAL GENERAL FUND	\$ 39,655,597	\$ 35,957,746	\$ 3,697,851	91%	

Water, Sewer and Storm

Revenues:

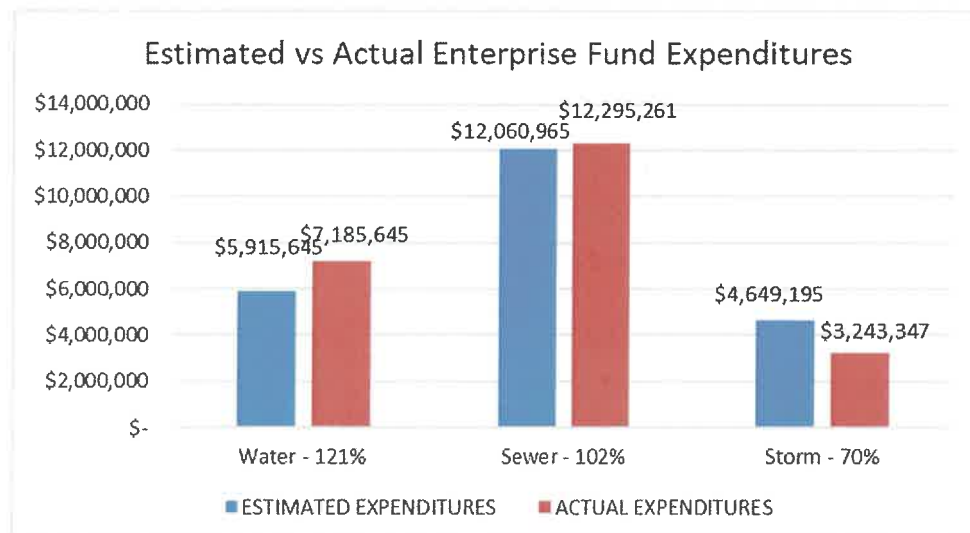
Water, Sewer and Storm Sewer revenues are ninety-seven (97%) percent, one hundred and three (103%) percent and one hundred and thirty-five (135%) percent of the biennial budget.



Water, Sewer and Storm

Expenditures:

Expenditures for the three funds are at one hundred and twenty-one (121%) percent, one hundred and two (102%) percent and seventy (70%) percent of the 2023-24 budget.



Cash & Investments

Cash balances are adequate in all funds. The balance of cash and investments across all funds as of December 31, 2024 exceeds \$60.0 million.

Composition of Cash and Investments		
CASH ON HAND	\$	300
CASH IN BANK		1,211,088
LOCAL GOV'T INVESTMENT POOL		39,635,809
OTHER INVESTMENTS		20,005,215
	\$	60,852,412

US Bank Safekeeping Investments:

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

Security Type	Par Value	Coupon	Yield	Maturity Date
FFCB	2,000,000	3.375	3.120	6/20/2025
FHLB	2,000,000	3.375	3.330	12/23/2025
FHLB	2,000,000	1.010	3.320	7/28/2026
FNMA	2,000,000	0.875	3.325	12/18/2026
FHLB	2,000,000	1.020	3.360	2/24/2027
FAMCA	1,000,000	4.300	4.450	3/3/2025
FHLMC	900,000	0.510	4.320	3/30/2026
FHLMC	2,150,000	0.375	4.700	9/23/2025
FNMA	1,000,000	1.875	4.350	9/24/2026
FAMCA	2,000,000	4.875	4.550	5/3/2027
FNMA	2,240,000	0.750	4.335	10/8/2027
US Treasury	2,000,000	3.125	4.240	8/31/2027



**CASH AND INVESTMENTS
BIENNIAL-TO-DATE ACTIVITY
AS OF DECEMBER 31, 2024**

FUND NO.	DESCRIPTION	BEGINNING CASH AND INVESTMENTS	REVENUES	EXPENDITURES	OTHER CHANGES	ENDING CASH AND INVESTMENTS
001	GENERAL GOVERNMENT	\$ 7,966,215	\$ 34,702,800	\$ 35,957,746	\$ (315,799)	\$ 6,395,470
101	STREET FUND	851,711	5,079,832	5,271,417	(101,468)	558,658
102	STREET CAPITAL FUND	409,820	8,856,063	7,839,201	(8,805)	1,417,877
103	SENIOR CAPITAL FUND	202,708	21,298	-	-	224,006
104	PEDESTRIAN SAFETY FUND	218,803	18,276	231,000	-	6,079
105	DRUG INVESTIGATION FUND	16,307	1,713	-	-	18,020
106	DRUG INVESTIGATION FUND	9,878	721	5,007	-	5,592
107	HOTEL-MOTEL FUND	1,328,943	1,155,843	1,464,412	(112,007)	908,367
108	PUBLIC ART CAPITAL PROJECTS	25,382	2,664	28	-	28,018
109	PARK DEVELOPMENT FUND	266,257	6,147,952	5,566,161	(56,737)	791,311
111	STRATEGIC RESERVE FUND	2,646,118	278,019	-	-	2,924,137
112	EQUIPMENT RESERVE FUND	497,553	52,276	-	-	549,829
113	CONTRIBUTIONS/DONATIONS	-	13,963	13,963	-	-
208	LTGO BOND REDEMPTION	181,307	2,089,025	3,654,509	1,471,299	87,122
211	UTGO BOND REDEMPTION	262,304	348,791	531,766	-	79,330
301	PROPERTY ACQUISITION FUND	1,873,584	1,284,232	46	-	3,157,770
305	GENERAL GOVT CAPITAL IMPR	1,278,651	1,200,679	46	-	2,479,284
309	IMPACT FEE TRUST	3,381,044	867,496	1,243,000	4,653	3,010,193
310	HOSPITAL BENEFIT ZONE	2,566,229	8,988,121	6,986,140	-	4,568,210
401	WATER OPERATING	3,298,707	6,552,982	7,185,645	21,198	2,687,241
402	SEWER OPERATING	5,506,557	13,917,012	12,295,261	(60,811)	7,067,497
403	SHORECREST RESERVE FUND	243,883	77,421	3,932	(402)	316,969
407	UTILITY RESERVE	1,454,464	90,469	52	-	1,544,882
408	UTILITY BOND REDEMPTION	264,681	4,574,553	4,547,965	-	291,269
410	SEWER CAPITAL CONSTRUCTION	6,962,158	2,170,895	2,062,966	(1,514,600)	5,555,487
411	STORM SEWER OPERATING FUND	1,844,575	3,909,194	3,243,347	(163,232)	2,347,190
412	STORM SEWER CAPITAL	2,940,795	1,329,500	2,236,159	150,296	2,184,432
420	WATER CAPITAL ASSETS	8,234,599	2,841,308	5,728,707	(8,583)	5,338,618
631	MUNICIPAL COURT	-	112,528	115,274	2,746	-
650	TRANSPORTATION BENEFIT DISTRICT	4,994,288	4,483,631	3,168,367	-	6,309,553
		<u>\$ 59,727,521</u>	<u>\$ 111,169,258</u>	<u>\$ 109,352,116</u>	<u>\$ (692,252)</u>	<u>\$ 60,852,412</u>

**COMPOSITION OF CASH AND INVESTMENTS
AS OF DECEMBER 31, 2024**

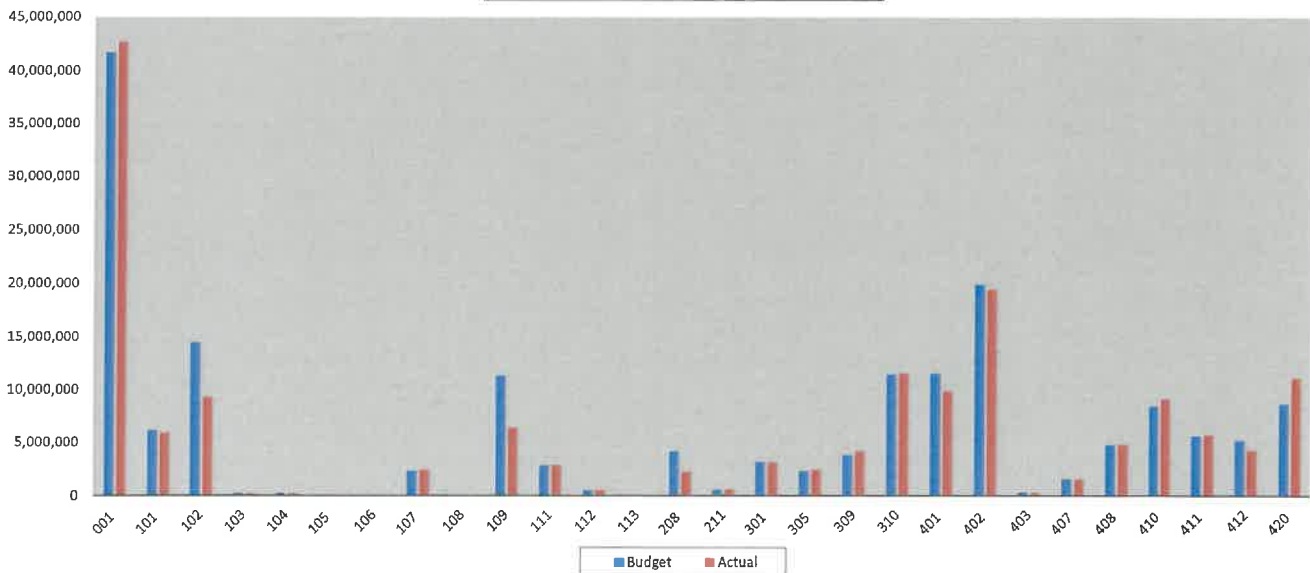
	MATURITY	RATE	BALANCE
CASH ON HAND			\$ 300
CASH IN BANK			1,211,088
LOCAL GOV'T INVESTMENT POOL	(Net Earnings Rate)	4.6603%	39,635,809
OTHER INVESTMENTS		3.95% avg	20,005,215
			<u>\$ 60,852,412</u>



