

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, October 23, 2023 - 5:30 PM
Council Chambers

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

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

CHANGES TO THE AGENDA

PRESENTATIONS

1. **Swearing in of Police Officer Adam Moutaftsis**
Presented by Chief of Police Kelly Busey
2. **Police Appreciation Week Proclamation**
Presented to the Gig Harbor Police Department

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND NON-AGENDA ITEMS

CONSENT AGENDA

1. **City Council Minutes - City Council Study Session Minutes - September 28, 2023; City Council Minutes - October 9, 2023; City Council Study Session Minutes - October 12, 2023**
2. **Approval of Vouchers - Approval of check numbers 102679 through 102775 and ACH payments in the amount of \$1,026,152.95.**
Approval of check numbers 102679 through 102775 and ACH Payments in the amount of \$1,026,152.95.

3. **Purchase Authorization for Public Works Operations Center Building Furnishings**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. **Department Updates - October 18, 2023**

BUSINESS ITEMS

1. **Memorandum of Understanding with Harbor History Museum for Masonic Lodge Concept Planning**
Suggested Motion: Move to authorize the mayor to sign the memorandum of understanding with the Harbor History Museum for Masonic Lodge concept planning.
 - a. Staff Report: Parks Manager Jennifer Haro
 - b. Clarifying Questions
 - c. Public Comment
 - d. Council Deliberation and Action
2. **Public Hearing: Ordinance 1516 Interim Zoning Controls Pertaining to Site Specific Rezones and Height Restriction Area Variances**
Suggested Motion: None.
 - a. Staff Report: Community Development Director Carl de Simas
 - b. Clarifying Questions
 - c. Public Hearing

STAFF REPORT

1. **2023-24 Mid-biennial Budget Review**
Finance Director Dave Rodenbach
2. **Third Quarter Budget Update**

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; it is not a public forum.

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

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

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

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

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

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

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

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

WHEREAS, the members of the Gig Harbor Police Department serve an essential role in safeguarding the rights and freedoms of the City of Gig Harbor; and

WHEREAS, it is important that all residents know and understand the duties, responsibilities, hazards, and sacrifices of their Law Enforcement Agency, and that members of our Law Enforcement Agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the officers of the Gig Harbor Police Department fulfill these duties and responsibilities in unwavering fashion each and every day; and

WHEREAS, we recognize and honor the selfless and heroic services provided by members of the Gig Harbor Police Department in service to our community; and

WHEREAS, we also recognize and appreciate the extraordinary efforts and sacrifices made by the families of our Gig Harbor Police Department personnel;

NOW, THEREFORE, I, Tracie Markley, Mayor of the City of Gig Harbor, do hereby recognize and declare the week of October 23 - 27, 2023, as

Police Appreciation Week

in Gig Harbor and extend our deepest appreciation to those serving our community every day with courage, compassion, and conviction.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Gig Harbor to be affixed this 23rd day of October, 2023.

Mayor Tracie Markley
City of Gig Harbor

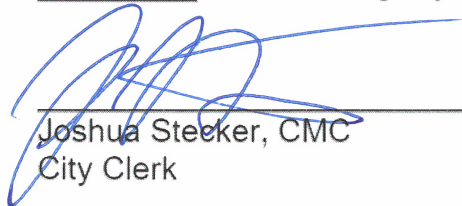
MINUTES
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, September 28, 2023 - 3:00 PM
Community Rooms

CALL TO ORDER/ROLL CALL Mayor Markley called the meeting to order at 3:00 p.m. Councilmembers Barber, Henderson, Lykins, Martin, Rodenberg, and Woock were present. Councilmember Storset was excused.

DISCUSSION ITEMS

1. **2024 Legislative Agenda** Josh Weiss and Annika Vaughn of Gordon Thomas Honeywell provided council with an overview of the process for updating the city's legislative agenda for 2024.
2. **Commercial Fishing Homeport Agreements** Public Works Director Jeff Langhelm and Parks Manager Jennifer Haro reported on the latest developments of the homeport project, including a draft donation agreement and a draft moorage agreement. Staff will continue researching options for the project and report back to council in the future.
3. **2044 Comprehensive Plan Update** Principal Planner Robin Bolster-Grant and consultant Bill Grimes provided council with an update on the 2044 comprehensive plan update progress.

ADJOURN The meeting adjourned at 5:36 p.m.



Joshua Stecker, CMC
City Clerk

MINUTES
GIG HARBOR CITY COUNCIL MEETING
Monday, October 9, 2023 - 5:30 PM
Council Chambers

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

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND NON-AGENDA ITEMS Thomas Wick commented on public hearing proceedings.

CONSENT AGENDA

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

VOTE: Unanimously approved.

1. **City Council Minutes - City Council Special Meeting - September 7, 2023; City Council Study Session - September 14, 2023; City Council Study Session - September 21, 2023; City Council Meeting - September 25, 2023; City Council Study Session Minutes - September 21, 2023**
2. **Approval of Vouchers - Check numbers 102591 through 102678 and ACH payments in the amount of \$1,196,81.24.**
3. **Approval of Payroll for the Month of September - Check numbers 8398 through 8399 and direct deposit transactions in the total amount of \$580,584.59.**

PRESENTATIONS

1. **Community Conflict Resolution Day Proclamation** Mayor Markley presented the proclamation to Center for Dialog & Resolution Executive Director Maralise Hood Quan.

MAYOR'S REPORT Mayor Markley reported on ride-alongs with Gig Harbor police officers and thanked the flower basket watering volunteers.

CITY ADMINISTRATOR'S REPORT City Administrator Katrina Knutson introduced Housing, Health, & Human Services Program Manager Shealynn Smiley. Building Official/Fire Marshal Paul Rice reported on the Lean Kaizen exercise conducted by the city's permitting staff.

1. Department Updates - October 4, 2023

BUSINESS ITEMS

1. **Resolution 1294 Adopting the Climate Action Plan** Senior Planner Roxanne Robles introduced the resolution.

MOTION: Move to approve Resolution 1294 (Martin/Lykins).

VOTE: Unanimously approved.

2. **Resolution 1295 Adopting the Urban Forestry Management Plan** Senior Planner Roxanne Robles introduced the resolution.

MOTION: Move to approve Resolution 1295 (Henderson/Woock).

VOTE: Unanimously approved.

3. **Resolution 1296 Declaring an Emergency - Signal Loop Repair at the Intersection of Rosedale Street and Schoolhouse Avenue** Public Works Director Jeff Langhelm introduced the resolution.

MOTION: Move to approve Resolution 1296 (Barber/Henderson).

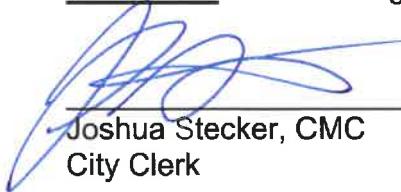
VOTE: Unanimously approved.

COUNCIL REPORTS/ COMMENTS Councilmember Woock reported on an upcoming KGI Watershed forum. Councilmember Henderson reported on an upcoming Pierce Conservation District meeting. Councilmember Martin thanked the mayor for providing clarifying information on the development plans for Peninsula Shopping Center and city staff assistance at a recent HOA meeting.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. **Upcoming City Meetings**

ADJOURN The meeting adjourned at 6:46 p.m.



Joshua Stecker, CMC
City Clerk

MINUTES
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, October 12, 2023 – 3:00 p.m.
Community Rooms

CALL TO ORDER / ROLL CALL: Mayor Pro Tem Lykins called the meeting to order at 3:03 p.m. Councilmembers Barber, Henderson, Martin, Rodenberg, and Woock were present. Mayor Markley and Councilmember Storset were excused.

DISCUSSION ITEMS:

1. **Quasi-Judicial Hearing Procedures** – City Attorney Daniel P. Kenny provided council with a PowerPoint training on quasi-judicial hearing procedures and answered questions.
2. **EV Charging Station Study** – Associate Engineer Chloe Wiser and Public Works Director Jeff Langhelm reviewed the purpose of the study, as well as the two grants the city plans to apply for to install charging stations around the city.

Council consensus was supportive of staff's proposed locations for EV charging station installation.

Council entered into recess at 4:07 p.m. and returned at 4:14 p.m.

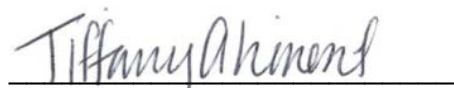
3. **Capital Improvement Projects Story Map** – Public Works Director Jeff Langhelm reviewed the city's capital improvement projects story map and answered questions.
4. **Cultural Access Program Update** – City Administrator Knutson reviewed the staff memo and provided an update on the program.

Council consensus was supportive of adding this to staff's work list for the second half of 2024.

5. **Climate Action Plan: Administrative Staff Proposed Action Items** – City Clerk Joshua Stecker reviewed the proposed action items listed in the staff memo.

Council consensus was supportive of initiating both action items.

ADJOURN: The meeting adjourned at 5:20 p.m.



Tiffany Alimont
Assistant City Clerk



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

Meeting Date: October 23, 2023

SUBJECT: Purchase Authorization for Public Works Operations Center Building Furnishings

SUBMITTED BY: Public Works Superintendent Jeff Olsen

DEPARTMENT: Public Works

PHONE: (253) 853-7661

SUGGESTED MOTION: Move to authorize the mayor to execute a purchase order with Workpointe for building furnishings for the Public Works Operations Center as detailed on quote #B37369.R2.C, dated 10/12/2023, in the amount of \$248,753.65 and authorize the public works superintendent change order authority in an amount not to exceed \$10,000.

BACKGROUND INFORMATION: At the November 9, 2021, council study session staff received direction from city council to proceed with final design, bidding, and construction of the Public Works Operations Center building. Council approved the professional services contract with Lawhead Architects to provide final design and permitting and assistance with bidding. The construction portion of the project was competitively bid and the contract was awarded to Pease & Sons on March 27, 2023. The building construction is anticipated to be completed in early 2024.

Workpointe was selected to help plan and design the building furnishings to maximize the functionality of the interior spaces. The furnishings for offices, open space workstations, break/lunchroom, conference/copy room and storage solutions will be delivered, assembled, and installed by Workpointe as soon as the construction contractor finishes their punch list items.

Resolution 1066, Section 3.6 allows for the city to purchase through Interlocal Cooperative Purchasing Agreements. This purchase will utilize pricing for the furnishings through Omnia Partners Cooperative Purchasing contracts.

FISCAL CONSIDERATION:

Funding and Expenses for Purchase of Equipment and Furnishings:	
<i>Budget Amount for Equipment and Furnishings</i>	<i>\$300,000.00</i>
Interactive Monitor for Crew Training Area (85")	(\$8,700.00)
Interactive Monitor for Conference Room (55")	(\$2,700.00)
Video Conference Camera System	(\$2,600.00)
Public Works Operations Center Monument Sign	(\$4,200.00)

Chairs for Crew Training Area	(\$19,000.00)
Public Works Operations Center Bldg. Furnishings	(\$248,753.65)
Change Order Authority for unanticipated furnishings needs	(\$10,000.00)
Total Expenses for Equipment and Furnishings:	(\$295,953.65)
Furnishings Budget Balance	\$4,046.35

ATTACHMENTS:

1. PW Operation Center Furnishings Quote

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



505 1st Ave South
Suite 120
Seattle, WA 98104
www.workpointe.com

B37369

Quote Number: B37369.R2.C

Date: 10/12/2023

Valid Until: 11/12/2023

OMNIA CONTRACT - 5200623

Prepared By:

Shannon Brynn
Account Manager
Workpointe
Seattle, WA
253.203.4325

Prepared For:

City of Gig Harbor
Public Works
5118 89th St
Gig Harbor, WA 98335

Line #	Part Description	Qty	Sell	Ext Sell
1	Admin 102	1	\$14,555.52	\$14,555.52
2	Map/Copy 111	1	\$15,995.88	\$15,995.88
3	Offices 103 & 104	1	\$19,924.32	\$19,924.32
4	Offices 106, 107 & 108	1	\$19,696.79	\$19,696.79
5	PW Sup. Office 109	1	\$9,354.18	\$9,354.18
6	Open Office 105	1	\$77,430.80	\$77,430.80
7	Open Office 105 - Mail Area	1	\$12,526.08	\$12,526.08
8	Entry 100	1	\$460.36	\$460.36
9	Lunch / Break Room 115	1	\$27,458.10	\$27,458.10
			Subtotal:	\$197,402.03
10	Project Managment	1	\$4,173.00	\$4,173.00
11	Design	1	\$4,092.00	\$4,092.00
12	Delivery & Install	1	\$22,756.89	\$22,756.89
			Subtotal:	\$31,021.89
Washington Sales Tax (Pierce County 8.9%)			\$20,329.73	\$20,329.73
			Total:	\$248,753.65

Line #	Part Description	Qty	Sell	Ext Sell
Approved By: _____		Date: _____		
Name				
_____		PO: _____		
Title				

Line #	Part Description	Qty	Sell	Ext Sell
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Terms & Conditions

1. **ORDERS:** Buyer's order will not be processed until Seller has approved and recieved:
 - _____ Signed Terms & Conditions
 - _____ Signed quote or binding purchase order
 - _____ Approved and signed drawings and specifications, if applicable
 - _____ Completed and signed credit application and Buyer's good credit rating and standing with Seller
2. **PAYMENT:** Net 30 days from invoice date. A 50% deposit is required for all orders, subsequent orders under \$5,000 a deposit is not unless otherwise noted. If projects are delayed or interrupted due to no fault of Seller or due to factors beyond Seller's control, the product will be billable upon shipment and Buyer remains obligated to pay each invoice when due. Seller can ship/install or provide services from a single purchase order, and invoice Buyer, in stages and Buyer agrees to pay Seller for products and services when invoiced per established credit terms. Unpaid invoices past the due date will accrue interest at 1.5% per month or the maximum amount allowed by law. All fees, including reasonable attorneys fees, incurred in collection of monies due to the Seller will be paid by Buyer. Buyer may reject and withhold payment only for furniture noted on a delivery ticket or punch list as rejected, but in no event may Buyer withhold payment for more than 10% of an invoice.
3. **CANCELLATIONS:** All or part of a furniture order cannot be cancelled without prior written approval by Seller. If Buyer cancels after an order is initiated, Buyer will pay all charges incurred through cancellation date including any applicable restocking fees. These charges vary based on specific manufacturer policies. **CANCELLATION OF LABOR + SERVICES:** Service and labor must be cancelled a minimum of 24 hours prior to start time/date. Failure to cancel will subject Buyer to a minimum fee equal to four (4) hours times the number of men scheduled in the crew times the hourly bill rate of each crew member; direct ship reconsignment; double handling fees; storage; and redelivery. Design costs accrued up to time of cancellation are payable by Buyer.
4. **RETURNS:** Manufacturers do not accept the return of furnishings. Merchandise may not be returned or replaced, credit or deduction taken, or requested without prior written authorization from Seller and payment by Buyer of restocking, pick-up, uninstall and freight fees. Damaged or defective items will be repaired or replaced at the manufacturer's discretion.
5. **PRICES:** Prices quoted are valid for 30 days. Quotes may not include all applicable taxes. Taxes will be added to invoice.
6. **TITLE AND RISK OF LOSS:** Title and risk of loss pass to Buyer (a) on delivery to Buyer's dock, or (b) if product is shipped directly from manufacturer at FOB manufacturer's factory, or (c) if Buyer is unable to take delivery of product and requests that Seller store product, on earlier of date of storage or initial delivery date. Seller has a security interest in the product until all invoices have been paid in full and Buyer will execute documents to perfect that security interest.
7. **DELIVERY AND INSTALLATION:**
 - a. **Business Hours:** Normal working hours are from 8:00am - 4:00pm, Monday through Friday unless otherwise noted and agreed to, excluding holidays. Overtime labor costs will be added when overtime work is performed at the Buyer's request or if Seller incurs additional labor costs due to unfavorable building conditions.
 - b. **Condition of Job Site:** The job site will be clean and free of debris prior to delivery and installation. If other trades on the job site delay the installation, the Buyer shall pay any additional fees. It is the Buyer's responsibility to clear the area prior to the start of the installation. Buyer is responsible for moving computers and all related equipment.
 - c. **Building Electrical Connections:** It is the responsibility of the Buyer to make electrical connections from the building power supply to the furniture and/or panel systems unless otherwise agreed to. Data and telephone cabling is also the responsibility of the Buyer.
 - d. **Protection of Delivered Goods:** Property damage/replacement insurance costs are the responsibility of the Buyer. Buyer is responsible for all loss or damage by trades such as painting or plastering, electrical or telephone installation, fire or other elements.
 - e. **Job Site Services:** Electric current, HVAC and elevator services will be furnished without charge to Seller. Adequate facilities for off-loading, staging and handling of merchandise will be provided by the Buyer without charge to Seller. For any services or conditions outside the norm, which incur additional costs, the Buyer will pay the fees.
 - f. **Storage:** If Buyer is unable to take delivery of product processed through Seller's distribution center, at the agreed upon date, Seller, at Buyer's request, will store the product for the Buyer for a 30 day period at no charge to the Buyer. After 30 days, storage and handling fees will apply and will be paid by Buyer. Delay of direct deliveries to the Buyer's site will incur storage and handling fees and will be paid by the Buyer.
 - g. **Scope:** Any services requested outside the original scope of work will be considered as a change order and will be subject to billing at the current hourly rate.
8. **INDUSTRY STANDARDS:** All merchandise, including veneers, are subject to reasonable variations in color, pattern, grain and finish according to the trade customs of the industry. These variations, or any subtle changes over time, are not considered defects.
9. **CLAIMS:** Seller will file claims for transportation damage except drop shipments which are the responsibility of Buyer.
10. **DELAY:** Seller is not liable for failure, delay or interruption in performance which is beyond Seller's control including strikes, lockouts, work stoppages, accidents, manufacturers' production schedule and acts of God including weather, war and terrorism.
11. **LIMITATION OF LIABILITY:** Seller is not liable to Buyer for any indirect, incidental, consequential or punitive damages. Seller's maximum liability for breach of these Terms and Conditions is the amount received from Buyer hereunder.
12. **LOSS:** Buyer agrees to hold Seller harmless from all claims, expenses, fees and losses related to its breach of these Terms and Conditions and any related document.
13. **AGREEMENT:** These Terms and Conditions supersede all prior oral and written agreements related hereof. These Terms and Conditions can only be amended in a writing signed by Seller and Buyer's authorized officers. If these Terms and Conditions conflict with the documents in section 1, these Terms and Conditions control. These Terms and Conditions are governed by the laws of the State of _____, without regard to its conflict of laws provisions. Buyer waives application of Article 2 of the Uniform Commercial Code. If any term of these Terms and Conditions is invalid, illegal or unenforceable it will not apply but the remaining terms will continue to apply. Headings are for reference only and are not to be used in interpreting these Terms and Conditions.
14. **WARRANTY:** Product warranty is provided by each manufacturer. Seller disclaims all express or implied warranties.