BIENNIAL-TO-DATE RESOURCE SUMMARY AND COMPARISON TO BUDGET AS OF DECEMBER 31, 2024

FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	41,636,268 \$	42,669,015 \$	(1,032,747)	102%
101	STREET FUND	6,163,876	5,931,543	232,333	96%
102	STREET CAPITAL FUND	14,399,289	9,265,882	5,133,407	64%
103	SENIOR CAPITAL FUND	220,810	224,006	(3,196)	101%
104	PEDESTRIAN SAFETY FUND	238,991	237,079	1,912	99%
105	DRUG INVESTIGATION FUND	18,671	18,020	651	97%
106	DRUG INVESTIGATION FUND	12,351	10,599	1,752	86%
107	HOTEL-MOTEL FUND	2,360,825	2,484,786	(123,961)	105%
108	PUBLIC ART CAPITAL PROJECTS	27,722	28,046	(324)	101%
109	PARK DEVELOPMENT FUND	11,316,488	6,414,209	4,902,279	57%
111	STRATEGIC RESERVE FUND	2,886,489	2,924,137	(37,648)	101%
112	EQUIPMENT RESERVE FUND	544,818	549,829	(5,011)	101%
113	DONATIONS/CONTRIBUTIONS		13,963	(13,963)	#N/A
208	LTGO BOND REDEMPTION	4,216,537	2,270,332	1,946,205	54%
211	UTGO BOND REDEMPTION	602,683	611,096	(8,413)	101%
301	PROPERTY ACQUISITION FUND	3,175,717	3,157,816	17,901	99%
305	GENERAL GOVT CAPITAL IMPR	2,325,245	2,479,329	(154,084)	107%
309	IMPACT FEE TRUST	3,842,270	4,248,540	(406,270)	111%
310	HOSPITAL BENEFIT ZONE	11,430,787	11,554,350	(123,563)	101%
401	WATER OPERATING	11,503,187	9,851,688	1,651,499	86%
402	SEWER OPERATING	19,895,378	19,423,569	471,809	98%
403	SHORECREST RESERVE FUND	316,753	321,304	(4,551)	101%
407	UTILITY RESERVE	1,539,019	1,544,934	(5,915)	100%
408	UTILITY BOND REDEMPTION	4,793,599	4,839,234	(45,635)	101%
410	SEWER CAPITAL CONSTRUCTION	8,429,831	9,133,053	(703,222)	108%
411	STORM SEWER OPERATING FUND	5,659,162	5,753,769	(94,607)	102%
412	STORM SEWER CAPITAL	5,185,765	4,270,295	915,470	82%
420	WATER CAPITAL ASSETS	8,647,509	11,075,908	(2,428,399)	128%
631	MUNICIPAL COURT		112,528	(112,528)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	9,383,875	9,477,920	(94,045)	101%
		\$ 180,773,915	\$ 170,896,779	\$ 9,877,136	95%

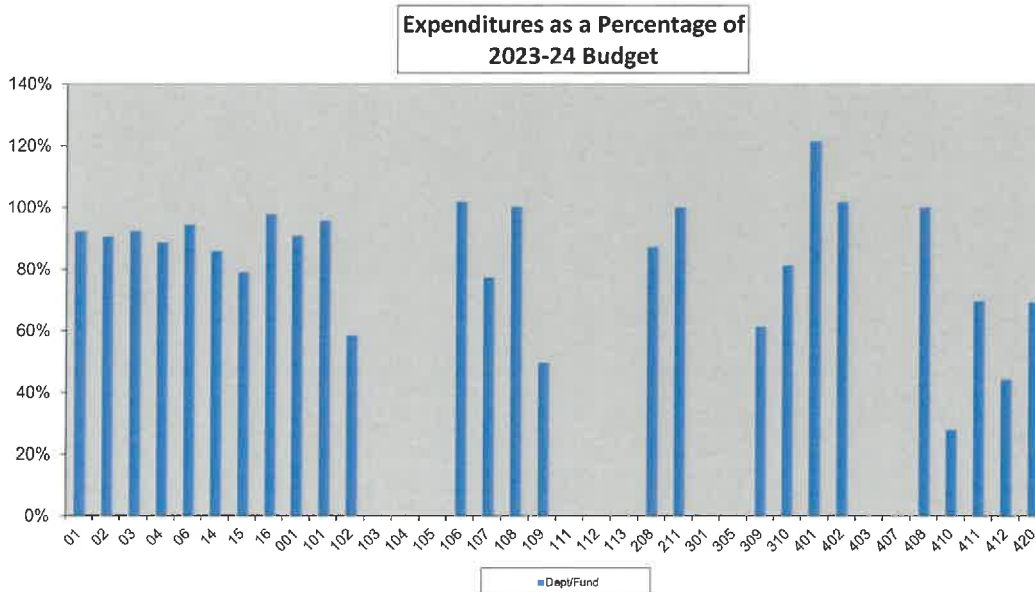
**Estimated vs Actual Resources
2023-24 Budget**





BIENNIAL-TO-DATE EXPENDITURE SUMMARY AND COMPARISON TO BUDGET AS OF DECEMBER 31, 2024

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 9,063,288	\$ 8,359,856	\$ 703,432	92%
02	LEGISLATIVE	163,200	147,712	15,488	91%
03	MUNICIPAL COURT	1,300,654	1,198,780	101,874	92%
04	ADMINISTRATIVE/FINANCIAL	5,414,633	4,795,300	619,333	89%
06	POLICE	11,327,417	10,691,372	636,045	94%
14	COMMUNITY DEVELOPMENT	5,084,264	4,361,400	722,864	86%
15	PARKS AND RECREATION	3,912,335	3,086,964	825,371	79%
16	BUILDING	3,389,806	3,316,362	73,444	98%
001	TOTAL GENERAL FUND	39,655,597	35,957,746	3,697,851	91%
101	STREET FUND	5,506,253	5,271,417	234,836	96%
102	STREET CAPITAL FUND	13,400,998	7,839,201	5,561,797	58%
103	SENIOR CAPITAL FUND	-	-	-	#N/A
104	PEDESTRIAN SAFETY FUND	-	231,000	(231,000)	#N/A
105	DRUG INVESTIGATION FUND	-	-	-	#N/A
106	DRUG INVESTIGATION FUND	4,919	5,007	(88)	102%
107	HOTEL-MOTEL FUND	1,894,054	1,464,412	429,642	77%
108	PUBLIC ART CAPITAL PROJECTS	28	28	(0)	100%
109	PARK DEVELOPMENT FUND	11,195,032	5,566,161	5,628,871	50%
111	STRATEGIC RESERVE FUND	-	-	-	#N/A
112	EQUIPMENT RESERVE FUND	-	-	-	#N/A
113	DONATIONS/CONTRIBUTIONS	-	13,963	(13,963)	#N/A
208	LTGO BOND REDEMPTION	4,192,995	3,654,509	538,486	87%
211	UTGO BOND REDEMPTION	531,766	531,766	(0)	100%
301	PROPERTY ACQUISITION FUND	1,300,040	46	1,299,994	0%
305	GENERAL GOVT CAPITAL IMPR	1,200,040	46	1,199,994	0%
309	IMPACT FEE TRUST	2,025,000	1,243,000	782,000	61%
310	HOSPITAL BENEFIT ZONE	8,588,140	6,986,140	1,602,000	81%
401	WATER OPERATING	5,915,645	7,185,645	(1,270,000)	121%
402	SEWER OPERATING	12,060,965	12,295,261	(234,296)	102%
403	SHORECREST RESERVE FUND	-	3,932	(3,932)	#N/A
407	UTILITY RESERVE	-	52	(52)	#N/A
408	UTILITY BOND REDEMPTION	4,548,066	4,547,965	101	100%
410	SEWER CAPITAL CONSTRUCTION	7,392,162	2,062,966	5,329,196	28%
411	STORM SEWER OPERATING FUND	4,649,195	3,243,347	1,405,848	70%
412	STORM SEWER CAPITAL	5,059,800	2,236,159	2,823,641	44%
420	WATER CAPITAL ASSETS	8,282,490	5,728,707	2,553,783	69%
631	MUNICIPAL COURT	-	115,274	(115,274)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	4,875,000	3,168,367	1,706,633	65%
		\$ 142,278,185	\$ 109,352,116	\$ 32,926,069	77%

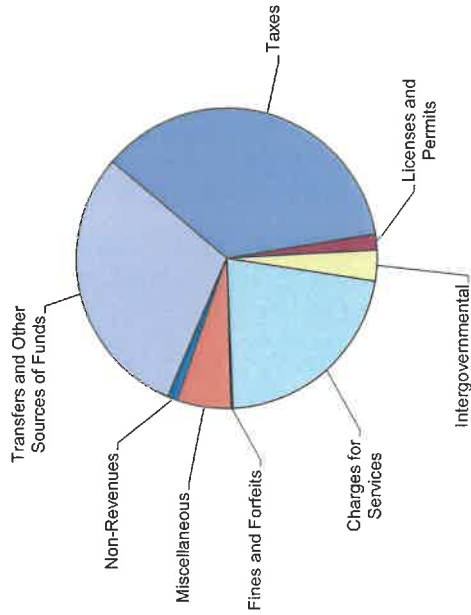




BIENNIAL-TO-DATE REVENUE SUMMARY
BY TYPE
AS OF DECEMBER 31, 2024

TYPE OF REVENUE	AMOUNT
Taxes	40,337,151
Licenses and Permits	1,923,824
Intergovernmental	3,682,702
Charges for Services	24,266,768
Fines and Forfeits	252,560
Miscellaneous	6,397,007
Non-Revenues	1,247,431
Transfers and Other Sources of Funds	33,061,813
Total Revenues	111,169,258
Beginning Cash Balance	59,727,521
Total Resources	170,896,779