Name/Signature: _____ Date: _____



DEPARTMENT UPDATES

WEDNESDAY, OCTOBER 18, 2023

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

OPIOID ABATEMENT COUNCIL: The [Pierce County Opioid Abatement Council](#) (PCOAC) was formed as a response to the impact of the Opioid Epidemic on Pierce County and the greater Puget Sound area. City Administrator Knutson represents Gig Harbor on the council, which is also comprised of members from Auburn, Bonney Lake, Edgewood, Fife, Lakewood, Pierce County, Puyallup, Sumner, Tacoma, and University Place.

Pierce County is set to receive \$29 million in funding from various opioid settlements over the next 17 years. The Opioid Abatement Council unites cities, towns, and subject matter experts to ensure the effective utilization of allocated funds in addressing the opioid epidemic. The primary areas of focus include addiction treatment programs and educational campaigns about the risks of opioid abuse.

Last week, the PCOAC held its first meeting to discuss its duties as outlined in the Interlocal Agreement. The council also elected a chair, adopted a date for regular meetings, discussed council terms, and assigned tasks. City Administrator Knutson will continue to provide updates as these meetings proceed and as the work of the council progresses.

CULTURAL ACCESS PROGRAM: In July, staff reported to council on the potential of creating a cultural access program in the city. Since then, staff has met with stakeholders to discuss how the program could benefit the community. As beneficiaries of the program, the stakeholder group was largely supportive of the program.

Cultural access programs provide a mechanism for cities to support organizations that provide a cultural benefit to the community. Within the city, there are numerous organizations who could benefit from the program, many of whom already receive grant funding from the city through creative endeavor and lodging tax grants. Funding for the program is provided through a .01% sales tax, which can be enacted by ballot measure or by direct councilmanic action. However, the tax cannot be collected until January 1, 2025.

Because the tax cannot be collected until 2025, council has directed this program be added to staff's work list for the second half of 2024. At that time, staff could begin working on the parameters for the program and begin discussions with council on the appropriateness of pursuing a sales tax increase.

A 'CHILD CARE CLIFF' LOOMS AS PANDEMIC-ERA SUPPORT RUNS OUT: A recent trend in public inquiries come from frustrated parents who cannot find available childcare within our community. Part of this problem may be linked to the Childcare Stabilization Grants that expired on September 30, which kept millions of childcare providers afloat during the pandemic. According to the Seattle Times, three million children are now at risk of losing their childcare spots in what some call a "childcare cliff". Women's participation in the labor force, which was at an all-time high pre-pandemic, has fallen in part due to lack of available childcare. Read more in [The Seattle Times](#).

The city is proudly partnering with the Gig Harbor Chamber of Commerce to identify how we can increase childcare opportunities within the city. Did you know that in-home childcare is permitted outright in all residential zones within city limits? We will be working together to educate and inform residents of the opportunities for in-home childcare, as well as considering zoning changes through the Comprehensive Plan Update. If you have ideas that should be considered in this partnership, please be invited to email [City Administrator Knutson](#).

GIG HARBOR BUSINESS LISTENING SESSION: Please join us for the city's first "Business Listening Session" taking place on November 1 from 4-5:30 p.m. at the Civic Center. This meeting is an important element of our commitment to continual improvement and will give us an opportunity to hear what is and isn't working in our processes and procedures. Those participating in the session are Mayor Markley, City Councilmembers, City Administrator Knutson, Public Works Director Jeff Langhelm, and Community Development Director Carl de Simas. As this is a listening session, it is not meant to be a two-way conversation, but clarifying questions may be asked. Within two weeks of the listening session, a summary of the feedback will be compiled and shared with the public.

COMMUNITY DEVELOPMENT

[Community Development Director Carl de Simas](#)

SHORT-TERM RENTALS: Since the ordinance regarding short-term rental (STR) regulations, Ordinance 1507, was adopted by city council on February 27, the Planning Division has received 30 permit applications. Of those, 21 have been issued, five are under review, two have been withdrawn, one application has expired, and one remains incomplete. Our code compliance officer has received one complaint that was confirmed after further investigation. The complaint was related to an STR operating without permits. The owner has since obtained a permit and the code case has been closed. In late July, staff sent out letters to 13 STRs operating without business licenses and/or permits. Since that time, all but two have removed listings or applied for a permit. A follow-up letter was sent last week to the remaining properties. As requested by the city council, staff has diligently maintained an [STR webpage](#) with information and statistics easily accessible to the public.

Staff continues to work with Granicus, a consultant and specialist in the field, to track STR activity throughout the city. The information has proven to be valuable as we seek to further understand the impacts of this new use moving forward.

CLIMATE ACTION PLAN: At the October 9 city council meeting, council approved Resolution 1294, adopting the [Climate Action Plan](#). The actions that make up this plan will provide a roadmap to prepare the city for climate risks, reduce our collective impact on the environment, and enhance the well-being of current and future Gig Harbor residents.

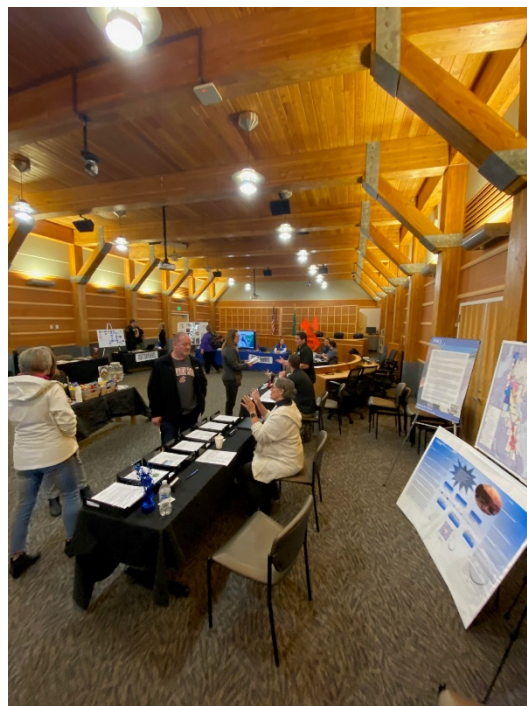
URBAN FORESTRY MANAGEMENT PLAN: Also at the October 9 meeting, council approved Resolution 1295 to adopt the [Urban Forestry Management Plan](#). The plan promotes sustainable tree planting and provides a framework for policy and action that will help guide the city in maintaining, preserving, and enhancing its urban forest.

PLANNING

HOA FAIR: On Monday, October 16, the city held an HOA Fair at the Civic Center. The fair was identified as a great opportunity to reach out to our many Homeowner Associations (HOAs) spread across Gig Harbor. The fair allowed residents to engage with city personnel from multiple different departments and learn what each department does for their community and how they interact with their individual HOA. Represented departments included Community Development, Public Works, Stormwater, Wastewater, Code Compliance, Police, and Health, Housing, & Human Services. In addition, Pierce County Department of Emergency Management joined us.

The HOA Fair saw approximately 45 attendees representing 17 HOAs. Topics included street and sidewalk maintenance, public nuisances, CC&R language, crime prevention, disaster preparedness, zoning code, and building regulations. City staff came away with constructive input and suggestions for continuing our strong relationship with our communities.

Please feel free to contact Code Compliance Officer [Adam Blodgett](#) for any additional information, questions, or suggestions.



PERMITTING KAIZEN: Education, transparency, and increased efficiency were also themes that informed the Kaizen event that took place the week of October 3, sponsored by the Center for Government Innovation. Representatives from the Building, Planning, and Engineering Divisions participated with a goal to increase efficiencies and customer service across divisions. Staff walked away from the exercise with several great ideas and look forward to implementing them, while strengthening our relationship with the community.

BUILDING

PERMIT ACTIVITY: Over this past reporting period, the Building Division has received applications for 20 new permits, including those for upgrades to the Skansie Netshed. 14 permits have been issued, including the model home for the Edwards Plat, and 12 projects have been finalized.

SHOUT-OUT! Kudos go out this week to Kelen Lewis for obtaining additional professional credentials. Kelen has obtained his Commercial Plans Examiner Certification from the International Code Council. Congratulations Kelen!

CODE ENFORCEMENT

- Hard at work on code compliance process and title amendments.
- Finalizing the process for presentation at city council study session.
- Three sign sweeps conducted over a two-week period with 151 illegal signs removed from city right-of-way.
- First ever HOA Fair held Monday October 16 for community outreach and education for residents to learn about community development processes.

COURT

Court Administrator Stacy Colberg

Jury Trials: The following cases are set for jury trial on October 19:

City vs. Daniel Logan	Driving While License Suspended 3 rd
City vs. Jessica McAllister	Criminal Trespass 2 nd , Theft 3 rd , Malicious Mischief
City vs. Allen McCain	Theft 3 rd

The following cases are set for jury trial on November 16:

City vs. Jeffrey Hale	Assault 4 th - DV, Malicious Mischief-DV, Harassment-DV
City vs. Daniel Logan	Theft 3 rd
City vs. Daniel Logan	Theft 3 rd

FINANCE

Finance Director Dave Rodenbach

DEVELOPMENT FEES: Through September development or growth-related fees remain down from 2022.

	Through September		
	2022	2023	% Change
Building permits	\$ 543,670	\$ 190,930	-65%
Building permits-plan check fee	136,867	174,810	28%
Real Estate Excise Tax	1,097,384	831,382	-24%
Transportation Impact Fees	905,993	61,100	-93%
Park Impact Fees	177,000	12,000	-93%
Connection fees - water	1,034,249	168,715	-84%
Connection fees - sewer	1,370,751	121,614	-91%
Connection fees - storm	\$ 227,445	\$ 13,028	-94%

BANKING UPDATE: We are planning to meet with Michael Gordon of Kitsap Bank sometime next week to kick off the transfer of services. At that time, we will develop a checklist and discuss details and timing for the transfer of services. Meanwhile, the contract is nearly ready for the mayor's signature by week's end.

ANNUAL AUDIT: The auditors covered a lot of ground over the last two weeks and are approaching the final phase of the audit. The legal letter has been requested and wrap-up of testing will occur over the next week.

HUMAN RESOURCES

Human Resources Director Shannon Costanti

ADVANCE YOUR CAREER

Are you looking to grow in your career? There are a variety of opportunities currently available throughout the city. [Take a look](#) and apply today! If you know someone who would be a great fit, please be encouraged to tell them about it!

POSITION	TYPE	STATUS
Police Services Specialist	FT	Open until 10/22
Police Officer - Entry Level	FT	Open until 11/5
Police Officer - Exceptional Entry	FT	Continuous
Police Officer - Lateral Entry	FT	Continuous

RESOURCES AND INFORMATION

GLOBAL DIVERSITY AWARENESS MONTH: October is Global Diversity Awareness Month. It is a time to celebrate the values, contributions, and diversity of cultures and communities around the world. By elevating diverse voices, you highlight the unique perspectives each individual brings to the table.

Global Diversity Awareness Month is a wonderful opportunity to seek out and promote diversity of thought and experience within our workplaces and communities. By doing so, we gain a greater awareness of and appreciation for the unique backgrounds and identities of others and can better leverage diverse perspectives for greater innovation, problem-solving, productivity, and collaboration. So, let's celebrate the strength in our differences and how it takes all of our perspectives to make us great!

ITS

Information Technology Services Manager Keith Smith

CYBERSECURITY AWARENESS MONTH: This year marks the twentieth anniversary of Cybersecurity Awareness Month, a time for organizations around the world to amplify the importance of cybersecurity best practices and how to be cybersmart. Initially, this movement started as a United States national awareness initiative and over time has grown globally.

Why is cybersecurity awareness and education critical?

To understand the importance of exercising cybersecurity awareness with your entire organization, consider these statistics:

- The average cost of a data breach in 2022 was \$4.35 million USD.
- The median time for an attacker to access your private data through a phishing email is 1 hour and 12 minutes.
- 15% of lifestyle apps are malicious.
- There are 4,000 password attacks per second.

Protect your devices

It is vital to protect your internet-connected devices by keeping your software current with the latest security updates. To help keep your devices safe:

- Set up automatic updates to make the process smoother and decrease the risk from ransomware and malware.
- Carefully check privacy and security settings to ensure they're set to your desired level of information-sharing any time you sign up for a new account, download an app, or acquire a new device.

Multifactor authentication is a must-have

Multifactor authentication can protect 99.9 percent of the attacks in your accounts by offering stronger security than relying solely on passwords. Check your devices, apps, and account settings to enable multifactor authentication, such as two-step authentication or biometrics.

Phishing only works if you take the bait

1 hour and 12 minutes is the average time for an attacker to access your private data if you fall victim to a phishing email. Complacency can lead to clicking on a malicious link in an email, phone message, or social post. So, how can we avoid taking the bait?

1. Verify the sender's email address. When in doubt, communicate separately with the sender (phone calls are best to verify). If the email address is from someone impersonating a staff or councilmember, you can drop the sender and the message in Sendio, which will block them from emailing again from that email address.
2. Do not open any emails that have attachments if you are not expecting any emails with attachments.
3. Don't open any junk mail from your junk mail folder at all.
4. Approach links in email messages with caution, especially if it comes from someone you have not communicated with prior.
5. Approach images in e-mails with caution.
6. Approach links in text messages with caution.
7. Don't trust offers that seem too good to be true.
8. Feel free to delete any suspicious emails from your inbox.