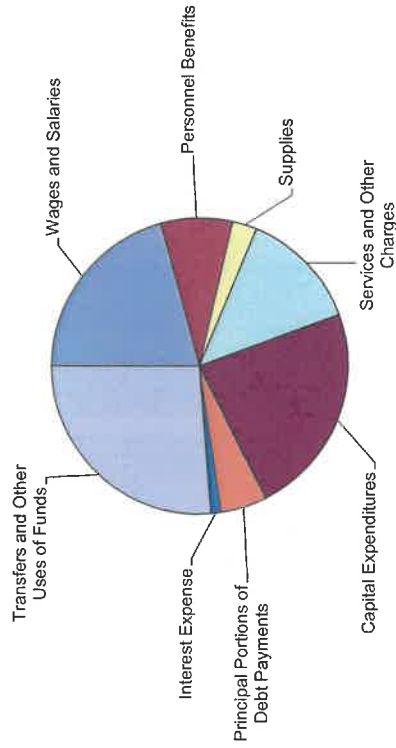
Revenues by Type - All Funds



BIENNIAL-TO-DATE EXPENDITURE SUMMARY
BY TYPE
AS OF DECEMBER 31, 2024

TYPE OF EXPENDITURE	AMOUNT
Wages and Salaries	22,595,431
Personnel Benefits	8,610,180
Supplies	2,931,251
Services and Other Charges	14,344,811
Capital Expenditures	25,380,652
Principal Portions of Debt Payments	5,474,642
Interest Expense	1,206,739
Transfers and Other Uses of Funds	28,808,450
Total Expenditures	109,352,156
Ending Cash Balance	60,852,412
Total Uses	170,204,569

Expenditures by Type - All Funds



CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2024

		SPECIAL REVENUE FUNDS										
		101	102	103	104	105	106	107	108	109		
		STREET	STREET CAPITAL	SENIOR CAPITAL	PEDESTRIAN SAFETY	INVESTIGTN	DRUG INVESTIGTN	HOTEL - MOTEL	PUBLIC ART PROJECTS	PARK DVLP FUND		
ASSETS	001 GENERAL GOVERNMENT											
	CASH	\$ 170,973	\$ 2,206	\$ 5,599	\$ 885	\$ 24	\$ 71	\$ 22	\$ 3,587	\$ 111	\$ 3,125	
	INVESTMENTS	6,224,497	1,412,278	223,121	6,055	17,949	5,570	904,780	27,907	788,186		
	RECEIVABLES	2,155,518	38,677	-	-	-	-	60,742	-	-	-	
	FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	
LIABILITIES	OTHER	-	-	-	-	-	-	-	-	-	-	
	TOTAL ASSETS	8,550,988	597,336	224,006	6,079	18,020	5,592	969,109	28,018	791,311		
	CURRENT	578,486	30,252	-	-	-	-	-	-	-	1,432	
	LONG TERM	81,423	-	-	-	-	-	-	-	-	-	
	TOTAL LIABILITIES	659,909	30,252	-	-	-	-	-	-	-	1,432	
FUND BALANCE:												
BEGINNING OF YEAR		9,146,025	758,668	202,708	218,803	16,307	9,878	1,277,678	25,382	208,088		
Y-T-D REVENUES		34,702,800	5,079,832	21,298	18,276	1,713	721	1,155,843	2,664	6,147,952		
Y-T-D EXPENDITURES		(35,957,746)	(5,271,417)	-	(231,000)	-	(5,007)	(1,464,412)	(28)	(5,566,161)		
ENDING FUND BALANCE		7,891,079	567,084	224,006	6,079	18,020	5,592	969,109	28,018	789,879		
TOTAL LIAB. & FUND BAL.		\$ 8,550,988	\$ 597,336	\$ 224,006	\$ 6,079	\$ 18,020	\$ 5,592	\$ 969,109	\$ 28,018	\$ 791,311		

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2024

	111	112	113	301	305	309	310	631	650	TOTAL SPECIAL REVENUE	208 LTGO BOND REDEMPTION	211 UTGO BOND DEBT SERVICE	TOTAL
ASSETS													
CASH	\$ 11,547	\$ 2,171	\$ -	\$ 40,160	\$ 37,480	\$ 11,887	\$ 18,039	-	219,074	\$ 355,987	\$ 344	\$ 313	\$ 657
INVESTMENTS	2,912,590	547,658	-	3,117,610	2,441,803	2,998,306	4,550,171	-	6,090,479	26,600,917	86,778	79,016	165,795
RECEIVABLES	-	-	-	25,982	25,982	-	-	-	351,860	503,242	-	6,374	6,374
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	2,924,137	549,829	-	3,183,752	2,505,266	3,010,193	4,588,210	-	6,661,413	27,460,147	87,122	85,703	172,826
LIABILITIES													
CURRENT	-	-	-	-	-	-	-	5,919	-	183,181	-	-	-
LONG TERM	-	-	-	-	-	-	-	-	-	-	1,471,299	4,113	1,475,413
TOTAL LIABILITIES	-	-	-	-	-	4,653	-	5,919	-	183,181	1,471,299	4,113	1,475,413
FUND BALANCE:													
BEGINNING OF YEAR	2,646,118	497,553	-	1,899,566	1,304,633	3,381,044	2,566,229	(3,173)	5,346,148	20,615,720	181,307	264,565	445,871
Y-T-D REVENUES	278,019	52,276	13,963	1,284,232	1,200,679	867,496	8,988,121	112,528	4,483,631	38,565,307	2,089,025	348,791	2,437,817
Y-T-D EXPENDITURES	-	-	(13,963)	(46)	(46)	(1,243,000)	(6,986,140)	(115,274)	(3,168,367)	(31,904,061)	(3,654,509)	(531,766)	(4,186,275)
ENDING FUND BALANCE	2,924,137	549,829	-	3,183,752	2,505,266	3,005,540	4,588,210	(5,919)	6,661,413	27,276,966	(1,384,177)	81,590	(1,302,587)
TOTAL LIAB. & FUND BAL.	\$ 2,924,137	\$ 549,829	\$ -	\$ 3,183,752	\$ 2,505,266	\$ 3,010,193	\$ 4,588,210	\$ (0)	\$ 6,661,413	\$ 27,460,147	\$ 87,122	\$ 85,703	\$ 172,826

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2024

	PROPRIETARY										TOTAL PROPRIETARY	TOTAL
	401 WATER OPERATING	402 SEWER OPERATING	403 SHORECREST RESERVE	407 UTILITY RESERVE	408 UTILITY BOND REDEMPTION	410 SEWER CAP. CONST.	411 STORM SEWER OPERATING	412 CAPITAL	420 WATER CAP. ASSETS			
ASSETS												
CASH	\$ 107,790	\$ 222,167	\$ 1,252	\$ 54,640	\$ 1,150	\$ 21,938	\$ 9,269	\$ 8,626	\$ 256,939	\$ 683,770	\$ 1,211,388	
INVESTMENTS	2,579,451	6,845,331	315,718	1,490,242	290,118	5,533,550	2,337,921	2,175,806	5,081,679	26,649,815	59,641,024	
RECEIVABLES	306,201	958,219	3,728	-	-	2,111,965	600,363	-	-	3,980,476	6,645,610	
FIXED ASSETS	15,638,915	50,135,151	-	-	-	418,524	2,365,589	2,171,641	3,796,875	74,526,695	74,526,695	
OTHER	-	-	-	-	317,631	-	-	-	-	317,631	317,631	
TOTAL ASSETS	18,632,357	58,160,867	320,698	1,544,882	608,900	8,085,977	5,313,141	4,356,073	9,135,493	106,158,388	142,342,349	
LIABILITIES												
CURRENT	20,305	87,591	-	-	1,962,069	28,788	6,981	154,228	46,273	2,306,234	3,067,901	
LONG TERM	93,102	128,002	-	-	14,806,762	-	40,856	-	-	15,068,721	16,625,557	
TOTAL LIABILITIES	113,406	215,593	-	-	16,768,831	28,788	47,837	154,228	46,273	17,374,955	19,693,458	
FUND BALANCE:												
BEGINNING OF YEAR	19,151,613	56,323,523	247,210	1,454,424	(16,186,519)	7,949,260	4,599,459	5,108,503	11,976,620	90,624,093	120,831,709	
Y-T-D REVENUES	6,552,982	13,917,012	77,421	90,469	4,574,553	2,170,895	3,909,194	1,329,500	2,841,308	35,463,334	111,169,258	
Y-T-D EXPENDITURES	(7,185,645)	(12,295,261)	(3,932)	(12)	(4,547,965)	(2,062,966)	(3,243,347)	(2,236,159)	(5,728,707)	(37,303,994)	(109,352,076)	
ENDING FUND BALANCE	18,518,950	57,945,275	320,698	1,544,882	(16,159,931)	8,057,189	5,265,304.89	4,201,844	9,089,221	88,783,433	122,648,891	
TOTAL LIAB. & FUND BAL.	\$ 18,632,357	\$ 58,160,867	\$ 320,698	\$ 1,544,882	\$ 608,900	\$ 8,085,977	\$ 5,313,141	\$ 4,356,073	\$ 9,135,493	\$ 106,158,388	\$ 142,342,349	