POLICE

Police Chief Kelly Busey

BURGLARIES: We suffered a rash of nighttime and early morning commercial burglaries between October 10 – 13. Although there was minimal loss in all but one incident, there was significant damage to some of the businesses. Our detectives are looking into the limited evidence available and are coordinating with surrounding agencies to see if they have experienced similar events involving the same suspects.

WARRANT ARREST: While on patrol, Officer Barber noticed a pickup with no license plates in front of a store that experiences a fair amount of shoplifting. From outside the vehicle, Officer Barber could see fentanyl pills and drug paraphernalia inside. Officer Dove arrived to assist and they identified an individual associated with the truck who had an outstanding felony warrant. Upon arrest, they located methamphetamine in his back pocket. The subject was booked into jail.

STOLEN VEHICLE: Officer Erwin was patrolling behind some businesses and located an occupied vehicle. The female driver was asleep inside the car. A check of the vehicle license plate revealed that it had been stolen from Lakewood. Sergeant Hicks arrived to assist. After setting up spike strips in front and behind the vehicle tires, they woke up the occupant of the vehicle and took her into custody. She was booked into jail for possession of stolen property.

CONGRATULATIONS! Good job to Officer Jasen Raphael, Officer Ryan Erwin, Officer Patrick Sam, and Detective Sergeant Tray Federici for recently completing their Bachelor's Degrees, and to Officer Carson Abell for finishing his Master's Degree. It is difficult to complete a degree program while working full-time. Great work!

Public Works Director Jeff Langhelm

On October 24, the city is hosting an open house as an opportunity for the public to provide input on the two alternatives. It will be held from 5:30 p.m. to 7:00 p.m. at the Civic Center. After the open house, public feedback and cost estimates for the two alternatives will be provided to city council at a study session for selection of a preferred alternative. *Click on the images below to enlarge.*



SKANSIE BROTHERS PARK APPLE TREE: After review of a tree assessment by the city's arborist consultant, the Parks Commission recommended that the apple tree in Skansie Brothers Park be cut down and replaced with another deciduous tree. The tree is mostly hollow, allowing apples to collect in the base of its trunk, and presents a safety concern. The city will provide public notice when the work will be completed.



SKANSIE NETSHED IMPROVEMENTS: After receiving a Certificate of Appropriateness at the first meeting of the city's new Historic Preservation Commission, engineering staff submitted building permit applications on October 6 for structural improvements to the Skansie Netshed. The work will include a new roof, new exterior paint, and interior structural work for increased stability for the building.

PARKS AND GROUNDS OPERATIONS UPDATES: (1) The week of October 23, the Operations Crew will perform tree maintenance at Ancich Park. This includes removing volunteer trees in the vegetated shoreline buffer and, where appropriate, trimming trees planted as part of the original mitigation work. (2) The Crew is also preparing to plant the long-awaited mitigation vegetation at Austin Park surrounding the Honoring Sculpture. (3) You may have noticed the orange fence around some of the grass area at Skansie Park. The Crew is rejuvenating the grass in a portion of the park that receives heavy use during the year. (4) It's that time of year to winterize the city's many irrigation systems throughout town. The Crew has now completed this task by shutting off and draining the systems. (5) The city has been plagued recently by an increase in graffiti. Recently the Crew spent a lot of time removing large graffiti at Donkey Creek Bridge.

STREET OPERATIONS UPDATE: The Crew worked a very long and hard day on October 12 to complete all the necessary repairs to the Donkey Creek bridge abutment, city utility structures, and re-paving a portion of the bridge. We even received verbal compliments for the great work that was being performed!

WATER OPERATIONS UPDATES: (1) The city's routine water main flushing has begun in and around the Gig Harbor North service area. This work has been posted on the city's website and Facebook page. (2) After much anticipation, Well #5 is back online and operating normally. This will allow for much needed maintenance on other wells since Well #5 has been out of service since spring 2023.



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

Meeting Date: October 23, 2023

SUBJECT: Memorandum of Understanding with Harbor History Museum for Masonic Lodge Concept Planning

SUBMITTED BY: Parks Manager Jennifer Haro

DEPARTMENT: Public Works

PHONE: (253) 853-8253

SUGGESTED MOTION: Move to authorize the mayor to sign the memorandum of understanding with the Harbor History Museum for Masonic Lodge concept planning.

BACKGROUND INFORMATION: At the July 13 city council study session, council directed staff to put the Crescent Creek Park master planning process on hold for one year to allow a group of interested local residents to develop a plan for the restoration, use, and management of the Masonic Lodge.

The proposed memorandum of understanding (MOU) was considered at the September 21 city council study session. The edits that councilmembers asked for have been incorporated into the attached MOU.

The MOU will ask that the museum committee prepare surveys regarding the use of the building, basic plans, cost estimates, funding sources and a management plan for the property. The city will supply minimal staff support regarding code requirements, meeting publicity and distribution of online surveys. They will present their findings to a city council study session prior to July 13, 2024.

Staff recommends approval of the MOU with the Harbor History Museum.

FISCAL CONSIDERATION: N/A

ATTACHMENTS:

1. Memorandum of Understanding with Harbor History Museum for Masonic Lodge Concept Planning

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF GIG HARBOR AND HARBOR HISTORY MUSEUM FOR
MASONIC LODGE CONCEPT PLANNING**

This Memorandum of Understanding ("MOU") is made by and between the Gig Harbor History Museum ("Museum"), with interest in the future of the Masonic Lodge at Crescent Creek Park, and the City of Gig Harbor, a Washington municipal corporation (the "City"), collectively referred to as the "Parties."

RECITALS

WHEREAS, the City is the owner of the former Masonic Lodge, on Pierce County parcel number 0222323032, located at 3025 96th Street NW, Gig Harbor, Washington, as shown in Exhibit A; and

WHEREAS, the building was originally constructed in 1915 as the Crescent Valley School; and

WHEREAS, the local Masons purchased the building from the school district in 1947 and significantly remodeled the building, turning it into a Masonic Lodge; and

WHEREAS, the City of Gig Harbor purchased the building in 2017, which is surrounded on three sides by Crescent Creek Park; and

WHEREAS, the Masonic Lodge property is currently located in unincorporated Pierce County and is surrounded on three sides by properties located in the city limits; and

WHEREAS, the City has a consultant contract for a Crescent Creek Park Master Plan, and a key component of the plan was the future of the Masonic Lodge; and

WHEREAS, at a City Council study session on May 11, 2023, City Council directed staff to prepare a resolution for the demolition of the Masonic Lodge; and

WHEREAS, members of the greater Gig Harbor community wrote letters to City Council and testified at City Council meeting where resolution 1278 was considered and asked Council not to demolish the Masonic Lodge building; and

WHEREAS, at a City Council Study Session on July 13, City Council directed staff to put the Crescent Creek Master Planning process on hold for one year so that that the group could develop a plan for the restoration and proposed use of the Masonic Lodge; and

WHEREAS, the MOU is intended to establish the responsibilities of the Parties in relation to the Museum proposal for the rehabilitation of the Masonic Lodge.

NOW, THEREFORE, the Parties set forth their understandings as follows:

1. PURPOSE OF MOU

- 1.1 The purpose of this MOU is to establish the responsibilities of the Parties in relation to the potential remodel, funding, programming and management for the Masonic Lodge.

2. MUSEUM RESPONSIBILITIES

- 2.1 In coordination with the City of Gig Harbor staff, prepare and distribute a public on-line survey about potential uses of the building.
- 2.2 Inform the City of Gig Harbor staff of any meetings on the subject, so that the City can advertise and invite the public to participate, where identified as a public meeting.
- 2.3 Provide drawings for proposed floorplan changes, additions, repairs, ADA access, etc. to the building for future use as an events center.
- 2.4 Provide a general site plan for required parking improvements, stormwater treatment locations, etc.
- 2.5 Prepare rough cost estimates for proposed changes provided to the best of the groups' ability given that all work is volunteered. If the building is retained, seismic standards will be required to be met.
- 2.6 Provide information on identified funding sources for remodel/construction costs, including funding commitments or grants that the project would qualify for.
- 2.7 Provide estimated costs for fixtures, furnishings and equipment that would be necessary to the use of the building as an events center.
- 2.8 Provide a plan and cost estimates for management and operating expenses of the building as an events center, including staffing requirements, event management, and allowed uses.
- 2.9 In coordination with the City of Gig Harbor, send out a second public survey asking area residents if they support the proposal considering the estimated costs.

- 2.10 Present proposal and findings to city council at a study session prior to July 13, 2024.
- 2.11 The Museum's responsibilities listed above will be provided at no cost to the City.

3. CITY RESPONSIBILITIES

- 3.1 Send a representative to any meetings that the Museum hosts on the subject as appropriate.
- 3.2 A representative from the City will consult with relevant City departments about regulatory issues that may arise in the planning process such as parking requirements, landscaping and frontage improvements , fire safety improvements, etc.
- 3.3 The City will assist in publicizing public meetings of the committee.
- 3.4 The City will assist in distributing any public surveys that are developed in this process.
- 3.5 The City will review and provide input on drawings, the site plan, and cost estimates.
- 3.6 The City's responsibilities listed above will be provided at no cost to the Museum.

4. PERIOD OF MOU

- 4.1 This MOU shall remain in effect through July 13, 2024 and will not be renewed, unless noticed per Section 6 below.

6. TERMINATION OR MODIFICATION OF MOU

Either Party may terminate or modify this MOU, in whole or in part, for any reason provided, however, that insofar as practicable, the party terminating or modifying the MOU will give not less than thirty (30) calendar days prior notice to the other party. Such termination or modification does not alter any of the rights and obligations of the parties as outlined in the MOU and associated amendments and shall be by written notice delivered hard copy by mail.

7. ALL TERMS AND CONDITIONS

This MOU contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this MOU shall be deemed to exist or to bind any of the Parties hereto.

8. CONTACT PERSONS

The Parties shall designate a contact person for purposes of sending inquiries and notices regarding the execution and fulfillment of this MOU.

	City of Gig Harbor
Contact Name	Jennifer Haro
Organization	City of Gig Harbor
Title	Parks Manager
Address	3510 Grandview Street Gig Harbor, WA 98355
Telephone	(253) 853-8253
E-Mail	jharo@gigharborwa.gov

	Harbor History Museum
Contact Name	Stephanie Lile
Title	Harbor History Museum Executive Director
Address	PO Box 744 Gig Harbor, WA 98335-0744
Telephone	253-858-6722 ext. 7
E-Mail	director@harborhistorymuseum.org

Each Party warrants and represents that its execution of this MOU has been authorized by its governing body.

9. Effective Date.

This MOU shall take effect when it is signed by all the Parties hereto.

IN WITNESS WHEREOF the Parties hereto have executed this MOU on the _____ day of _____, 2023.

CITY OF GIG HARBOR

By: _____
Mayor Tracie Markley
Date: _____

HARBOR HISTORY MUSEUM

By: 
Its: Exec. Director
Date: 10/12/2023



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

Meeting Date: October 23, 2023

SUBJECT: Public Hearing: Ordinance 1516 Interim Zoning Controls Pertaining to Site Specific Rezones and Height Restriction Area Variances

SUBMITTED BY: [Community Development Director Carl de Simas](#)

DEPARTMENT: Community Development

PHONE: (253) 853-7628

SUGGESTED MOTION: None.

BACKGROUND INFORMATION: On September 7 the city council adopted Ordinance 1516 pertaining to the city's height restriction area map, processing amendments to the height restriction area map, and processing site-specific rezone applications.

It was brought to staff's attention that the process adopted in the Gig Harbor Municipal Code (GHMC) for amending the city's zoning map through a site-specific rezone was improper. A site-specific rezone, typically an application submitted by a private property owner and relative to a specific property, was processed as a Type III permit application. A Type III permit application is heard by the hearing examiner who then makes the final decision on whether to approve the application. Site-specific rezones, however, are considered quasi-judicial and quasi-legislative and amend the city's zoning map, and therefore should be decided by the city council. Ordinance 1516 rectifies that process error in the code.

The ordinance reclassifies site-specific rezone applications to a Type IV process. The application will now be heard at a public hearing by the hearing examiner who will then provide a recommendation to city council. Council's determination will be quasi-judicial with the hearing examiner's recommendation and public hearing record available for consideration. Council will not hold another hearing as a site-specific rezone can have only one hearing and the council will make a decision based on the information in the record. If approved, the decision would be in the form of an ordinance authorizing the amendment to the city's zoning map.

In addition, while processing an application for a height restriction area (HRA) map amendment, staff found that the code language describing the HRA was ambiguous. [Section 17.62.020](#) GHMC stated that the HRA standards "shall be imposed as an overlay zone shown on the city's official height restriction area map, which depicts the property subject to the height restriction." This language did not describe what the HRA map is or how it is adopted. An overlay is typically adopted as part of a jurisdiction's zoning map. This was not the case, nor did this section prescribe such. Staff's research into the matter found that the code section did originally describe the HRA as the "height overlay district" and noted that it was an overlay to be shown on the city's official zoning map. Having the HRA shown as an overlay on the zoning map is preferred and helps to better prescribe amendments to the overlay and/or the standards for properties within the overlay.

As it stood before the adoption of Ordinance 1516, the city accepted applications for amendments to the HRA map as a Type III process (final decision made by the hearing examiner) whereby approval led to removal of the property from the HRA altogether. If the HRA is truly a zoning overlay as originally intended, changing the boundaries of the HRA should amount to a site-specific rezone. As noted previously, a site-specific rezone will now be decided by the city council with a recommendation provided by the hearing examiner. Secondly, if an owner of property within the HRA wants to propose a project that would deviate from the HRA standards (maximum height of 16-feet), the proposal would be the subject of a variance, as would any other proposal to deviate from a performance standard in GHMC. This ordinance corrects this additional, but relative error in process by adding the HRA to the city's zoning map and clarifying the process for deviating from the HRA standards and removing property from the HRA overlay zone. The ordinance does not affect the 16-foot maximum height standard of the HRA.

Ordinance 1516 was brought forward to institute interim zoning controls. The reason for recommending interim zoning controls and not permanent regulations was due to permit applications already in process, which are relative to these amendments. The proposed amendments did not seek to stymie the applicant's proposals but to clarify and correct the process by which those applications and future applications are processed. These interim zoning controls will be effective for 6-months before permanent zoning controls must be adopted or these interim controls are extended for another period of up to 6-months. In accordance with state law, upon adoption of interim zoning controls, the city must hold a public hearing within 60 days following adoption of the ordinance.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Ordinance 1516 (PDF)

STRATEGIC PLAN PRIORITY: None.

ORDINANCE 1516

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING INTERIM ZONING CONTROLS PERTAINING TO SITE SPECIFIC REZONES AND HEIGHT RESTRICTION AREA VARIANCES, AMENDING CHAPTERS 17.62, 17.100, 19.01 OF THE GIG HARBOR MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, under the authority of RCW 35A.63.220 and RCW 36.70A.390, the City may impose interim regulations to be effective for a period of up to six months, and for six-month intervals thereafter; and

WHEREAS, Chapter 17.62 of the Gig Harbor Municipal Code (GHMC) describes the city's height restriction area (HRA), related standards, and sets forth the procedure for processing an application to amend the HRA; and

WHEREAS, upon careful review of Chapter 17.62 GHMC city staff has found an ambiguity in how the HRA map is adopted and how amendments to the map are processed; and

WHEREAS, current code adopts the HRA as an overlay on the city's HRA map and amendments thereto are processed as a Type III permit application, which provides the city's hearing examiner with the authority to make the final decision and, if approved, results in removal of the subject site from the HRA map; and

WHEREAS, upon review of the historical legislative record relative to Chapter 17.62 GHMC, city staff found that the HRA map was originally adopted as a zoning overlay on the city's zoning map; and

WHEREAS, a proposal to remove a site from an adopted zoning overlay should be considered a site-specific rezone, while a proposal to vary from the standards of the city's development regulations, unless otherwise specified, is typically processed as a variance in accordance with the provisions of Chapter 17.66 GHMC; and

WHEREAS, Chapter 19.01 GHMC sets forth the procedures for processing the city's defined permit application types; and

WHEREAS, site-specific rezones are currently categorized as a Type III permit application whereby the city's hearing examiner holds a public hearing and makes the final decision; and

WHEREAS, site-specific rezones are considered a quasi-judicial decision which is the purview of city council; and

WHEREAS, quasi-judicial decisions are considered a Type IV permit application whereby the city council conducts a public hearing and makes the final decision; and

WHEREAS, due the technical nature of a site-specific rezone, it would be proper for the city council to cede the hearing and receive a recommendation from the city's hearing examiner relative to a specific proposal; and

WHEREAS, the Gig Harbor City Council would like to make certain changes to the city's development regulations and administrative development regulations on an interim basis to provide city staff and the planning commission time to study these matters and make recommendations on permanent regulations relative to processing applications for site-specific rezones and height restriction area variances;

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

Section 1. The recitals set forth herein are hereby adopted as findings of fact.