GENERAL FUND – NON-DEPARTMENTAL
Admin – City Clerk

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue to facilitate the appropriate and timely response to the increasing volume of public records requests in order to be more open, accountable, and responsive to citizens. Implement the public records policy	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Continue to implement open data access on the City’s website. Open data can facilitate government transparency, accountability, and public participation	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Work for continued compliance with document and electronic records retention and ways to facilitate record retrieval through the Records Management Committee	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:

GENERAL FUND – NON-DEPARTMENTAL

Objective	Status of Objective (as described in the 2023-24 Budget)
Financial. The annual audit performed by the state auditor's office: \$50,000. Insurance for General Governmental activities: \$389,280.	Objective on track to be met in 2024: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/24: 100% Notes: Insurance paid \$397,497
Operating transfers out. General fund transfers to other funds for 2023-24 are as follows: Fund Amount Street Operating \$4,350,000 Street Capital 43,000 Park Development 95,000 LTGO Debt 2,080,688	Objective on track to be met in 2024: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:

GENERAL FUND – NON-DEPARTMENTAL

Admin – HR

Goal	Status of Goal (as described in the 2023-24 Budget)
Conduct an employee satisfaction survey - \$5,000 annually	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: Employee engagement (satisfaction) survey was completed for 2023 with improved participation over the prior year by 4%. An engagement survey for 2024 was not included in the workplan.
Staff experience – special events, engagement opportunities	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: The city was recognized with the Best Commuter Business (silver level) and WellCity awards, respectively, for demonstrating effective planning, promotion, execution, and engagement in the areas of alternative commute options and staff health and wellness. The year concluded with numerous special events and exceptional staff participation city-wide.
Salary and benefit study to assesses and determine any needed adjustments - \$100,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: Consultant completed work products and all associated reports. Council was briefed and policy direction given in support of 2025 labor contract negotiations. Union reps and an all-staff presentation, respectively, were completed in 4Q. Implementation is planned for the new year.
Safety and risk – develop City-wide safety and risk plan	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0%

	Notes: Hiring the Risk & Safety Program Manager was paused for the duration of this budget cycle. Recruiting and hiring for this position is scheduled to occur in 2025.
Rewards and recognition – staff anniversaries, birthdays, project accomplishments, certifications/licenses, etc.	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: Meaningful reward and recognition activities for staff successfully occurred throughout the full budget cycle, including implementation of Employee of the Quarter and Employee of the Year awards.
Staff training and development – performance evaluations, supervisory training, leadership academy	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: Ensuring regular consistency with completion of performance evaluations. Some members of the executive team participated in a leadership academy facilitated by the International City/County Management Association (ICMA). All supervisors completed a supervisory workshop which refreshed and sharpened their leadership skills. As part of the 2024 leadership retreat, staff participated in a workshop focused on communication and conflict resolution. The leadership team continued learning on these subjects with a series of additional workshops completed in 4Q supporting team and capacity building efforts.
Productivity and efficiency – staff onboarding, automated timekeeping and leave management \$30,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 75% Notes: Continued with improvements to the onboarding experience and leave management. Employee Self Service (ESS) went live in 1Q 2024

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

Goal	Status of Goal (as described in the 2023-24 Budget)
FUND MANAGEMENT - Establish ITS internal service fund	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This is projected may not be completed this budget cycle due to staffing limitations in finance.
DATA MANAGEMENT - Migration of data from box.com to Microsoft 365 to align the city's data with the productivity products used by city staff	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 26% Notes: The box migration will not be completed year due to ITS staff turn-over.
CYBER SECURITY - Cyber Security Penetration Testing and Remediation - Implement Multi-factor Authentication (MFA) in Microsoft 365	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 90% Notes: Multi-factor Authentication (MFA) in Microsoft 365 has been completed. The Cyber Security Penetration Testing and Remediation will be scheduled soon.
BUILDING FACILITIES - Provision network and communications for the new public works operations center - Upgrade fiber optic cables that feed the police and public works engineering / community development buildings at the civic center campus - Collaborate with Public works to implement new door control security access system citywide	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: We have completed implementing the new door control security access system at the Civic Center and the Public Works operations center. We also completed provisioning network and communications for the new public works operations center. The upgrade of the fiber optic cables that feed the police and public works engineering / community development buildings at the civic center campus has been cancelled at this time.

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

Goal	Status of Goal (as described in the 2023-24 Budget)
Maintain state lobbying contract - \$40,000 annually	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Maintain federal lobbying contract - \$60,000 annually	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: Contract not renewed for 2023
Provide funding for the Gig Harbor Downtown Waterfront Alliance and its continued activities to promote downtown businesses – funded through Lodging Tax	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Promote and attract new businesses to downtown Gig Harbor through a variety of methods	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes:
Establish a new Sister City in Croatia	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Contract with on-call grant writer in support of city priorities - \$20,000 annually	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes:

GENERAL FUND – NON-DEPARTMENTAL
Admin – Tourism & Communications

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue measurement of success through increased growth of lodging tax year over year	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Self-publish the 2023 and 2024 Visitors Guide, with a goal of increasing advertising year over year to cover costs, return to distribution on WS Ferries and at Seatac International Airport, create a database of reciprocal agreements with other cities with the same visitor profile (Port Townsend; Bend, OR; Mercer Island, etc.), mail to a growing list of Gig Harbor addresses (city limits, adding in additional lists from 332 and 335) and, in the years to come, create a profit that underwrites further expenses from Summer Sounds and/or holiday events and offerings	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
Build holiday draw within city limits for the region, define Gig Harbor as a perfect seaside village for the holiday with events and programming throughout the month of December	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
Create interactive art campaign in partnership with local muralists in order to increase photo opportunities for visitors and residents to post, creating a soft influencer approach on reasons to visit Gig Harbor	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 12.5% Notes: This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
With the assistance of a City committee, engage a branding firm to renew the image of City signage and external materials, creating a brand guideline, updated logo, colors and fonts to maintain consistency throughout all City of Gig Harbor / Visit Gig Harbor publications and signage	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: Objective de-prioritized by Council at 3/30/23 study session
Fund a variety of events in interest areas and portions of the year as defined by the 2023 (and 2024) LTAC recommendations after review of event and operations applications	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100%

	Notes:
Create a City-wide Communications Strategy and Plan - \$50,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: Removed from work plan
Fourth of July event - \$100,000 annually	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: Removed from work plan

CAPITAL PROJECTS - CITY BUILDINGS

Goal	Status of Goal (as described in the 2023-24 Budget)
Civic Center HVAC Upgrade. The City is in the process of completing a feasibility study to identify HVAC replacement alternatives that reduce the City's carbon emissions, reduce energy costs, and reduce future maintenance costs. Based on the outcome of the feasibility study the City will engage in a construction contract to implement the recommended improvements. \$2,200,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/24: 95% Notes: Council approved additional funding with award of the final design and construction contract. The final system commissioning will be completed in early 2025.
Civic Center Security Upgrades at Reception Desks. The City has three reception desks that have no separation from the public. This proposed work would provide improved security features including placing a security between staff and the public. \$60,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project is being deferred due to limited staff capacity.
Bogue Visitor's Center Building Rehabilitation. The original scope of work for this project required a small Public Works contract to re-roof the City's Bogue Visitor's Center building. However, per Building Code requirements, the insulation in the building must also be replaced. Additionally, the HVAC system was identified as being beyond its useful life. This project proposes to replace both the indoor and outdoor HVAC units. This objective was initiated in 2022 with the completion of contract documents and award of a Public Works construction contract. This objective will complete the construction of the project awarded in 2022. \$100,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/24: 100% Notes: Project is complete. Council approved additional construction funding beyond the original budgeted amount.
Replacement Purchase – Building Access and Control System. The current building access control equipment at the Civic Center was installed over 19 years ago when the building was constructed. The current equipment and software are no longer supported as the vendor is no longer in business. New equipment will include two new control panels, multiple card readers and two keypad readers. A cloud-based software	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: Project Complete

system upgrade may be included which allows for remote management of equipment. \$120,000	
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CAPITAL PROJECTS - PARKS DEVELOPMENT

Gig Harbor Sports Complex Phase 1B Design, Permitting, and Construction. The City has been proceeding with developing a Sports Complex in Gig Harbor North since the City acquired park land in this area in 2011 in accordance with the 6-year CIP. The City then developed a series of master plans for the Sports Complex and the scope of the complex increased until 2018 when the project developed into the phased development of what we have today. The current project phase consists of two sub-phases that are interrelated but not equivalent. The YMCA will proceed with the Phase 1A project, which consists of two artificial turf fields with associated lighting and parking and is funded in part with the City's previously awarded legislative grant and a Recreation and Conservation Office (RCO) grant. Phase 1B is the City's portion of the complex and includes pickleball, bocce ball, multiple playgrounds, multiple pavilions, and a natural turf open space. Phase 1B requested funding from two RCO grants in 2020 and will proceed to YMCAs Phase 1A. The design and permitting effort for the project was initiated in 2022 with construction beginning either at the end of 2022 or early in 2023. \$5,250,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/24: Construction is 70% complete. Design & permitting is 100% complete Notes: Construction began May 28, and has been progressing on schedule for substantial completion in first quarter of 2025.
Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various location alternatives and building alternatives. The City completed the site development in 2019, completed the building design in 2021, and awarded a public works construction contract in 2022. Construction of the building will begin in 2023 and the City will furnish the new building in 2023. \$4,200,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/24: 99% Notes: Council approved funding with construction contract award. C of O received. Project is still going through project closeout into early 2025.

Gig Harbor North Trails. The City's 2022 PROS Plan identifies the siting and construction of various trails in Gig Harbor North. The City currently has three areas of vacant undeveloped lots that mostly consist of native vegetation. These areas include the Harbor Hill Open Space and the "Old Burnham Properties" (north of the intersection of Burnham Drive and Wood Hill Drive). This objective would provide for the design and permitting associated with the development and enhancement of native trails on these existing City Park properties and in coordination with private owners. \$150,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project did not move forward in 2024 due to limited staff capacity.
Cushman Trail Connection to Harborview Drive. In 2009 the City, in conjunction with Pierce County Parks, constructed Phase 2 of the Cushman Trail from Grandview Street to 96th Street. Since construction of Cushman Trail Phase 2 the City, along with the morning Rotary, the Downtown Waterfront Alliance, and multiple individuals, have considered and requested a connection trail between the Donkey Creek Park area and Cushman Trail. Due to topographic and critical area constraints, the City and its partners have considered multiple locations and trail cross sections. Now that the City has acquired conservation properties between Harborview Drive and Cushman Trail just north of the City's Wastewater Treatment Plant, there is opportunity for a new and improved location for this proposed connection trail. This objective will design and permit the Cushman Trail connection. \$200,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project did not move forward due to limited staff capacity.
Crescent Creek Park – Master Plan and Phase 1A Conceptual Design and Construction. The City's Crescent Creek Park (previously known as "City Park") has developed, redeveloped, and expanded in a sporadic fashion. Staff, with the support of a consultant, will conclude the public visioning that began in 2022 then establish, with Council support, a master plan for Crescent Creek Park. The momentum of the planning effort will go into the immediate	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/24: 10% Notes: A contract amendment was presented at the 10/28/2024 council meeting. This project will be extended into fall 2025, with additional cost due to a year-long delay.

implementation of Phase 1A improvements. \$225,000	
Shaw Park Analysis and Remediation. Shaw Park is located on Borgen Boulevard between the Heron's Key development and the planned commercial village on Harbor Hill Drive and was partially constructed by a private developer under a development agreement that lacked park specifications. The resulting first phase of the Park is flat terrain that was stripped of topsoil as part of the adjacent site development projects. The combination of poor soils and the lack of a working drainage system has made it impossible to maintain vegetation or natural turf at the Park. At this time, the only existing amenity is a cement plaza close to Borgen Boulevard with benches and donated outdoor musical equipment from the Gig Harbor Rotary Club. This proposed objective would perform a site analysis, provide specifications to improve soils and drainage, and complete the construction of the proposed improvements. \$95,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project did not move forward due to limited staff capacity and to allow considerations for mitigation and other uses at the site.
Skansie Netshed Improvements. The City of Gig Harbor purchased the Skansie Property in 2002 with the intent of expanding public access to the City's waterfront. The City eventually separately leased both the existing Skansie Residence and the wooden Skansie Netshed to two separate non-profit organizations to provide opportunities to the public for educational programming. The City has leased the Skansie Netshed to multiple non-profit organizations with the current lease expiring in December 2035. The City repainted and reroofed the Netshed in 2004 and then later rehabilitated the foundation and flooring on which the Netshed sits. The Netshed is again in need of repainting and reroofing. Additionally, based on two separate reports, the Netshed requires structural improvements. The City will complete the design and permitting of these improvements in 2023, then award a construction contract in 2023. This objective proposes to complete the structural repairs, siding repairs, repaint the exterior of the	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/24: 98% Notes: The city council contract award has exceeded the available budgeted amount. The final punch list work is being completed in first quarter 2025.

building, and re-roof the building. The City will also review the option to have the exterior painting completed by volunteers from the Skansie Netshed Foundation or other means to reduce the total project costs while meeting all necessary requirements. \$330,000	
Cushman Trail Phase 5A Scoping and Value Engineering Study. The City completed the Cushman Trail Phase 5 Planning Study in May 2020. This Study concluded the project should be divided into reasonably sized sub-sections due to the otherwise significant cost to design and construct the entire Phase 5 route identified in the Planning Study. This proposed objective would prepare for project implementation by completing the scoping for the Phase 5A limits then performing a value engineering study for the Cushman Trail crossing at Borgen Boulevard, including a cost estimate. \$85,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project did not move forward due to limited staff capacity.
Gig Harbor Sports Complex Phase 2 and 3 - Feasibility Study. In 2018 the City completed the master planning process for the Gig Harbor Sports Complex. The master plan identified three separate phases for implementing the development of the Sport Complex. Phase 1 consists of two lit, synthetic turf fields, an adjacent recreational area, and associated parking. Phase 1 is under design based on a collaborative effort between the City and the YMCA. Per the master plan, Phase 2 primarily consists of rehabilitating the City's existing Peninsula Light Fields by converting them from natural turf to synthetic turf and identifying any additional site improvements. The master plan also established two new synthetic turf fields with lights for the Phase 3 site. This proposed objective would develop a detailed scope of work then complete a feasibility study for the Phase 2 and 3 work, including a cost estimate. \$120,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/24: 100% Notes: Feasibility Study is complete. Council approved additional funding beyond the original budgeted amount.
Commercial Fishing Homeport Design, Permitting, and Construction. In 2012 the City purchased three waterfront parcels along Harborview Drive that eventually became	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No

Ancich Waterfront Park. Due to its waterfront location, the City's vision for the site quickly focused on waterfront uses, including access for commercial fishing vessels, human powered craft, and general public access. The park vision was adopted through Resolution 949 in 2013, and soon after the City applied for grants and looked for other funding sources. Due to funding constraints, the City decided to develop the site in at least three phases, including upland development, commercial fishing operation development, and human powered craft development, all in accordance with the 6-year CIP. The upland development was completed in 2018. This proposed objective will complete the design and permit effort then initiate a construction contract for the new float system for the commercial fishing homeport at Ancich Park. \$3,200,000	Percent complete as of 12/31/24: 35% Notes: Federal permitting delays have moved the final project design and project construction into 2025.
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CAPITAL PROJECTS - STREET DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various location alternatives and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building. \$4,200,000	See Parks Development
Burnham Drive Half-Width Roadway Improvements Phase 1A – Design, Permitting and Construction. Complete the design and permitting then construct approximately 1,400 LF of roadway corridor improvements along the east side of Burnham Drive (between 96th Street and the northerly Eagles driveway) where gaps exist. Improvements will be consistent with Alternative 3 as described to City Council in November 2020. This work will also incorporate a storm culvert replacement	Goal on track to be met by end of 2024: ☒ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/24: 40% Notes: Construction is underway and is anticipated to be completed in mid-2025. Project was always anticipated to span into 2025. Project is expected to be over the mid-biennial budgeted amount, however, staff has redistributed funds between projects

(identified separately in Storm Capital, No. 412). Due to the proximity of these two utility projects, the City will see cost savings by bidding and constructing these projects together. \$4,950,000	to balance funds. General funds are not proposed to be used for this project.
Harbor History Museum Driveway Entrance Revision. In 2012 the City installed a new sidewalk at the entrance to the Harbor History Museum driveway as part of the City's Donkey Creek Daylighting project. The back of the new driveway, despite meeting standards at the time, has a vertical curve that causes some vehicles to scrape along the asphalt driveway. This proposed objective will revise the sidewalk and driveway grade at the entrance to the Harbor History Museum to reduce the large change in grade that exists. This objective has been in the City's budget since 2017 but due to other priorities it has not been completed. This objective is proposed to be designed by Engineering Division staff and put out to bid for construction. \$75,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 25% Notes: This project was initiated but then deferred due to limited staff capacity.
Harbor Hill Drive Landscape Mitigation. As part of the Harbor Hill Drive extension project constructed in 2017 the City removed some native vegetation within the portions of Northarbor Business Park. This objective will complete the installation of landscape mitigation associated with the removal of the native vegetation. \$100,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 5% Notes: Staff began this project in Q4 2024. This work should be completed by Q4 of 2025 to maximize survivability of new vegetation.
Mid-Block Rapid-Flash Beacon Crosswalk System. The City routinely identifies locations to improve pedestrian safety through the installation of mid-block rapid-flash beacon systems. This objective will provide for the in-house design, purchase, and construction of mid-block pedestrian crosswalks and the associated rapid-flash beacon system at 50th St Ct. adjacent to Veterans Memorial Park and along Soundview Drive in the vicinity of Hunt Street. \$50,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 50% Notes: Only the crosswalk and RRFB at 50th Street Court is complete. The Soundview Dr location has been deferred until after the completion of the Soundview Dr watermain project.
Wollochet Dr./SR-16 Westbound On-ramp Right Turn Lane – Conceptual Design. Complete a conceptual design and estimates to install a right turn lane along eastbound	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No