Section 2. Section 17.62.020 of the Gig Harbor Municipal Code is hereby amended to read as follows:

17.62.020 Map-adoptedHeight restriction area map. The standards of this chapter shall be imposed as an overlay zone shown on the city's official height restriction area zoning map, which depicts the property subject to the height restrictions. The boundary for the height restriction area overlay shall be that which was published on the city's former height restriction area map last updated on October 4, 2016.¹ The process for amending the city's zoning map is set forth in Chapter 17.100 GHMC. The standards of this chapter are supplementary to the regulations contained in the underlying zones.

Section 3. Section 17.62.040 of the Gig Harbor Municipal Code is hereby amended to read as follows:

17.62.040 Amendment to height restriction area map Height restriction area variance. ~~Amendments to the height restriction area map are a Type III permit procedure. The procedures established under Chapter 17.100 GHMC and GHMC Title 19 for the consideration of amendments to the zoning district map shall be followed for amendments to the height restriction area map. The criteria for approval shall be as follows: Variances from the standards of this section shall be project specific and subject to the complete application requirements, permit application procedures, required findings and duration of approval requirements set forth in Chapter 17.66~~

¹ City Ordinance Number 1342

GHMC for general variances. In addition, the hearing examiner shall make findings of fact setting forth and demonstrating that the following circumstances exist:

- A. ~~That the~~The request to amend the height restriction area map furthers the goals, policies and objectives of the comprehensive plan;
- B. ~~The property or area proposed for exclusion from the height restriction area map site~~ does not currently possess a view of Gig Harbor Bay, Mt. Rainier or the Puget Sound Narrows;
- C. The gradient of the land within 100 feet of the property or area does not have a slope of five percent or greater toward Gig Harbor Bay, Mt. Rainier or the Puget Sound Narrows;
- D. ~~That views~~Views from adjacent properties will not be adversely affected.

Section 4. Section 17.100.010 of the Gig Harbor Municipal Code is hereby amended to read as follows:

17.100.010 Authority to amend. Whenever the public health, safety, general welfare, modifications to the comprehensive plan or good zoning practice requires, the city council may amend, supplement, modify, repeal or otherwise change these regulations and the boundaries of the districts in conformity with the comprehensive plan. ~~Site specific rezones are a Type III permit application and area wide rezones are a Type V permit application and shall be processed in accordance with Chapter 19.02 GHMC.~~

Section 5. Section 17.100.020 of the Gig Harbor Municipal Code is hereby amended to read as follows:

17.100.020 Manner of initiation. Changes in this title may be initiated in the following manner:

A. *Source.*

1. The city council upon its own motion may initiate changes in this title.
2. The planning commission upon its own motion may ~~initiate~~recommend to city council changes in this title.
3. Any individual, corporation or agency other than those listed above may initiate changes in this title. Amendments are processed as a ~~Type IV permit procedure~~ set forth in Chapter 19.01 GHMC and subject to the following:
 - a. ~~For an area-wide zoning map amendment~~, the initiating individual, corporation or agency must be the owners or owner of a majority of the land in the petition area; and
 - b. ~~For a site-specific zoning map amendment~~, the initiating individual, corporation or agency must be the property owner or authorized agent of the property owner; and
 - ~~b.c.~~ For an amendment to the text of this title, the initiating individual, corporation or agency must be an owner of real property within the city.

B. *Form.* An application for a change in the boundary of a district or the text of this title shall be filed with the planning department and shall be accompanied by such data and

information as are necessary to assure the fullest practicable presentation of the facts. It shall set forth reasons and justification for proposing a change.

C. *Minimum Area.* Except for the extension of existing district boundaries and amendments to zoning overlays, no change in any use district, classification or official zoning map shall be considered if it contains fewer than two acres, excluding public streets or alley rights-of-way.

D. *Submittal Consideration.* The city council shall not consider any proposed amendment to the zoning map that is substantially the same as any other proposed amendment submitted within the previous 12 months which was disapproved. (Ord. 710 § 97, 1996; Ord. 573 § 2, 1990).

E. *Fees.* Applications submitted by private individuals or groups, or private entities are subject to application and processing fees as set forth in the city's adopted fee schedule.

Section 6. Section 17.100.025 of the Gig Harbor Municipal Code is hereby repealed.

Section 7. Section 17.100.030 of the Gig Harbor Municipal Code is hereby amended to read as follows:

17.100.030 Public hearing and notification. Public hearings and notifications related thereto shall be accomplished in accordance with the procedures and requirements established pursuant to Chapter 19.05 GHMC. ~~The planning commission's action shall be a recommendation to the city council.~~

Section 8. Section 17.100.035 of the Gig Harbor Municipal Code is hereby amended to read as follows:

17.100.035 General criteria for zoning ~~district~~ map amendment. Applications for amendments to the zoning ~~district~~-map (which include, but are not limited to, site specific rezones) may only be approved if all of the following criteria are satisfied:

A. The application for the zoning ~~district~~-map amendment must be consistent with and further the goals, policies and objectives of the comprehensive plan and Chapter 17.12.015 GHMC;

B. The application for the zoning ~~district~~-amendment must further or bear a substantial relationship to the public health, safety and general welfare;

C. No substantial detrimental effect will be caused by the granting of the application for the amendment; and

D. The proponents of the application have the burden of proof in demonstrating that conditions have changed since the original zoning or original designation for the property on the zoning ~~district~~-map.

Section 9. A new section is hereby added to Chapter 17.100 to read as follows:

17.100.040 General criteria for zoning text amendment. The city council's approval, modification, deferral, or denial of an amendment application must be based on the following criteria:

A. The proposed amendment is consistent with the goals, objectives, and policies for the comprehensive plan; and

B. The proposed amendment is consistent with the intent and purpose of the subject chapter or this title, generally.

Section 10. Section 19.01.003 of the Gig Harbor Municipal Code is hereby amended to read as follows:

19.01.003 Project permit application framework.

A. Action Type.

	PROCEDURE FOR PROJECT PERMIT APPLICATIONS (TYPE I – IV)					LEGISLATIVE
	TYPE I	TYPE II	TYPE III	TYPE III-A	TYPE IV	TYPE V
Recommendation made by:	N/A	N/A	N/A	N/A	N/A; <u>hearing examiner for site specific rezones</u>	Planning commission
Final decision made by:	Director	Director	Hearing examiner	Hearing examiner	City council	City council
Notice of application:	No	Yes	Yes	Yes	Yes	No
Open record public hearing or open record appeal of a final decision:	No	Only if appealed, open record hearing before hearing examiner	Yes, before hearing examiner to render final decision	Yes, before hearing examiner to render final decision	No	Yes, before planning commission which makes recommendation to council
Closed record appeal/final decision:	No	No	No, only if site-specific rezoned appealed,	No	Yes, before council to render	Yes, or council could hold its own hearing

			then before council		final decision	
Judicial appeal:	Yes	Yes	Yes	Yes	Yes	Yes

B. Decisions.

TYPE I	TYPE II	TYPE III	TYPE III-A	TYPE IV	TYPE V
Final short plat	Preliminary short plat	Plat vacations and alterations	Preliminary plats/major preliminary plat revisions	Final plats	Comprehensive plan amendments
Minor site plan review	Major site plan review	Conditional use permit	Preliminary PRD/PUD	Final PRD/PUD	Development regulation amendments
Minor amendments to PUD/PRD	Alternative design review ¹	General variances, sign permit variances, <u>height restriction area variance</u>	Major amendment to PRD	<u>Site-specific rezone</u> ²	Zoning text amendments; area-wide zoning map amendments
Special use permits	Binding site plan	Shoreline substantial development, shoreline variance, shoreline conditional use			Annexations
Temporary trailers	Revisions to shoreline management permits ²	Major amendments to PUD			
Sign permits	Administrative variances	Amendment to height restriction area map			
Administrative design review ¹	Administrative interpretations	Mobile/manufactured home park or subdivision			

² A site-specific rezone may have only one public hearing to be conducted by the city's hearing examiner.

Land clearing	Shoreline permit exemptions ²	Performance-based height exception			
Home occupation permit	Short-term rental permit	Changes from one nonconforming use to another			
Alternative landscape plan		Site-specific rezone			
Nonconforming review		Critical area variances			
Minor preliminary plat revisions		Critical area reasonable use exceptions			
Boundary line adjustment					

Section 11. Transmittal to Department of Commerce. Pursuant to RCW 36.70A.106, this ordinance shall be transmitted to the Washington State Department of Commerce, as required by law.

Section 12. Hearing. In accordance with the requirements of state law, a public hearing on these interim regulations will be held within 60-days of adoption of this ordinance.

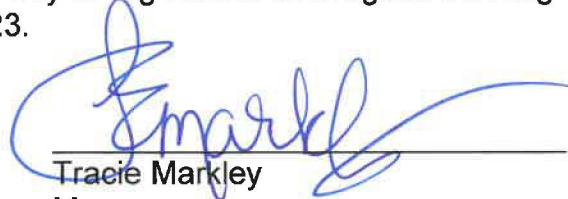
Section 13. Duration of Interim Zoning Control. The interim zoning control adopted herein shall be in effect for a period of 6-months, commencing on the effective date of this ordinance unless the city council shall adopt appropriate permanent development regulations which replace this interim ordinance, or unless the same is extended as provided in RCW 35A.63.220 and RCW 36.70A.390, or unless terminated sooner by the Gig Harbor City Council.

Section 14. Severability. If any section, sentence, clause, or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 15. Correction of Errors. The city clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

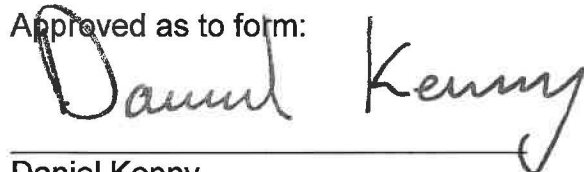
Section 16. Effective Date. This ordinance shall take effect and be in full force five (5) days after passage and publication of an approved summary consisting of the title.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 7th day of September, 2023.



Tracie Markley
Mayor

Approved as to form:



Daniel Kenny
City Attorney

Attest:



Joshua Stecker, CMC
City Clerk



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

Meeting Date: October 23, 2023

SUBJECT: 2023-24 Mid-biennial Budget Review

SUBMITTED BY: Finance Director Dave Rodenbach

DEPARTMENT: Administration

PHONE: (253) 853-7610

SUGGESTED MOTION: None.

BACKGROUND INFORMATION: The city passed the 2023-24 biennial budget in November 2022. A mid-biennial review is required by the revised code of Washington. This review must be accomplished prior to December 31, 2023.

A proposed budget amendment to all beginning fund balances will be proposed. This will amend all fund balances to the actual fund balance at the beginning of the year. Across all city funds, this adjustment totals nearly \$1.6 million. The largest adjustment is to the Hospital Benefit Zone as the year-end property purchase was not included in the budget. The general fund will have a \$1.037 million upward adjustment.

FISCAL CONSIDERATION: Revenues

So far in 2023 revenues for the general fund, and more specifically development permits, have been down. Through September, building, mechanical and plumbing permits are down nearly \$400,000 as compared to the same period in 2022. Permit revenues, which represent about nine percent of the general fund revenue budget, are projected to come in about \$2.3 million below budget. Sales tax revenues are down about three percent (\$700,000) so far in 2023. The city did receive \$1.0 million in unbudgeted grant revenue. Total revenues for the general fund are expected to come in about \$900,000 less than was budgeted.

Expenditures

General fund expenditures are projected to come in about \$166,000 over budget. The overage is due to addition of debt service payments on the January 2023 bonds. If the debt service for the 2023 LTGO bonds were removed, estimated general fund expenditures reflect a budgetary savings of \$634,000.

Ending Fund Balance

Despite the additional expenditures, the projected ending fund balance is expected to come in slightly higher than budget. The increase is due to the decisive action of the City Administrator which involved pausing hiring of open positions as well as pausing non-essential expenditures. The target ending fund balance is about \$2.5 million.

Due to the downturn, the following positions remain open and unfilled:

- Risk & Safety Officer
- Associate Planner

- Building Inspector
- Building Inspector
- Community Development Assistant
- Engineering Project Manager
- NPDES Coordinator

This resulted in saving the general fund \$1,019,285 in salaries and benefits. In addition, most of the positions held open are directly related to the function/department experiencing the drop-off in activity – Community Development.

The 2023-24 Budget has one very large general fund budgeted project that remains in the figures discussed above. The project is the Civic Center HVAC Upgrade for which the budget currently is estimated at \$2.2 million. The project is necessary and not recommended for deferral.

The city has a couple options with the project:

1. **Pay out of pocket.** Using this option, the ending fund balance for the general fund is currently projected to come in about \$35,000 higher than what was originally budgeted.
2. **Sell LTGO Bonds.** If the city were to sell LTGO bonds to fund the project, the \$2.2 million cost would be spread across 15 – 20 years. At current rates, the annual payment would be less than \$200,000 per year; and based upon the likely timing of the project, the first payment would not be due until 2025. The ending fund balance if LTGO bonds were used is projected to be \$4.24 million.

	2023-24 Budget	2023-24 Estimated
Ending Fund Balance - no LTGO	\$2,008,249	\$2,047,864
Ending Fund Balance - with LTGO	\$2,008,249	\$4,247,864

Virtually all revenue streams associated with development activity are down in 2023. The revenues that have not been discussed are shown in the table below:

	2022 Annual Total	2022 Thru Sept.	2023 Thru Sept.	Affected Fund
Real estate excise tax	\$1,451,144	\$1,097,386	\$831,382	301/305
Transportation impact fees	\$1,035,774	\$905,993	\$61,100	309
Park impact fees	\$184,500	\$177,000	\$12,000	309

General facilities charge - water	\$1,098,689	\$1,034,249	\$168,715	420
General facilities charge - sewer	\$1,480,111	\$1,370,751	\$121,614	410
General facilities charge - storm	\$264,792	\$227,445	\$13,028	412

All of the revenues noted in the table above are restricted to fund capital projects or debt related to capital projects and are not available to fund operations. At this time 2023-24 budgeted projects remain in the budget as planned.

Water and Sewer revenues are tracking to come in 14% and 8% more than was budgeted, while expenditures for both are tracking to come in right at budget. The Storm utility revenues are looking to miss the budget target by \$955,000. This is partially offset by the beginning fund balance of the Storm Operating fund coming in \$780,000 over budget. The revenue miss is not due to the economic slowdown, but more because we overbudgeted 2023-24 revenues. Storm revenues are projected to come in a healthy ten percent over prior year actuals. Storm expenditures are expected to come in well within budget at this time.