Wollochet Drive to the SR-16 westbound on-ramp. Submit to WSDOT for an intersection justification report (IJR). This project is part of the larger Wollochet Dr. improvement project. \$150,000	Percent complete as of 12/31/24: 20% Notes: The City/Consultant team is working with WSDOT to justify a right turn pocket at this location. This project was anticipated to span into 2025. Funds have been reallocated through the 25/26 budget process.
Wollochet Dr/SR-16 Eastbound Off-ramp Right Turn Lane. Design, submit to WSDOT for an intersection justification report (IJR), and construct a right turn lane on the SR-16 eastbound off-ramp approaching the signal. Coordination with WSDOT will be required. \$500,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 40% Notes: This project was anticipated to span into 2025. Construction goal is summer 2025. Funds have been reallocated through the 25/26 budget process.
Prentice Ave/Fennimore St Half-Width Roadway Improvements – Design and Construction. Complete the design and construction of half-width frontage improvements between Harbor Ridge Middle School and Peacock Hill Avenue. Improvements will include new sidewalks, pedestrian ramps, roadway realignment, lighting, storm drainage, retaining walls, and RRFB crossings. PW/Engineering staff applied for a grant as described in the expense summary, however, if the grant is unsuccessful, local funds are proposed to be used. \$2,605,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/24: 95% Notes: The city council contract award has exceeded the available budgeted amount. Project will be closed out in Q1, 2025. Substantial completion will be issued in January 2025.
Olympic Drive Streetlights. Purchase and install with Operations staff five new 30-foot tall streetlights along the north side of Olympic Drive between Point Fosdick Drive and 50th St. This will fill in the gap of streetlights along this section of roadway. \$60,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 50% Notes: Lights are purchased and will be installed by city staff in Q1 of 2025.
Peacock Hill Ave Streetlights. Purchase and install with Operations staff nine new 20-foot tall streetlights along the east side of Peacock Hill Ave from Vernhardson St. to Ringold St. This will fill in the gap of streetlights along this section of roadway. \$118,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0%

	Notes: Due to staff capacity the project was carried into the 25/26 budget.
Electric Vehicle Charging Station. Purchase and install one new electric vehicle charging station. Location is to be determined. \$20,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 50% Notes: EV Charging Stations are installed at Civic Center. Installation of charging stations at PW Operations is rolled into the 25/26 budget.
38th Avenue Phase 2 Half-Width Roadway Improvements. Design and construct half-width roadway improvements in accordance with the Public Works Standards with the intent of using low-impact design for stormwater management. PW/Engineering staff applied for a grant described in the expense summary. However, if the grant is unsuccessful, local funds are proposed to be used. \$3,900,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 40% Notes: The design of a RAB at the intersection of 38th/56th was added to the project. Project will be under budget due to award of TIB funds. Construction expected to commence Q4 of 2025. Project will require ROW purchasing at 38th/56th Intersection. Coordination with PC is on the critical path of this project. Engineering has reallocated funds in the 25/26 budget.
Wollochet Dr/Wagner Wy Intersection Improvements. Update a previously designed project to perform improvements at the intersection of Wagner Way and Wollochet Drive then construct the designed improvements. This project is necessary due to traffic impacts from surrounding private developments that have recently been constructed and those that are pending. \$1,300,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 40% Notes: Due to material acquisition delay this project was expected to span into 2025. The construction contract was awarded by city council above the budgeted construction amount. However, due to previously unanticipated TIB funding, the city is not anticipating expending more local funds than identified in the 2023-24 budget. Project working days are suspended until delayed signal

	poles arrive and weather is favorable to striping the roadway. Funds have been reallocated in the 25/26 budget.
Olympic Dr./Pt. Fosdick Dr. Right Turn Lane Extension. Design an extension to the right turn lane approaching Pt. Fosdick Dr traveling eastbound on Olympic Dr. This project will increase the vehicle storage length along Olympic Dr. \$150,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 95% Notes: Design of this project will be complete in Q1, 2025. Construction has been bumped to the 27/28 budget cycle due to project prioritization. Funds were reallocated minimally in 2024 to add unanticipated design costs.
Burnham Dr/SR-16 RAB Metering Traffic Analysis and Conceptual Design. Review latest traffic data then create a conceptual design with cost estimate. \$75,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: Preliminary analysis completed in 2024. Traffic data collection and analysis identified no LOS deficiency at this location. This was confirmed with 2024 Comprehensive Plan transportation modeling. Project is on hold indefinitely.

CAPITAL PROJECTS - WASTEWATER DIVISION

Inflow and Infiltration Repairs of Manholes and Pipelines. As our underground collection system ages, the potential for leaks and failures increase. These failures use up capacity at the WWTP and add unnecessary costs to treat clean water. These funds will be used to repair/replace known deficiencies in the collection system. \$175,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project was deferred due to limited staff capacity.
Lift Station 2A (Bogue Viewing Platform) Generator Replacement. Replace the existing generator with a new generator and associated transfer switch. \$90,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Lift Station 14 (Wagner Way) Improvements. Lift Station 14 was	Goal on track to be met by end of 2024: ☐ Yes ☒ No

scheduled to be recoated in 2019. Recent failures of the piping in the Station will result in complete piping replacement. If the pipe replacement occurs prior to the recoating, then the coatings would be damaged. The decision was made to postpone the coating until the pipe rehab had taken place. This would make the pipe rehab and the recoating a single project. Both projects would require bypasses and would be significantly more expensive if completed as separate projects. The repairs would also include a new level control to replace the current probe that is continually fouled by grease and flushables, which requires regular hands-on maintenance. \$300,000	Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project was deferred due to limited staff capacity. The design for lift station improvements is budgeted and scheduled for 2025-2026.
Lift Station 1 (Crescent Creek Park) Rehabilitation. This lift station mostly consists of original equipment since its construction in 1974. This objective will replace existing pumps, electrical and mechanical equipment. \$265,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/24: 20% Notes: Soil tests indicated unfavorable soils. The project has been rolled into the 25/26 budget. Project is at 30% design. Construction anticipated in 2026. Funds were rolled into the 25/26 budget.
Stinson Slip Lining Sewer Main. This work will coincide with a proposed 2023-24 Public Works contract for storm pipe slip lining repair that staff intends to design in-house and bid using the small Public Works roster. The sewer main slip lining work will reduce Inflow & Infiltration (I&I) by repairing a section of sewer main along Stinson Avenue between Grandview Street and Rosedale Street. A longitudinal crack in the sewer main was discovered during pipeline investigation and needs to be repaired. \$40,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project was deferred to 2025 due to limited staff capacity
Wastewater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control. The current centrifuge operation at the City's Wastewater Treatment Plant (WWTP) contributes a high proportion of ammonia concentration to the WWTP by way of its discharge. This high concentration severely limits the throughput of the centrifuge without	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 30% Notes: This project is currently at the 50% design stage with an expected

causing detrimental impacts to the treatment plant. The proposed improvements will increase centrifuge capacity and plant efficiency. A side benefit will likely be a reduction in power costs for reduced blower and centrifuge runtime. \$200,000	completion of design in early/mid 2025.
Influent Screen Replacements in the Headworks Building. The replacement of two influent screens at the Wastewater Treatment Plant is necessary at this time. The current screens are failing and are not reliable. \$315,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Lift Station 5 (Harborview Dr. Ferry Landing Area) Basin Improvements. The City's existing Lift Station 5 is located along the shoreline of Gig Harbor bay adjacent to residential houses in the 2800 block of Harborview Drive. During extreme high tides a portion of Lift Station 5 is submerged. This improvement project will decommission the existing lift station then renovate the sewer basin by installing grinder pumps to serve some of the residences that currently flow by gravity to Lift Station 5. The project would also include constructing approximately 500 feet of a new gravity sewer main that will collect and convey sewage from outlying parcels served by Lift Station 5 to the City's Wastewater Treatment Plant. \$3,400,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 25% Notes: This project is currently at the 30% design stage. Expected design completion early/mid 2025.
Reuse and Reclamation Study – Phase 2. Continue the development of a feasibility report to refine previous reuse and reclaimed water studies to explore specific recharge sites and reuse locations, sources of recharge water, as well as other potential benefits that may result from generating reclaimed water. \$116,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project was not completed in 2024 due to limited staff capacity and has been deferred.
Wastewater Treatment Plant VFD Replacement. The Wastewater Treatment Plant currently has 5 Variable Frequency Drives (VFD) units that require replacement as recommended by the manufacturer. One of the VFDs is limited because of an internal failure. The other 4 VFDs will offer more flexibility and safer operation with the new air header that will be installed for the Puget Sound Nutrient General Permit. Installation to be completed by Wastewater staff. \$54,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:

38th Ave Dry Sewer Design and Construction. As part of the City's 38th Ave Phase 2 project the City is proceeding with designing and permitting a dry gravity sewer main along 38th Avenue from 56th Street to 60th Street. \$527,500	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 15% Notes: Project is under budget because construction did not commence in 2024. Project is anticipated to begin construction in the 2025-26 budget cycle.
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CAPITAL PROJECTS - WATER DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building. \$4,200,000	See Parks Development
Shurgard Water Tank Recoating. This project will repaint the exterior and interior of the City's Shurgard water tank. Engineering staff will assemble the contract documents and manage the construction. \$550,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/24: 15% Notes: This project currently under construction with an estimated completion date in April 2025. The construction contract was awarded at the 10/28/2024 council meeting at \$766,329.
Emergency Water Intertie – Canterwood Blvd. Complete the design then construct the water main (approximately 1,600 LF) along Canterwood Blvd between St. Anthony's hospital and Baker Way and associated emergency water intertie with an adjacent water purveyor to provide a redundant water source in the event of an emergency. \$482,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 25% Notes: Due to the city and Washington Water not agreeing to the terms of the intertie the city is abandoning this project and proceeding in a different direction.

Gig Harbor North Sports Complex Water Main. This project will provide a redundant water main and will be designed by Engineering Division Staff and installed by Operations Division Staff. \$84,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: See also Parks – Gig Harbor Sports Complex Phase 1B.
Well #9 (11944 Olympus Way) Development and Water Rights Processing. In accordance with the City's 2018 Water System Plan, the City is proposing to develop Well #9 in the Gig Harbor North area adjacent to the City's Gig Harbor North water tank as a redundant groundwater supply system. Once Well #9 is on-line it will mitigate the need for additional standby (emergency) storage in storage tanks. This improvement is consistent with the City's operational goals of investing in its supply sources to make for a more redundant and reliable system. The City will also begin working with the Washington State Department of Ecology to obtain water rights for Well #9. \$2,100,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 10% Notes: Due to delays in water rights processing and modeling results showing impacts to regional creeks, this project is considering alternatives before proceeding.
Soundview Drive Asbestos-Cement Watermain Replacement. This project would resolve a series of operational issues for the water system in Soundview Drive while also removing all the aging and soft asbestos cement watermains within Soundview Drive. This project would also suspend any work on the pedestrian crossing at Hunt Street until such time the watermain replacement work is completed. \$2,950,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 95% Notes: Substantial completion expected in January 2025. Some funds have been rolled into the 25/26 budget.
Public Works Operations Decant Facility. Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard's decant facility for Gig Harbor's vector waste. While this agreement provides a less expensive alternative than other regional disposal facilities, trucking waste to Port Orchard is expensive and time-consuming. The City of Gig Harbor has space and infrastructure on its new Public Works Operation Center site to install a decant facility. This objective will complete the design and permitting of a new decant facility for construction in 2023 at the existing	See Stormwater Capital

Public Works Operations Center site. The City will review funding sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. \$370,000	
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CAPITAL PROJECTS - STORM WATER DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives, and building alternatives. The City completed the site development in 2019, completed the building design in 2021, and awarded a construction contract in 2022. Construction of the building will continue into 2023 then the City will furnish the new building in 2023. \$4,200,000	See Parks Development
Storm Pipe Slip Lining. Perform the slip lining of two storm pipes in the City right of way due to failed pipe connections. These two storm pipes are located at the east end of Mountain View Place and in Vernhardson Street in the vicinity of Crescent Creek. In-house design and small Public Works contract for construction. \$170,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project was deferred into 2025 due to limited staff capacity.
North Creek Culvert Replacement – Design and Permitting. Based on the outcome of the 2022 North Creek Culvert Feasibility Study, this objective will complete the design and permitting of the North Creek Culvert replacement project. \$1,300,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 55% Notes: This work is being completed more slowly than originally anticipated due to the lack of grant funding. This project will continue design in 2025 and possibly begin construction in 2026.
Burnham Dr. Culvert Replacement at 96th Street. This project was bid and awarded in 2022 with construction anticipated to begin in 2023. This work will complete the construction of a replacement storm cross culvert in Burnham Drive south of 96 th Street. This work requires a new fish-passable culvert and is planned to be performed as	See Burnham Drive Phase 1A project in Street Capital.

part of the Burnham Dr. Half-Width Roadway Improvements Phase 1A project included in the Streets Capital fund (No. 102). \$2,500,000	
Outfalls to Marine Waters – Upgrades. Per the City’s NPDES Stormwater Permit, the City has completed an inventory of all City stormwater outfalls. In 2023, City staff, with the possible support of a consultant, will verify operational responsibilities and generate a prioritized list of capital improvement programs to correct or replace the deficient outfalls and a maintenance plan for all stormwater outfalls. This objective may also include funding for maintenance of at least one outfall, depending on staff capacity. Consultant support with survey and environmental reports with in-house staff or small Public Work contract. The City will review funding sources, including grants and the City’s stormwater opportunity fund through Pierce County Flood Control Zone District. \$150,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project was delayed due to limited staff capacity.
Public Works Operations Decant Facility. Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard’s decant facility for Gig Harbor’s vactor waste. While this agreement provides a less expensive alternative than other regional disposal facilities, trucking waste to Port Orchard is expensive and time-consuming. The City of Gig Harbor has space and infrastructure on its new Public Works Operation Center site to install a decant facility. This objective will complete the design and permitting of a new decant facility for construction in 2023 at the existing Public Works Operations Center site. The City will review funding sources including grants and the City’s stormwater opportunity fund through Pierce County Flood Control Zone District. \$370,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: The design contract for this project was initiated only in 2024 due to limited staff capacity. Design of the facility should be completed in Q3 of 2025.

GENERAL FUND – COMMUNITY DEVELOPMENT

Goal	Status of Goal (as described in the 2023-24 Budget)
Establish process and procedure for code compliance program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Update GHMC to support new code compliance program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Fully develop the SmartGov Portal and Dashboard for permit management and data reporting	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 75% Notes: On-going process
Increase staff access to training and education	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: On-going process
Begin electrifying the Department's fleet	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Establish a Planning Intern Program	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This effort will be forward to the 25-26 budget process
Continue 2024 Comprehensive Plan Periodic Update – includes Design Manual review and update, critical areas review and update	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 90% Notes: Additional time needed to refine our transportation element and capital facilities plan prior to any public hearing. Revised adoption Q1 2025.

Adopt a Climate Action Plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Conduct a Housing Needs Assessment & Middle Housing Analysis	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Form a Historic Preservation Commission/Board	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Complete Urban Forestry Management Plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Records management planning	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 50% Notes: On-going document conversion to digital format.
Update the GHMC Zoning and Environment titles as necessary	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 20% Notes: This will be continued into the 25-26 biennial budget, after the Comp Plan update is adopted.

GENERAL FUND – JUDICIAL-MUNICIPAL COURT

Goal	Status of Goal (as described in the 2023-24 Budget)
Implement hybrid court system that allows for both virtual and in-person court proceedings.	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Fully implement Enterprise Justice case management and electronic filing system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 25% Notes: postponed until 2025
Update and improve website for better organization and user-friendly content consistent with Enterprise Justice electronic filing system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: postponed until 2025
Purchase office equipment needed for implementation of electronic case management system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: postponed until 2025

GENERAL FUND – PARKS OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Install native trees and shrubs at various parks, streetscapes, and other City grounds	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Per PROS Plan, identify priorities and processes to guide the City's land conservation interests	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: New 11.41 acre conservation property was acquired 8/22/24.
Establish park standards that address park safety, desired outcomes, and instruct maintenance expectations	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 20% Notes: This project is delayed due to limited staff capacity.
Develop open space management plan(s): identify public lands and conserve critical lands for coordinated management approaches	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 90% Notes: Management Plan for Phases 1 & 2 of Conservation Area complete.
Design, locate, and install sign and trail signage for all parks and trails, including specifically speed signs along the Cushman Trail and coordinate with Peninsula Metropolitan Park District	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project did not move forward in 2024 due to limited staff capacity
Evaluate and improve ADA access in a transition plan for parks with goals and evaluation criteria	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project is being delayed due to limited staff capacity.

Develop a formal recycling program in City parks through participation, education, and support from local businesses and interest groups	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project did not move forward in 2024 due to limited staff capacity.
Obtain park reservation software to allow for online reservations and payments	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project did not move forward in 2024 due to limited staff capacity. Staff is researching options available with current city systems to enhance reservation experience for staff and users.
Update the Eddon Boat Park aquatic lease	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Furnish the Eddon Boat Park Brickyard House	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Develop and award a small public works contract to resurface and re-stripe the tennis/pickleball court (including replacing the court net) at Crescent Creek Park and the basketball court at Veterans' Park	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Install new security and camera system at existing Operations Shop facility	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Replace spinner toy at Civic Center Park	Goal on track to be met by end of 2024: ☐ Yes ☒ No

	Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 80% Notes: All equipment has been obtained but staff has not yet time to install this equipment.
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SPECIAL REVENUE FUND – PEDESTRIAN SAFETY FUND

Goal	Status of Goal (as described in the 2023-24 Budget)
Design and permit half-street improvements along the west side of Peacock Hill Ave from just north of Ringold St to just north of 107 th St Ct	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 20% Notes: Due to the need to acquire property and the addition of water main construction task, the design and permitting of this project will be completed in 2025.
Install various crosswalks with Rectangular Rapid Flash Beacons(RRFBS) as necessary and/or install sidewalks at the direction of the Mayor or Council that are identified in the City's current Transportation Improvement Program, Transportation Element, or Active Transportation Plan	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 50% Notes: 50th St crosswalk installed. Soundview Dr crosswalk at Hunt is deferred to coincide with the proposed Soundview Dr pavement maintenance project.

GENERAL FUND – POLICE

Goal	Status of Goal (as described in the 2023-24 Budget)
Increase staffing levels to meet increasing demand	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 33% Notes: Hiring process in progress. Additional interviews 2/25.
Increase training for officers	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: N/A Notes: Ongoing. Training plan developed and implemented.
Attain Washington State Accreditation	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 30% Notes: Updated completion – May 2025
Replace two additional patrol vehicles – consider eco-friendly options	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: Notes: All budgeted vehicles now in service.

SPECIAL REVENUE FUND – PUBLIC ART CAPITAL PROJECTS

Goal	Status of Goal (as described in the 2023-24 Budget)
Harborview/Stinson Roundabout Sidewalk art. \$25,000	Goal on track to be met by end of 2024: ☒ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 25% Notes: Coordiantion with artist required rolling over some of this into the 25/26 budget. However, contract is executed and art is being fabricated for placement in sidewalk.