ATTACHMENTS:

1. 2023-24 Mid-biennial Budget Review Presentation

STRATEGIC PLAN PRIORITY: Foster a healthy city organization

2023-24 City of Gig Harbor Mid-Biennial Review

Prepared by
David Rodenbach
10/23/2023

Mid-Biennial Budget Adjustment – All Funds

	2023-24 Original Budget	2023-24 Amended Budget	Increase / (Decrease)	Notes
Non-Departmental	\$ 7,910,803	\$ 9,063,288	\$ 1,152,485	Additional debt service for 2023 LTGO (\$999,244) & interfund loan (\$641,000)
Legislative	163,200	163,200	-	
Municipal Court	1,234,040	1,300,654	66,614	Blake decision
Admin/Finance	5,539,520	5,414,633	(124,887)	ITS professional services reduced
Police	11,501,270	11,336,017	(165,253)	Lower jail expenditures so far
Community Development	5,622,138	5,082,264	(539,874)	Four positions held vacant throughout biennium
Parks & Recreation	4,185,892	3,909,935	(275,957)	Experiencing lower per personnel costs
Building	3,336,940	3,389,806	52,866	Increase due to building security updates
Ending Fund Balance	2,008,249	2,043,853	35,604	
General Fund Total	41,502,052	41,703,650	201,598	
Street Operating	6,109,638	6,163,876	54,238	
Street Capital	14,143,075	14,399,289	256,214	Beginning fb increase \$67k/developer contribution \$137k
Transportation Benefit District	9,079,527	9,383,875	304,348	Beginning fb increase 75k/interest revenue increased \$320k
Senior Capital	202,053	220,810	18,757	
Pedestrian Safety	218,207	238,991	20,784	
Drug Investigation State	17,328	18,671	1,343	
Drug Investigation Federal	6,073	12,351	6,278	Budgeting error - beginning fund balance correction
Hotel - Motel	2,145,257	2,360,825	215,568	Beginning fund balance increase \$94k/interest revenue increased \$86k
Public Art Capital Projects	26,225	27,722	1,497	
Park Development	11,518,485	11,266,488	(251,997)	Beginning fund balance decrease \$503,795
Strategic Reserve	2,630,962	2,886,489	255,527	Fund balance up \$31k/interest revenue up \$256k
Equipment Repl Reserve	501,149	544,818	43,669	Fund balance up \$4k/interest revenue up \$39k
Capital Development	2,992,579	3,175,717	183,138	Beginning fund balance + interest offset \$500k decline in REET
General Gov't. Cap. Impr.	2,892,987	2,325,245	(567,742)	Decline in REET
Impact Fee Trust	4,854,330	3,842,270	(1,012,060)	Beginning fund balance up \$1.9mm/interest up \$264k/fees down \$3.2mm
Hospital Benefit Zone Revenue	10,258,128	11,430,787	1,172,659	Interest up \$516k/\$4.248 bonds rec'd
LTGO Bond Redemption	483,784	4,216,537	3,732,753	Interfund loan run through 208 - \$2.1mm bond & interfund loan prmts added (\$1.6mm)
UTGO Bond Redemption	539,962	602,683	62,721	Beginning fund balance + interest
Water Operating	10,411,735	11,503,187	1,091,452	Beginning fund balance up \$1.14k/rate rev up \$756k/interest rev up \$200k
Sewer Operating	18,240,510	19,895,378	1,654,868	Beginning fund balance up \$641k/rate rev up \$969k/interest rev up \$250k
Shorecrest Reserve	290,227	316,753	26,526	Interest rev up
Utility Reserve	1,457,409	1,539,019	81,610	Beginning fund balance up \$1.1k/interest revenue up \$71k
Utility Bond Redemption	5,179,636	4,793,599	(386,037)	Beginning fund balance down \$408k/interest rev up \$22k
Sewer Capital Const.	11,237,036	8,429,831	(2,807,205)	Beginning fund balance down \$672k/gtfc's down \$2.6mm/interest rev up \$606k
Storm Sewer Operating	5,717,885	5,659,162	(58,723)	Beginning fund balance up \$780k/rate rev down vs budget \$840k/interest rev up \$115k
Storm Sewer Capital	5,154,074	5,185,765	31,691	Beginning fund balance up \$634k/gtfc's down \$843k/interest rev up \$240k
Water Capital Assets	10,806,655	8,647,509	(2,159,146)	Beginning fund balance up \$2.4k/gtfc's down \$1.9mm/interest rev up \$420k
Total All Funds	\$ 178,616,968	\$ 180,791,297	\$ 2,174,329	

This adjustment does not include potential public works projects. Projects will be discussed at a future study session prior to submission for a budget amendment.

Mid-Biennial Review

General Fund – no LTGO

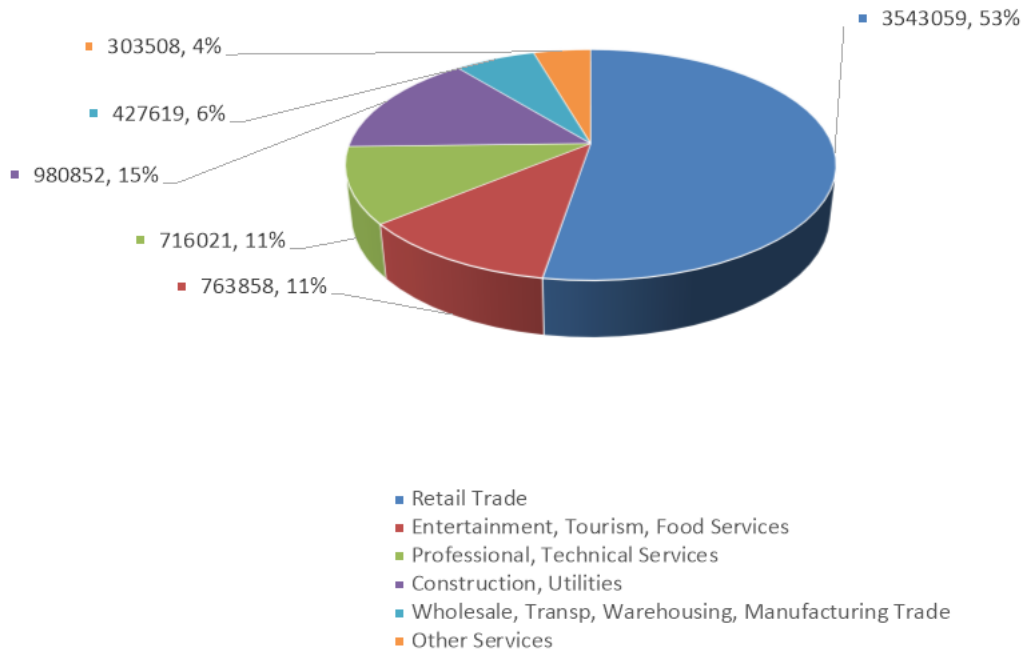
Fund / Department	2023-24	2023	2023-24	Change
	Budget	YE Estimate	Amended Budget	
Beginning balance	\$ 6,319,652	\$ 7,424,597	\$ 7,424,597	\$ 1,104,945
Revenues				
Taxes	29,361,279	14,503,468	29,164,026	(197,253)
Licenses & permits	4,081,497	853,754	1,716,003	(2,365,494)
Intergovernmental	434,236	1,481,727	1,845,998	1,411,762
Charges for services	455,429	134,861	271,072	(184,357)
Fines & forfeits	111,456	52,168	104,857	(6,599)
Miscellaneous	698,503	552,021	1,099,463	400,960
Other financing sources	40,000	77,634	77,634	37,634
Total revenues	35,182,400	17,655,633	34,279,053	(903,347)
Total resources	41,502,052	25,080,230	41,703,650	201,598
	2023-24	2023	2023-24	Change
	Budget	YE Estimate	Amended Budget	
General Fund Expenditures				
Non-Departmental	7,910,803	4,481,445	9,063,288	1,152,485
Legislative	163,200	78,834	163,200	-
Municipal Court	1,234,040	629,738	1,300,654	66,614
Admin./Finance/Legal/IT	5,539,520	2,695,740	5,414,633	(124,887)
Police	11,501,270	5,362,145	11,336,017	(165,253)
Community Development	5,622,138	2,525,783	5,082,264	(539,874)
Park Maintenance	4,185,892	2,237,499	3,909,935	(275,957)
City Buildings	3,336,940	2,975,000	3,389,806	52,866
Total expenditures	39,493,803	20,986,184	39,659,797	165,994
Ending balance	\$ 2,008,249	\$ 4,094,046	\$ 2,043,853	\$ 35,604

Mid-Biennial Review General Fund – with LTGO

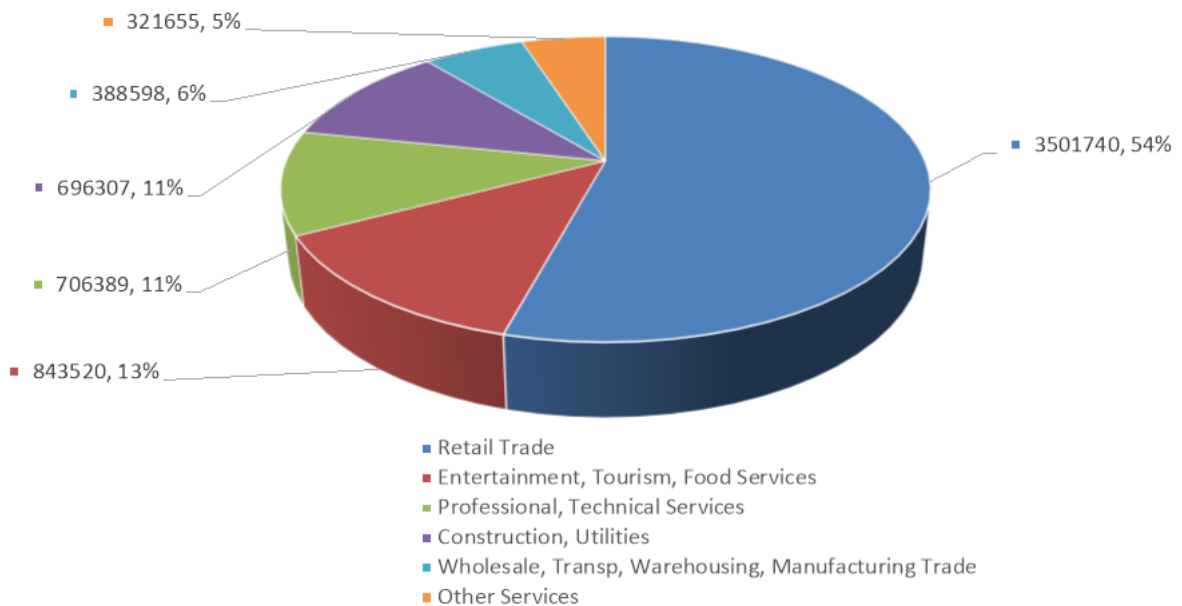
Fund / Department	2023-24	2023	2023-24 Amended	Change
	Budget	YE Estimate	Budget	
Beginning balance	\$ 6,319,652	\$ 7,424,597	\$ 7,424,597	\$ 1,104,945
Revenues				
Taxes	29,361,279	14,503,468	29,164,026	(197,253)
Licenses & permits	4,081,497	853,754	1,716,003	(2,365,494)
Intergovernmental	434,236	1,481,727	1,845,998	1,411,762
Charges for services	455,429	134,861	271,072	(184,357)
Fines & forfeits	111,456	52,168	104,857	(6,599)
Miscellaneous	698,503	552,021	1,099,463	400,960
Other financing sources	40,000	77,634	2,277,634	2,237,634
Total revenues	35,182,400	17,655,633	36,479,053	1,296,653
Total resources	41,502,052	25,080,230	43,903,650	2,401,598
	2023-24	2023	2023-24 Amended	Change
	Budget	YE Estimate	Budget	
General Fund Expenditures				
Non-Departmental	7,910,803	4,481,445	9,063,288	1,152,485
Legislative	163,200	78,834	163,200	-
Municipal Court	1,234,040	629,738	1,300,654	66,614
Admin./Finance/Legal/IT	5,539,520	2,695,740	5,414,633	(124,887)
Police	11,501,270	5,362,145	11,336,017	(165,253)
Community Development	5,622,138	2,525,783	5,082,264	(539,874)
Park Maintenance	4,185,892	2,237,499	3,909,935	(275,957)
City Buildings	3,336,940	2,975,000	3,389,806	52,866
Total expenditures	39,493,803	20,986,184	39,659,797	165,994
Ending balance	\$ 2,008,249	\$ 4,094,046	\$ 4,243,853	\$ 2,235,604

Sales Tax

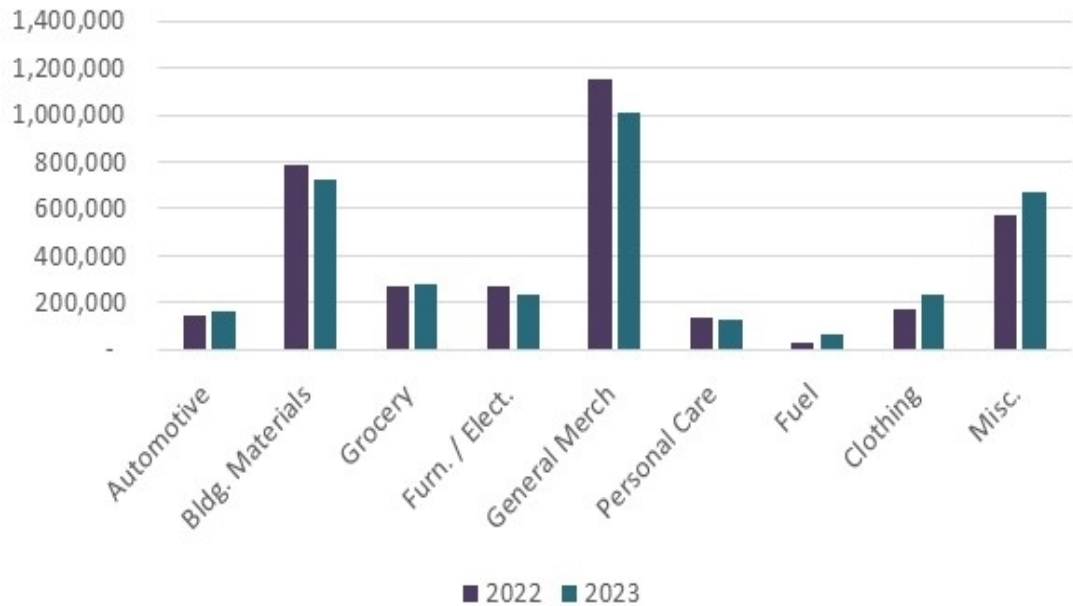
January - September 2022 YTD



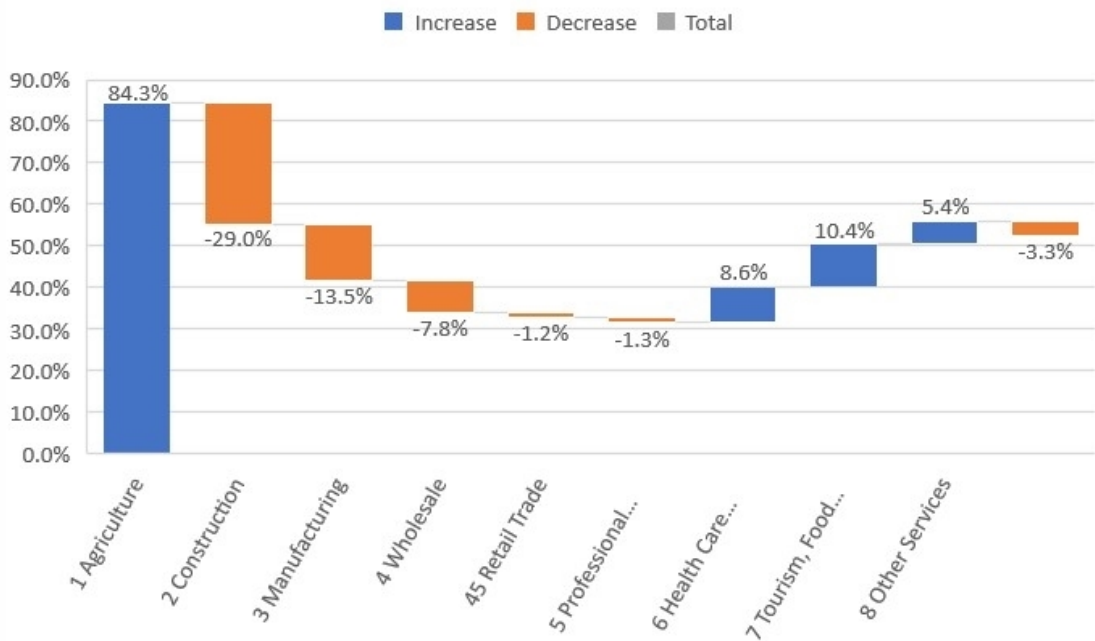
January - September 2023 YTD



Sales Tax - Retailing



Sales Tax - thru September



Mid-Biennial Review

Street Operating Fund

	2023-24	2023	2023-24	
	Budget	YE Estimate	Amended Budget	Change
Beginning balance	\$ 766,066	\$ 732,993	\$ 732,993	\$ (33,073)
Revenues				
Licenses & permits	40,000	15,600	40,000	-
Intergovernmental	475,572	240,488	492,420	16,848
Charges for services	120,000	71,325	143,363	23,363
Miscellaneous	8,000	27,413	55,100	47,100
Other financing sources	4,700,000	2,400,254	4,700,000	-
Total revenues	5,343,572	2,755,080	5,430,883	87,311
Total resources	6,109,638	3,488,073	6,163,876	54,238
Expenditures	5,623,393	2,699,553	5,394,358	(229,035)
Total expenditures	5,623,393	2,699,553	5,394,358	(229,035)
Ending balance	\$ 486,245	\$ 788,520	\$ 769,518	\$ 283,273