GENERAL FUND – PUBLIC WORKS

Goal	Status of Goal (as described in the 2023-24 Budget)
Complete the construction of the City's new Public Works Operations Center	See Capital Projects – Parks Development
Develop and implement a web-based GIS viewer that will be available to the public	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Develop and implement mobile GIS applications to be available to City staff and to the public	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Complete high-accuracy City asset updating	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 95% Notes: A few assets remain in the software without being located using the high-accuracy GPS.
Update the city's 2018 Public Works Standards	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 22% Notes: Due to a delay in the completion of the public works standards, this goal will not be completed in 2024 and has been rolled into 25/26 cycle.
Install new dust collection system at Public Works wood shop to improve safety and working conditions	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project is delayed due to limited staff capacity.

Replace Light Duty Truck (hybrid or all electric)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
New Maintenance Van (all electric)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Replace Aerial Lift Truck (standard fuel)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Replace Side Mower with Tractor	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Replace 5-Yard Dump Truck	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Replace Lawn Mower	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
New Multi-terrain Mower	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:

ENTERPRISE FUND – SHORECREST SEWER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue to complete the maintenance tasks on time to comply with the Department of Health and receive the annual LOSS operating permit	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24:100% Notes:

ENTERPRISE FUND – STORMWATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Complete the updating of a new Stormwater Management and Site Development Manual and begin implementation	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Update the storm section of the Public Works Standards as necessary to reflect the design manual and current policies and procedures as needed	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 22% Notes: This goal will not be completed since the public works standards will not be completed by the end of 2024.
Provide inspection and reporting support for the City's newly implemented Stormwater Source Control Program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 75% Notes:
Complete the stormwater utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 65% Notes: Due to extenuating circumstances, the city no longer has a consultant to support this goal. Staff is working to complete this goal in 2025.

SPECIAL REVENUE FUND – STREET OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Utilize the services of an on-call professional traffic engineer to address various issues that are in need of a solution when City staff are not available or do not have the resources where the City is reimbursed for any such expenditures	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Staff will be supported by a consultant to complete a comprehensive update to the City's 2018 Public Works Standards (including adding traffic calming measures, sidewalk design, utility updates, etc.) and provide a process to receive input from the public (including an Ad-Hoc Pedestrian/Cyclist Advisory Committee to consult on pedestrian/cyclist-related standards).	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 12% Notes: Due to a delay in the completion of the public works standards, this goal will not be completed in 2024.
Review existing on-street parking standards, develop new parking standards, and codes, consider new locations for ADA parallel parking stalls in the right-of-way, create an implementation plan, and receive input from other City Departments and external stakeholders	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project did not move forward in 2024 due to limited staff capacity
Replace sections of sidewalk around the City to maintain safety and accessibility in accordance with the annual sidewalk replacement program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Staff to install upgrades to pedestrian crossings of the Cushman Trail at City streets	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Develop and institute roadway shoulder maintenance program	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget:

	☒ Yes ☐ No Percent complete as of 12/31/24: 25% Notes: Staff completed some shoulder maintenance but due to staffing limitations did not complete as much as originally planned.
Replant appropriate street trees along the frontage of Swift Water Elementary School	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Staff to institute a comprehensive program to replace older traffic signal lights at intersections around the City with LED devices	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 35% Notes: Staff completed a portion of this work but due to staffing limitations did not complete as much as originally planned.
Install new security and camera system at existing Operations Shop facility	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Staff and WSDOT to institute a comprehensive program to purchase and install a battery backup system for Point Fosdick Drive/Olympic Drive traffic signal	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 28% Notes: This goal has been initiated but has been carried over into 2025 in order to complete.
Complete North Harborview Drive sidewalk ADA improvements (Finholm District)	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project did not move forward in 2024 due to limited staff capacity

ENTERPRISE FUND – WASTEWATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
The City will need to be prepared to implement any potential process improvements and/or capital projects identified by the 2022 Nutrient Removal General Permit study. The specific process improvements and/or capital projects were not identified at the time this budget was developed	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 90% Notes: City staff is currently at the 50% design stage of upgrading the treatment plant digesters which are an identified project of the 2022 study.
Inspect at least 80,000 feet of sewer lines per year and clean where needed	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: Approximately 120,000 feet of gravity main line was inspected in 2024
Install flow meters at priority lift stations as referenced in the current Wastewater Comprehensive Plan	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: The wastewater division will be installing flowmeters as lift stations are upgraded. Lift stations #1 and #5 are currently in the design phase and will have flow meters installed during construction likely in 2025 or 2026.
Capture locations and other information on sanitary sewer manholes and other facilities through the use of the City's GPS and keep the sewer GIS Mapping System up to date	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 90% Notes: Staff completed a majority of this work but due to staffing limitations did not capture all facilities.
Optimize electrical and chemical consumption to help cut costs through Staff analysis and input	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget:

	☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: Staff continues to look for improve operational procedures to reduce electrical and chemical consumption costs.
Perform ongoing manhole ring and cover replacements in conjunction with pavement maintenance, water, sewer, and storm line installation, repair and replacement projects to save the City money and staff time	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes: WWTP staff independently replaced approximately 10 manhole ring and covers in 2024. The department also provided replacement ring and covers for roadway projects where necessary.
Staff to re-engage with local restaurants to ensure that they are handling fats, oils and grease (FOG) appropriately	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 90% Notes: Wastewater staff has contacted 95% of restaurants and has issued operational permits to approximately 85%.
Continue providing support to the non-profit organization offering free pump-out services to vessels located in and around Gig Harbor	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Provide an ARC flash analysis that identifies each electrical hazard in and around high voltage power and giving a rating as to the severity of the risk	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Complete the wastewater utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 65% Notes: Due to extenuating circumstances, the city no longer has a consultant to support this goal.

	Staff is working to complete this goal in 2025.
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ENTERPRISE FUND – WATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Systematic servicing of generators for production wells to ensure standby power supply is operational	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Well #5 and Well #6 (North Creek Lane) chlorine room construction	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 0% Notes: This project has been delayed due to limited staff capacity.
Install new vents at each Grandview water tank to increase safety measures when performing inspections	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Purchase and install a 300-kWh back-up generator at Well #3 (Soundview Drive) with automatic transfer switch to increase water system reliability	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 70% Notes: The generator has been purchased but there are delays in manufacturing and delivery that will require this work to be completed in 2025.
Remove, inspect, clean, and reinstall the existing pump and motor assembly at Well #6 (North Creek Lane) including performing an interior video inspection to ensure physical integrity, security, and water quality	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Remove, inspect, clean, rehabilitate, and reinstall the existing pump and motor assembly at Well #5 (North Creek Lane) in addition to completing a video inspection of the well casing to ensure physical integrity of the well screens and casing	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:

Replacement of the aging Harbormaster Lane water main that is designed by the Engineering Division and constructed by the Operations Division	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Verify accuracy of source meters located at production wells	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Replace Backflow (Cross Connection) Prevention Management software	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Staff will continue to replace all water sampling stations	Goal on track to be met by end of 2024: ☒ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:
Complete the water utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☐ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 65% Notes: Due to extenuating circumstances, the city no longer has a consultant to support this goal. Staff is working to complete this goal in 2025.
Install the new variable frequency drive (VFD) at Well #3 (Soundview Drive)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/24: 100% Notes:

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

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

Day	Date	Time	Group	Agenda Items
M	Jan. 27	5:30pm	City Council Meeting	See Agenda
TU	Jan. 28	5:30pm	Historic Preservation Commission	• Election of Chair & Vice Chair
TH	Jan. 30	3:00pm	City Council Study Session	• 38th Ave Ph 2 crosswalk discussion • Introduction to Updating the Transportation Impact Fee • Sewer Utility Extension Agreement - DMA Short Plat
TH	Feb. 5	5:30pm	Parks Commission	• Election of Chair & Vice Chair • Sports Complex Rules/Pickleball • 2025 Work Plan Review
TH	Feb. 6	3:30pm	Civil Service Commission	• Election of Chair & Vice Chair
TH	Feb. 6	5:30pm	Planning Commission	Public Hearing ADU Code Revisions
M	Feb. 10	5:30pm	City Council Meeting	Consent: • Sewer Utility Extension Agreement - DMA Short Plat Business: • Lease Amendment – YMCA Lease for Sports Complex Phase 1A • First Reading and Adoption of Ordinance 1535 Adopting Procedures Related to SB 5290
W	Feb. 12	10:00am	Arts Commission	
TH	Feb. 13	3:00pm	City Council Study Session	• Continued Review 2024 Comprehensive Plan Update Review PC Recommendation (Transportation Element & Capital Facilities Element) • Well #9 – Project Update • Gig Harbor BoatShop lease revision request • CPP-2325 Peacock Hill Half Street Improvement Design Changes
TH	Feb. 13	5:30pm	Planning Commission	
M	Feb. 24	5:30pm	City Council Meeting	• Professional Services Contract – SR16 Westbound On-ramp Design (TSI)
TH	Feb. 27	3:00pm	City Council Study Session	• Lift Station 1A – Project Update • Continued Review 2024 Comprehensive Plan Update Review PC Recommendation to wrap it up (if needed)
TH	Feb. 27	5:30pm	Design Review	
F	Feb. 28	9:00am	City Council Retreat	
M	Mar. 10	5:30pm	City Council Meeting	Business:

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
				• First Reading of Ordinance XXXX Adopting Comprehensive Plan Update • Resolution 1328 Amending Council Guidelines Staff Report: • Stormwater Management Program Presentation
TH	Mar. 13	3:00pm	City Council Study Session	• B&O Tax Options • Parks Code
M	Mar. 24	5:30pm	City Council Meeting	• Second Reading and Adoption of Ordinance XXXX Adopting Comprehensive Plan Update
TH	Mar. 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