LTGO Bond Fund

	2023-24	2023	2023-24	
	Budget	YE Estimate	Amended Budget	Change
Beginning balance	\$ 80,784	\$ 181,298	\$ 181,298	\$ 100,514
Revenues				
Miscellaneous	3,000	5,094	10,239	7,239
Other financing sources	400,000	2,900,000	4,025,000	3,625,000
Total revenues	403,000	2,905,094	4,035,239	3,632,239
Total resources	483,784	3,086,392	4,216,537	3,732,753
Expenditures				
Principal & interest	452,743	961,892	2,092,995	1,640,252
Transfer out	-	2,100,000	2,100,000	2,100,000
Total expenditures	452,743	3,061,892	4,192,995	3,740,252
Ending balance	\$ 31,041	\$ 24,500	\$ 23,542	\$ (7,499)

- \$2,100,000 loan from sewer capital receipted into this fund and transferred into Street Capital & Park Development funds & interfund loan payments of \$486,000 principal & \$155,007 added.
- Debt service payments for \$4,248,000 LTGO bond sold on 1/31/2023 are included. Payments are:
 - Principal - \$765,000
 - Interest - \$234,000

Real Estate Excise Tax (REET)

Capital Development Fund (REET)

	2023-24	2023	2023-24 Amended	
	Budget	YE Estimate	Budget	Change
Beginning balance	\$ 1,331,524	\$ 1,869,490	\$ 1,869,490	\$ 537,966
Revenues				
Taxes	1,651,055	569,072	1,143,694	(507,361)
Miscellaneous	10,000	80,862	162,533	152,533
Total revenues	1,661,055	649,934	1,306,227	(354,828)
Total resources	2,992,579	2,519,424	3,175,717	183,138
Expenditures				
Miscellaneous	-	20	40	40
Transfer out	1,300,000	1,300,000	1,300,000	-
Total expenditures	1,300,000	1,300,020	1,300,040	40
Ending balance	\$ 1,692,579	\$ 1,219,404	\$ 1,875,677	\$ 183,098

Capital Improvement Fund (REET)

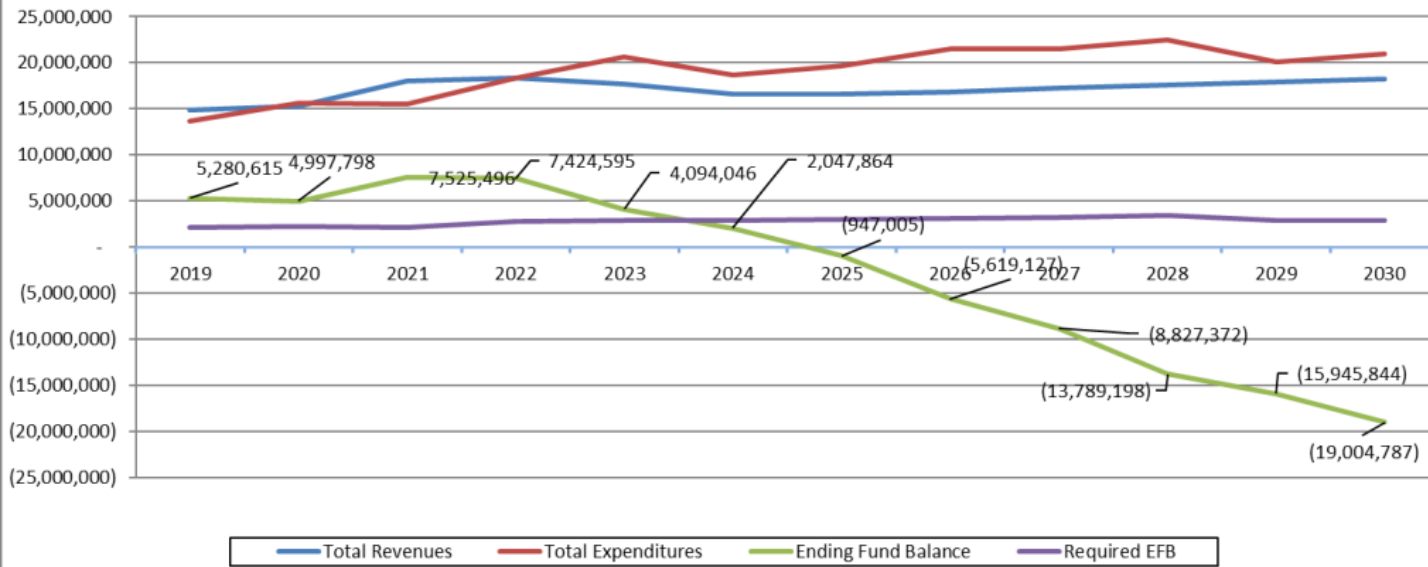
	2023-24	2023	2023-24 Amended	
	Budget	YE Estimate	Budget	Change
Beginning balance	\$ 1,231,932	\$ 1,151,105	\$ 1,151,105	\$ (80,827)
Revenues				
Taxes	1,651,055	568,933	1,067,048	(584,007)
Miscellaneous	10,000	53,546	107,092	97,092
Total revenues	1,661,055	622,479	1,174,140	(486,915)
Total resources	2,892,987	1,773,584	2,325,245	(567,742)
Expenditures				
Miscellaneous	-	20	40	40
Transfer out	1,200,000	1,200,000	1,200,000	-
Total expenditures	1,200,000	1,200,020	1,200,040	40
Ending balance	\$ 1,692,987	\$ 573,564	\$ 1,125,205	\$ (567,782)

Impact Fees & Hospital Benefit Zone

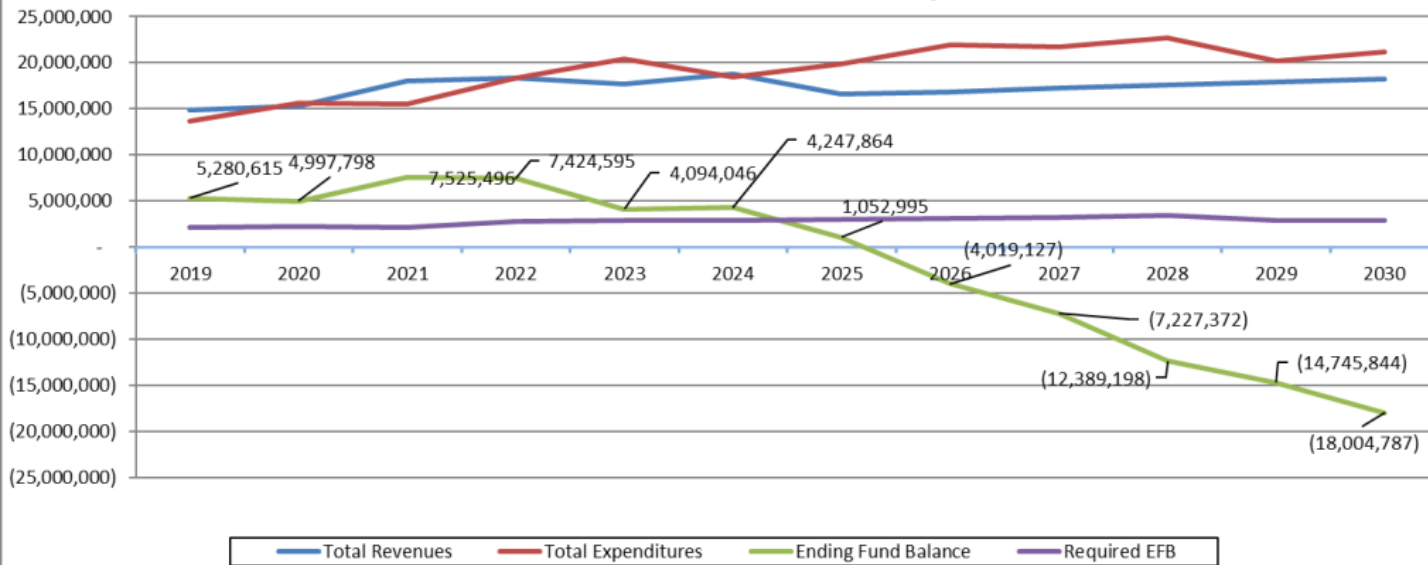
Impact Fee Trust				
	2023-24	2023	2023-24	
	Budget	YE Estimate	Amended Budget	Change
Beginning balance	\$ 1,494,000	\$ 3,381,043	\$ 3,381,043	\$ 1,887,043
Revenues				
Transportation impact fees	2,569,040	61,100	122,811	(2,446,229)
Park impact fees	741,290	12,000	24,120	(717,170)
Miscellaneous	50,000	156,366	314,296	264,296
Total revenues	3,360,330	229,466	461,227	(2,899,103)
Total resources	4,854,330	3,610,509	3,842,270	(1,012,060)
Expenditures				
Transfer - streets	1,475,000	1,475,000	1,475,000	-
Transfer - parks	550,000	550,000	550,000	-
Total expenditures	2,025,000	2,025,000	2,025,000	-
Ending balance	\$ 2,829,330	\$ 1,585,509	\$ 1,817,270	\$ (1,012,060)
Hospital Benefit Zone				
	2023-24	2023	2023-24	
	Budget	YE Estimate	Amended Budget	Change
Beginning balance	\$ 6,158,128	\$ 2,566,678	\$ 2,566,678	\$ (3,591,450)
Revenues				
Taxes	4,000,000	2,000,000	4,000,000	-
Miscellaneous	100,000	306,522	616,109	516,109
Other	-	4,248,000	4,248,000	4,248,000
Total revenues	4,100,000	6,554,522	8,864,109	4,764,109
Total resources	10,258,128	9,121,200	11,430,787	1,172,659
Expenditures				
Transfer - streets	2,786,000	2,000,000	2,786,000	-
Transfer - parks	5,755,000	5,000,000	5,755,000	-
Total expenditures	8,541,000	7,000,000	8,541,000	-
Ending balance	\$ 1,717,128	\$ 2,121,200	\$ 2,889,787	\$ 1,172,659

LTGO Bonds \$4,248,000 sold 1/31/2023 to reimburse HBZ for property purchase.

General Fund 6-Year Forecast



General Fund 6-Year Forecast - w/LTGO





To: Mayor Markley and City Council
From: David Rodenbach, Finance Director
Date: October 23, 2023
Subject: Third Quarter Financial Report

The quarterly financial reports for the third quarter of 2023 are attached.

Total resources, which include all revenues, non-revenues, and beginning fund balances, are at fifty-five (55%) percent of the 2023-24 budget. City-wide revenues, across all funds, excluding internal transfers, loan receipts and beginning and ending fund balances, are thirty-three (33%) percent. Expenditures are at twenty (20%) percent of the biennial budget.

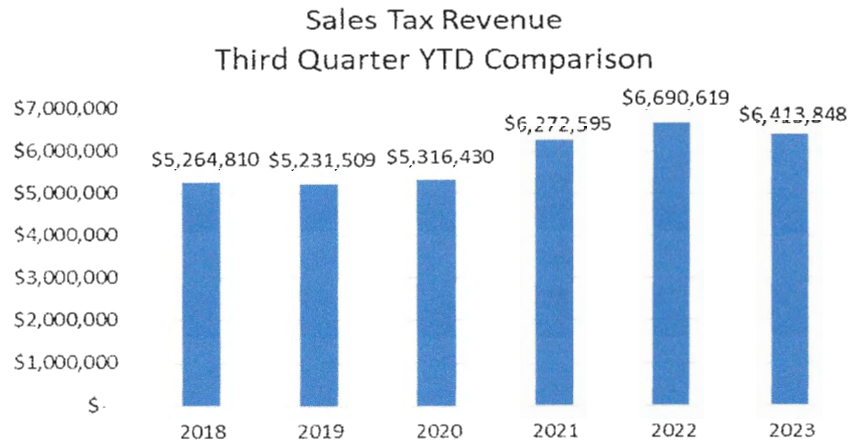
General Fund Revenues

General Fund third quarter year-to-date (YTD) revenues (excluding beginning balances) are at thirty-seven (37%) percent of budget. Intergovernmental revenues include \$1,037,429 from Pierce County conservation futures grants.

General Fund Revenues 2023-24				
Budget vs. Actuals				
General Fund Revenue Source	Budgeted Revenue	Actual Revenue	% Collected	Balance
Taxes				
Property	\$ 6,710,000	1,885,668	28%	\$ (4,824,332)
Sales	18,430,193	6,536,723	35%	(11,893,470)
B&O Private Utility	2,519,394	1,087,322	43%	(1,432,072)
City Utility	1,040,645	400,137	38%	(640,508)
Other	661,047	225,333	34%	(435,714)
Sub-Total Taxes	\$ 29,361,279	\$ 10,135,182	35%	\$ (19,226,097)
Licenses & Permits	4,081,497	702,725	17%	(3,378,772)
Intergovernmental	434,236	1,436,295	331%	1,002,059
Charges for Services	455,429	134,122	29%	(321,307)
Fines & Forfeitures	111,456	32,162	29%	(79,294)
Miscellaneous	698,503	470,625	67%	(227,878)
Transfers and other Sources of Funds	40,000	66,149		26,149
Sub-Total	\$ 5,821,121	\$ 2,842,077	49%	\$ (2,979,044)
Total General Fund	\$ 35,182,400	\$ 12,977,259	37%	\$ (22,205,141)

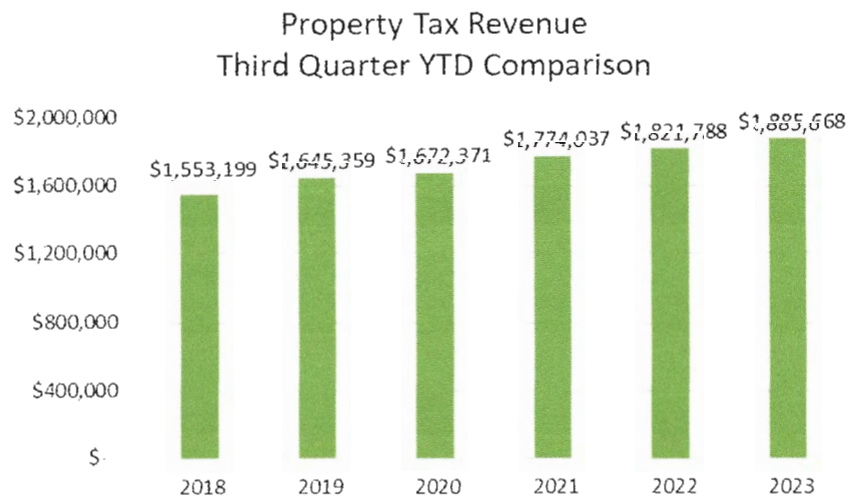
Sales Tax Revenue

Third quarter year-to-date sales tax revenue is illustrated below for years 2018 through 2023. Sales tax is at 35% of budget for 2023-24.



Property Tax Revenue

Third quarter year-to-date revenue from property taxes, 2018 through 2023, is shown below:

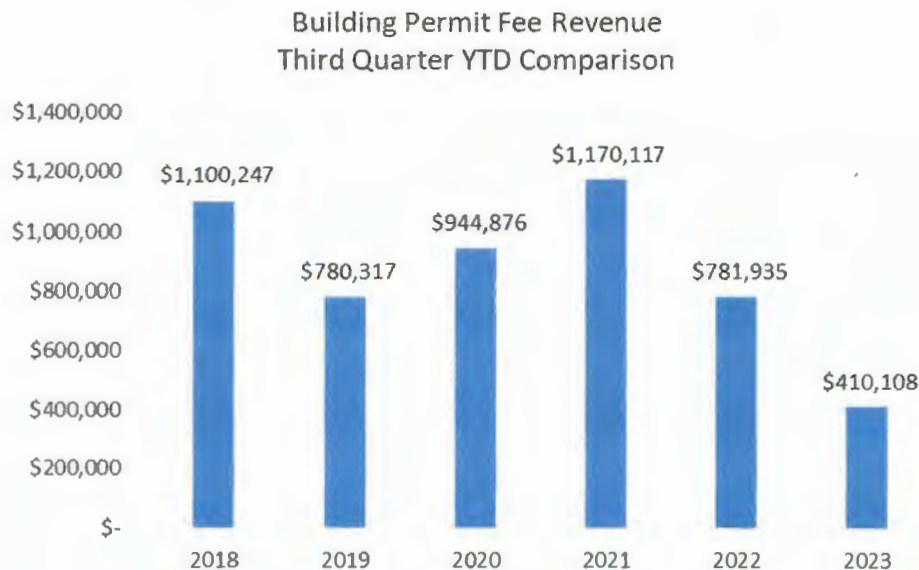


Transportation Benefit District

The City began receiving revenue in the second quarter of 2020 from the Transportation Benefit District (TBD). Third quarter year-to-date revenue for 2023 is \$1,617,388; total TBD resources are \$6,611,555.

Building Permit Fee Revenue

Third quarter year-to-date revenue from building permit fees, 2018 through 2023, is shown below:



Permit fees collected through September are 17% of budget.

General Fund Expenditures

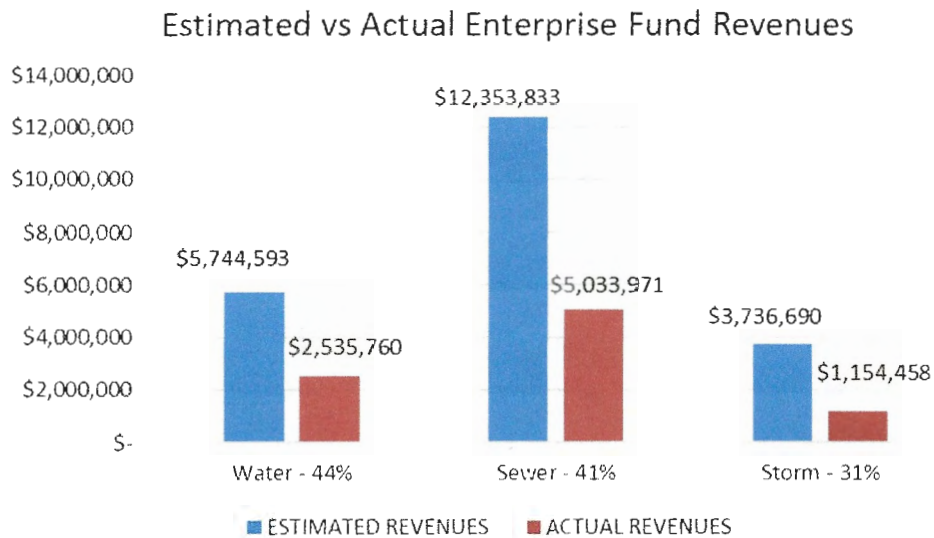
General fund third quarter year-to-date expenditures are at twenty-eight (28%) percent of the biennial budget.

General Fund Expenditures 2023-24						
By Department						
FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENT %	
001	GENERAL GOVERNMENT					
01	NON-DEPARTMENTAL	\$ 7,910,803	\$ 2,055,067	\$ 5,855,736	26%	
02	LEGISLATIVE	163,200	55,148	108,052	34%	
03	MUNICIPAL COURT	1,234,040	418,354	815,686	34%	
04	ADMINISTRATIVE/FINANCIAL	5,539,520	1,599,205	3,940,315	29%	
06	POLICE	11,501,270	3,632,661	7,868,609	32%	
14	COMMUNITY DEVELOPMENT	5,632,138	1,673,137	3,959,001	30%	
15	PARKS AND RECREATION	4,185,892	1,052,662	3,133,230	25%	
16	BUILDING	3,336,940	544,102	2,792,838	16%	
001	TOTAL GENERAL FUND	\$ 39,503,803	\$ 11,030,337	\$ 28,473,466	28%	

Water, Sewer and Storm

Revenues:

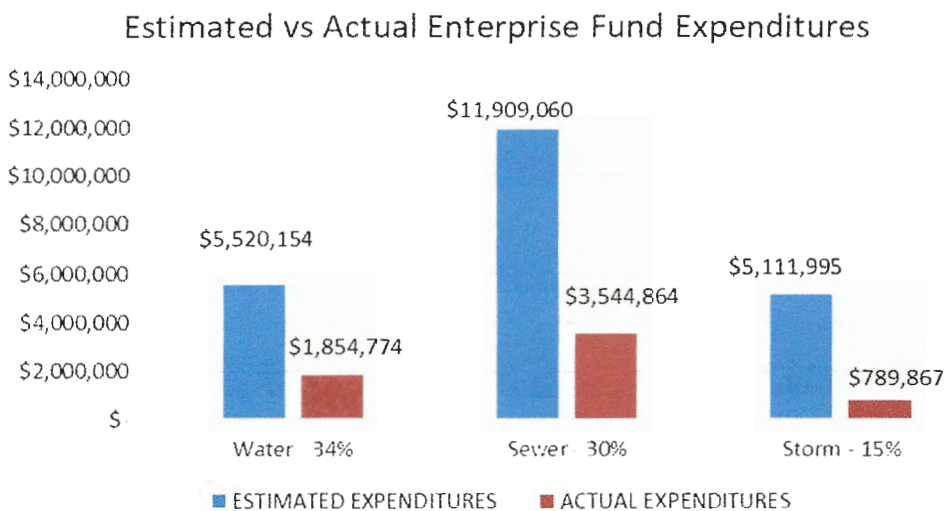
Water, Sewer and Storm revenues are forty-four (44%) percent, forty-one (41%) percent and thirty-one (31%) percent of the biennial budget.



Water, Sewer and Storm

Expenditures:

Expenditures for the three funds are at thirty-four (34%) percent, thirty (30%) percent and fifteen (15%) percent of the 2023-24 budget.



Cash & Investments

Cash balances are adequate in all funds. Third quarter total cash and investment balance across all funds exceeds \$69.4 million.

Composition of Cash and Investments		
CASH ON HAND	\$	300
CASH IN BANK		2,745,348
LOCAL GOV'T INVESTMENT POOL		46,603,151
OTHER INVESTMENTS		20,076,795
	\$	<u>69,425,593</u>

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 five years.

Security Type	Par Value	Coupon	Yield	Maturity Date
FHLB	2,000,000	3.375	2.950	12/8/2023
FHLB	2,000,000	3.125	3.020	6/14/2024
FHLB	2,000,000	1.000	3.008	12/20/2024
FFCB	2,000,000	3.375	3.120	6/20/2025
FHLB	2,000,000	3.375	3.330	12/23/2025
FHLB	2,000,000	1.010	3.320	7/28/2026
FNMA	2,000,000	0.875	3.325	12/18/2026
FHLB	2,000,000	1.020	3.360	12/18/2026
FHLB	1,000,000	4.750	4.800	3/8/2024
FAMCA	1,000,000	4.300	4.450	3/3/2025
FHLMC	900,000	0.510	4.320	3/30/2026
US Treasury	2,000,000	2.446	5.060	5/15/2024



**CASH AND INVESTMENTS
YEAR TO DATE ACTIVITY
AS OF SEPTEMBER 30, 2023**

FUND NO.	DESCRIPTION	BEGINNING CASH AND INVESTMENTS	REVENUES	EXPENDITURES	OTHER CHANGES	ENDING CASH AND INVESTMENTS
001	GENERAL GOVERNMENT	\$ 7,966,215	\$ 12,977,259	\$ 11,030,337	\$ (838,432)	\$ 9,074,705
101	STREET FUND	851,711	1,270,195	1,779,139	(118,195)	224,572
102	STREET CAPITAL FUND	409,820	1,778,973	1,211,353	(73,007)	904,433
103	SENIOR CAPITAL FUND	202,708	7,333	-	-	210,041
104	PEDESTRIAN SAFETY FUND	218,803	7,915	-	-	226,718.42
105	DRUG INVESTIGATION FUND	16,307	590	-	-	16,897
106	DRUG INVESTIGATION FUND	9,878	305	2,419	-	7,765
107	HOTEL-MOTEL FUND	1,328,943	394,201	403,572	(99,007)	1,220,565
108	PUBLIC ART CAPITAL PROJECTS	25,382	918	28	-	26,271
109	PARK DEVELOPMENT FUND	266,257	1,600,249	900,523	(56,202)	909,781
111	STRATEGIC RESERVE FUND	2,646,118	95,725	-	-	2,741,843
112	EQUIPMENT RESERVE FUND	497,553	17,999	-	-	515,552
113	CONTRIBUTIONS/DONATIONS	-	1,442	1,442	-	-
208	LTGO BOND REDEMPTION	181,307	271,913	2,471,146	2,100,000	82,074
211	UTGO BOND REDEMPTION	262,304	187,879	9,532	-	440,651
301	PROPERTY ACQUISITION FUND	1,873,584	491,927	15	-	2,365,496
305	GENERAL GOVT CAPITAL IMPR	1,278,651	470,262	15	-	1,748,897
309	IMPACT FEE TRUST	3,381,044	199,938	451,300	-	3,129,682
310	HOSPITAL BENEFIT ZONE	2,566,229	6,165,259	612,140	-	8,119,348
401	WATER OPERATING	3,298,707	2,535,760	1,854,774	(206,675)	3,773,018
402	SEWER OPERATING	5,506,557	5,033,971	3,544,864	180,024	7,175,688
403	SHORECREST RESERVE FUND	243,883	25,630	842	3,798	272,470
407	UTILITY RESERVE	1,454,464	30,207	(10)	(40)	1,484,641
408	UTILITY BOND REDEMPTION	264,681	1,053,710	1,044,838	-	273,552
410	SEWER CAPITAL CONSTRUCTION	6,962,158	362,095	555,708	(2,166,175)	4,602,370
411	STORM SEWER OPERATING FUND	1,844,575	1,154,458	789,867	240,568	2,449,734
412	STORM SEWER CAPITAL	2,940,795	113,524	483,223	(3,254)	2,567,841
420	WATER CAPITAL ASSETS	8,234,599	356,594	328,200	(13,560)	8,249,433
631	MUNICIPAL COURT	-	25,003	21,758	(3,245)	-
650	TRANSPORTATION BENEFIT DISTRICT	4,994,288	1,617,388	122	-	6,611,555
		<u>\$ 59,727,521</u>	<u>\$ 38,248,622</u>	<u>\$ 27,497,150</u>	<u>\$ (1,053,402)</u>	<u>\$ 69,425,593</u>

**COMPOSITION OF CASH AND INVESTMENTS
AS OF SEPTEMBER 30, 2023**

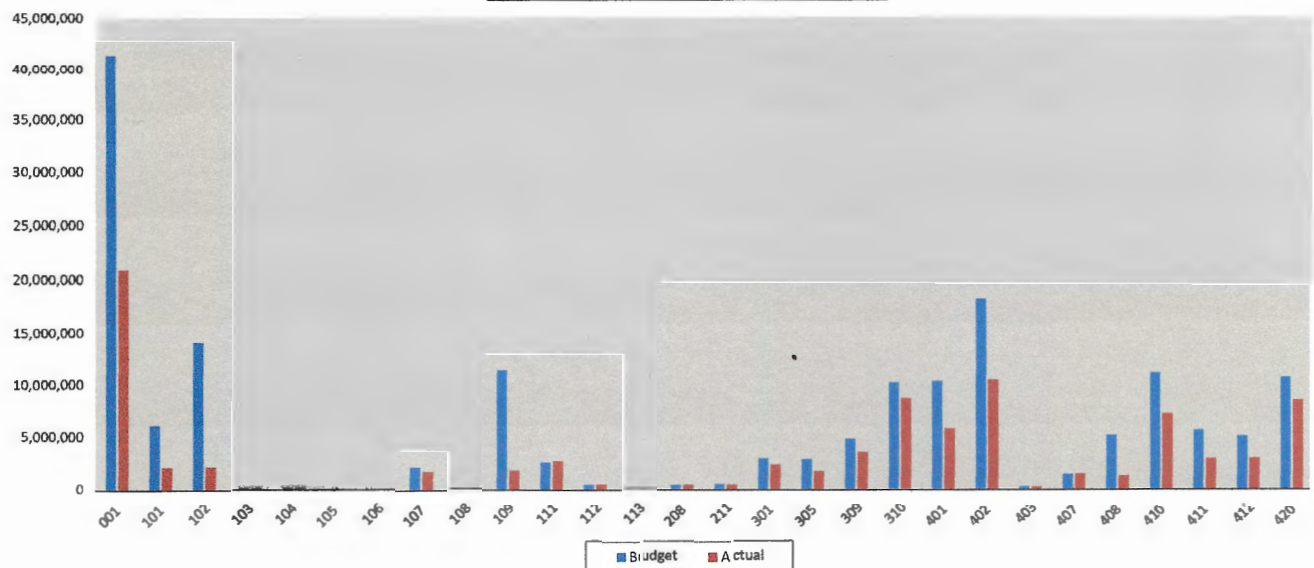
	MATURITY	RATE	BALANCE
CASH ON HAND			\$ 300
CASH IN BANK			2,745,348
LOCAL GOV'T INVESTMENT POOL	(Net Earnings Rate)	5.1996%	46,603,151
OTHER INVESTMENTS		3.67% avg	20,076,795
			<u>\$ 69,425,593</u>



YEAR-TO-DATE RESOURCE SUMMARY AND COMPARISON TO BUDGET AS OF SEPTEMBER 30, 2023

FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	41,502,052	\$ 20,943,474	\$ 20,558,578	50%
101	STREET FUND	6,109,638	2,121,906	3,987,732	35%
102	STREET CAPITAL FUND	14,143,075	2,188,792	11,954,283	15%
103	SENIOR CAPITAL FUND	202,053	210,041	(7,988)	104%
104	PEDESTRIAN SAFETY FUND	218,207	226,718	(8,511)	104%
105	DRUG INVESTIGATION FUND	17,328	16,897	431	98%
106	DRUG INVESTIGATION FUND	6,073	10,184	(4,111)	168%
107	HOTEL-MOTEL FUND	2,145,257	1,723,144	422,113	80%
108	PUBLIC ART CAPITAL PROJECTS	26,225	26,299	(74)	100%
109	PARK DEVELOPMENT FUND	11,518,485	1,866,507	9,651,978	16%
111	STRATEGIC RESERVE FUND	2,630,962	2,741,843	(110,881)	104%
112	EQUIPMENT RESERVE FUND	501,149	515,552	(14,403)	103%
113	DONATIONS/CONTRIBUTIONS		1,442	(1,442)	#N/A
208	LTGO BOND REDEMPTION	483,784	453,220	30,564	94%
211	UTGO BOND REDEMPTION	539,962	450,183	89,779	83%
301	PROPERTY ACQUISITION FUND	2,992,579	2,365,511	627,068	79%
305	GENERAL GOVT CAPITAL IMPR	2,892,987	1,748,912	1,144,075	60%
309	IMPACT FEE TRUST	4,854,330	3,580,982	1,273,348	74%
310	HOSPITAL BENEFIT ZONE	10,258,128	8,731,488	1,526,640	85%
401	WATER OPERATING	10,411,735	5,834,466	4,577,269	56%
402	SEWER OPERATING	18,240,510	10,540,528	7,699,982	58%
403	SHORECREST RESERVE FUND	290,227	269,514	20,713	93%
407	UTILITY RESERVE	1,457,409	1,484,671	(27,262)	102%
408	UTILITY BOND REDEMPTION	5,179,636	1,318,390	3,861,246	25%
410	SEWER CAPITAL CONSTRUCTION	11,237,036	7,324,253	3,912,783	65%
411	STORM SEWER OPERATING FUND	5,717,885	2,999,033	2,718,852	52%
412	STORM SEWER CAPITAL	5,154,074	3,054,318	2,099,756	59%
420	WATER CAPITAL ASSETS	10,806,655	8,591,193	2,215,462	79%
631	MUNICIPAL COURT		25,003	(25,003)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	9,079,527	6,611,677	2,467,850	73%
		\$ 178,616,968	\$ 97,976,144	\$ 80,640,824	55%

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

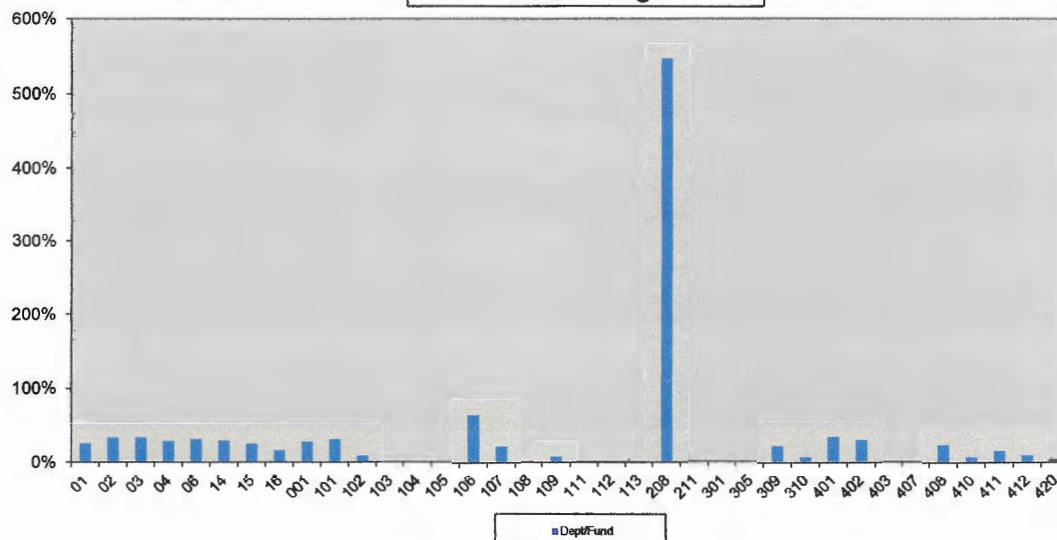




YEAR-TO-DATE EXPENDITURE SUMMARY AND COMPARISON TO BUDGET AS OF SEPTEMBER 30, 2023

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 7,910,803	\$ 2,055,067	\$ 5,855,736	26%
02	LEGISLATIVE	163,200	55,148	108,052	34%
03	MUNICIPAL COURT	1,234,040	418,354	815,686	34%
04	ADMINISTRATIVE/FINANCIAL	5,539,520	1,599,205	3,940,315	29%
06	POLICE	11,501,270	3,632,661	7,868,609	32%
14	COMMUNITY DEVELOPMENT	5,632,138	1,673,137	3,959,001	30%
15	PARKS AND RECREATION	4,185,892	1,052,662	3,133,230	25%
16	BUILDING	3,336,940	544,102	2,792,838	16%
001	TOTAL GENERAL FUND	39,503,803	11,030,337	28,473,466	28%
101	STREET FUND	5,623,393	1,779,139	3,844,254	32%
102	STREET CAPITAL FUND	13,286,800	1,211,353	12,075,447	9%
103	SENIOR CAPITAL FUND	-	-	-	#N/A
104	PEDESTRIAN SAFETY FUND	-	-	-	#N/A
105	DRUG INVESTIGATION FUND	-	-	-	#N/A
106	DRUG INVESTIGATION FUND	3,800	2,419	1,381	64%
107	HOTEL-MOTEL FUND	1,800,000	403,572	1,396,428	22%
108	PUBLIC ART CAPITAL PROJECTS	-	28	(28)	#N/A
109	PARK DEVELOPMENT FUND	11,510,700	900,523	10,610,177	8%
111	STRATEGIC RESERVE FUND	-	-	-	#N/A
112	EQUIPMENT RESERVE FUND	-	-	-	#N/A
113	DONATIONS/CONTRIBUTIONS	-	1,442	(1,442)	#N/A
208	LTGO BOND REDEMPTION	452,743	2,471,146	(2,018,403)	546%
211	UTGO BOND REDEMPTION	531,766	9,532	522,234	2%
301	PROPERTY ACQUISITION FUND	1,300,000	15	1,299,985	0%
305	GENERAL GOVT CAPITAL IMPR	1,200,000	15	1,199,985	0%
309	IMPACT FEE TRUST	2,025,000	451,300	1,573,700	22%
310	HOSPITAL BENEFIT ZONE	8,541,000	612,140	7,928,860	7%
401	WATER OPERATING	5,520,154	1,854,774	3,665,380	34%
402	SEWER OPERATING	11,909,060	3,544,864	8,364,196	30%
403	SHORECREST RESERVE FUND	-	842	(842)	#N/A
407	UTILITY RESERVE	-	(10)	10	#N/A
408	UTILITY BOND REDEMPTION	4,546,566	1,044,838	3,501,728	23%
410	SEWER CAPITAL CONSTRUCTION	7,512,600	555,708	6,956,892	7%
411	STORM SEWER OPERATING FUND	5,111,995	789,867	4,322,128	15%
412	STORM SEWER CAPITAL	5,056,500	483,223	4,573,277	10%
420	WATER CAPITAL ASSETS	8,283,400	328,200	7,955,200	4%
631	MUNICIPAL COURT	-	21,758	(21,758)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	4,875,000	122	4,874,878	0%
		\$ 138,594,280	\$ 27,497,150	\$ 111,097,130	20%

Expenditures as a Percentage of
2023-24 Budget





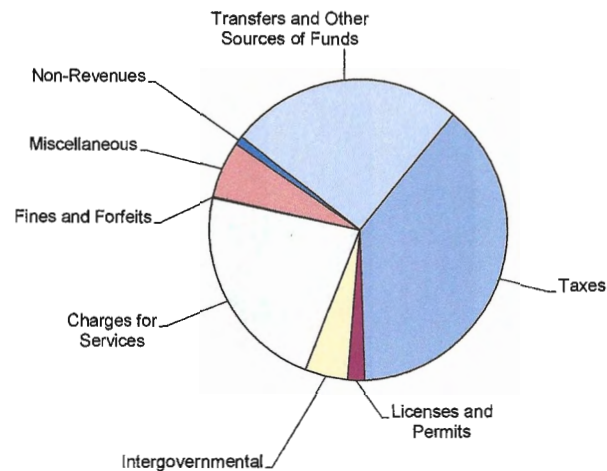
**YEAR-TO-DATE REVENUE SUMMARY
BY TYPE
AS OF SEPTEMBER 30, 2023**

<u>TYPE OF REVENUE</u>	<u>AMOUNT</u>
Taxes	14,676,206
Licenses and Permits	715,625
Intergovernmental	1,759,305
Charges for Services	8,584,848
Fines and Forfeits	57,164
Miscellaneous	2,340,506
Non-Revenues	368,064
Transfers and Other Sources of Funds	9,746,903
Total Revenues	38,248,622
Beginning Cash Balance	59,727,521
Total Resources	<u>97,976,144</u>

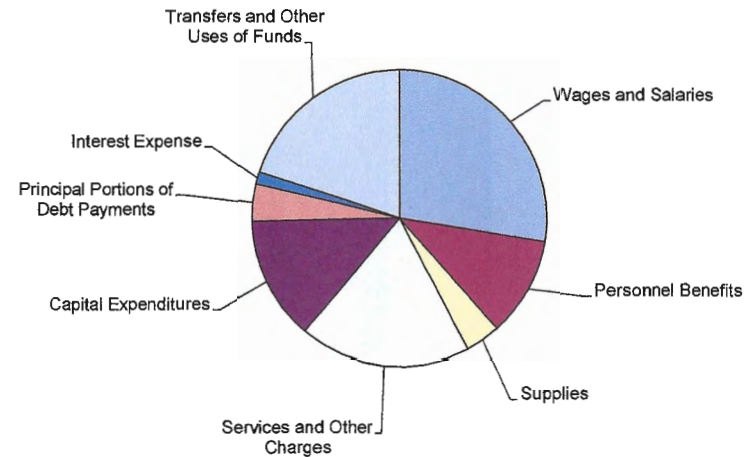
**YEAR-TO-DATE EXPENDITURE SUMMARY
BY TYPE
AS OF SEPTEMBER 30, 2023**

<u>TYPE OF EXPENDITURE</u>	<u>AMOUNT</u>
Wages and Salaries	7,571,601
Personnel Benefits	2,978,210
Supplies	1,074,665
Services and Other Charges	5,217,098
Capital Expenditures	3,684,016
Principal Portions of Debt Payments	1,118,321
Interest Expense	354,336
Transfers and Other Uses of Funds	5,498,903
Total Expenditures	27,497,150
Ending Cash Balance	69,425,593
Total Uses	<u>96,922,743</u>

Revenues by Type - All Funds



Expenditures by Type - All Funds



**CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF SEPTEMBER 30, 2023**

		SPECIAL REVENUE FUNDS									
		001 GENERAL GOVERNMENT	101 STREET	102 STREET CAPITAL	103 SENIOR CAPITAL	104 PEDESTRIAN SAFETY	105 DRUG INVESTIGTN	106 DRUG INVESTIGTN	107 HOTEL - MOTEL	108 PUBLIC ART PROJECTS	109 PARK DVLP FUND
ASSETS											
CASH	\$	363,169	\$ 11,382	\$ 45,840	\$ 10,646	\$ 11,491	\$ 856	\$ 394	\$ 61,863	\$ 1,332	\$ 46,111
INVESTMENTS		8,711,536	213,190	858,593	199,395	215,228	16,040	7,371	1,158,702	24,940	863,670
RECEIVABLES		2,100,660	2,891	-	-	-	-	-	60,955	-	-
FIXED ASSETS		-	-	-	-	-	-	-	-	-	-
OTHER		-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS		11,175,365	227,463	904,433	210,041	226,718	16,897	7,765	1,281,520	26,271	909,781
LIABILITIES											
CURRENT		26,558	3,000	0	-	-	-	-	-	-	-
LONG TERM		83,404	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES		109,962	3,000	0	-	-	-	-	-	-	-
FUND BALANCE:											
BEGINNING OF YEAR		9,118,480	733,408	336,813	202,708	218,803	16,307	9,878	1,290,891	25,382	210,055
Y-T-D REVENUES		12,977,259	1,270,195	1,778,973	7,333	7,915	590	305	394,201	918	1,600,249
Y-T-D EXPENDITURES		(11,030,337)	(1,779,139)	(1,211,353)	-	-	-	(2,419)	(403,572)	(28)	(900,523)
ENDING FUND BALANCE		11,065,402	224,463	904,433	210,041	226,718	16,897	7,765	1,281,520	26,271	909,781
TOTAL LIAB. & FUND BAL.	\$	11,175,365	\$ 227,463	\$ 904,433	\$ 210,041	\$ 226,718	\$ 16,897	7,765	\$ 1,281,520	\$ 26,271	\$ 909,781

**CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF SEPTEMBER 30, 2023**

	111	112	113	301	305	309	310	631	650	TOTAL	208	211	TOTAL
	STRATEGIC	EQUIPMENT	CONTRIBUTION	PROPERTY	GEN GOVT	IMPACT FEE	HOSPITAL	MUNICIPAL	TRANSPORT	SPECIAL	LTGO BOND	UTGO BOND	DEBT
	RESERVE	RESERVE	DONATIONS	ACQUISITION	CAPITAL IMP	TRUST FUND	BENEFIT	COURT	BENEFIT DIST	REVENUE	REDEMPTION	REDEMPTION	SERVICE
ASSETS													
CASH	\$ 138,967	\$ 26,130	\$ -	\$ 107,168	\$ 75,917	\$ 158,624	\$ 411,518	-	78,330	\$ 1,186,567	\$ 4,160	\$ 22,334	\$ 26,494
INVESTMENTS	2,602,877	489,422	-	2,258,328	1,672,980	2,971,058	7,707,830	-	6,533,225	27,792,849	77,914	418,317	496,231
RECEIVABLES	-	-	-	51,577	51,577	-	-	-	345,058	512,059	-	4,030	4,030
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	2,741,843	515,552	-	2,417,073	1,800,474	3,129,682	8,119,348	-	6,956,613	29,491,475	82,074	444,681	526,755
LIABILITIES													
CURRENT	-	-	-	-	-	-	-	19	-	3,019	-	-	-
LONG TERM	-	-	-	-	-	-	-	-	-	-	2,100,000	2,419	2,102,419
TOTAL LIABILITIES	-	-	-	-	-	-	-	19	-	3,019	2,100,000	2,419	2,102,419
FUND BALANCE:													
BEGINNING OF YEAR	2,646,118	497,553	-	1,925,161	1,330,228	3,381,044	2,566,229	(3,264)	5,339,347	20,726,660	181,307	263,915	445,222
Y-T-D REVENUES	95,725	17,999	1,442	491,927	470,262	199,938	6,165,259	25,003	1,617,388	14,145,623	271,913	187,879	459,792
Y-T-D EXPENDITURES	-	-	(1,442)	(15)	(15)	(451,300)	(612,140)	(21,758)	(122)	(5,383,827)	(2,471,146)	(9,532)	(2,480,678)
ENDING FUND BALANCE	2,741,843	515,552	-	2,417,073	1,800,474	3,129,682	8,119,348	(19)	6,956,613	29,488,457	(2,017,926)	442,262	(1,575,664)
TOTAL LIAB. & FUND BAL.	\$ 2,741,843	\$ 515,552	\$ -	\$ 2,417,073	\$ 1,800,474	\$ 3,129,682	\$ 8,119,348	\$ 0	\$ 6,956,613	\$ 29,491,475	\$ 82,074	\$ 444,681	\$ 526,755

**CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF SEPTEMBER 30, 2023**

PROPRIETARY											
	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 STORM SEWER CAPITAL	420 WATER CAP. ASSETS	TOTAL PROPRIETARY	TOTAL
ASSETS											
CASH	\$ 126,749	\$ 234,632	\$ 13,810	\$ 42,959	\$ 13,865	\$ 233,265	\$ 124,162	\$ 130,148	\$ 249,829	\$ 1,169,417	\$ 2,745,648
INVESTMENTS	3,646,269	6,941,056	\$ 258,661	1,441,682	259,687	4,369,105	2,325,572	2,437,693	7,999,603	29,679,330	66,679,946
RECEIVABLES	519,904	675,209	(472)	-	-	2,740,666	184,775	-	-	4,120,082	6,736,830
FIXED ASSETS	16,031,838	44,004,203	-	-	-	7,395,568	2,336,362	1,496,987	1,950,130	73,215,087	73,215,087
OTHER	-	-	-	-	363,007	-	-	-	-	363,007	363,007
TOTAL ASSETS	20,324,759	51,855,100	271,998	1,484,641	636,559	14,738,604	4,970,871	4,064,828	10,199,563	108,546,923	149,740,518
LIABILITIES											
CURRENT	5,890	10,493	-	-	1,941,628	-	97	-	38,581	1,996,689	2,026,266
LONG TERM	82,152	118,967	-	-	16,769,137	-	36,276	-	-	17,006,531	19,192,354
TOTAL LIABILITIES	88,041	129,460	-	-	18,710,765	-	36,373	-	38,581	19,003,220	21,218,820
FUND BALANCE:											
BEGINNING OF YEAR	19,555,732	50,236,533	247,210	1,454,424	(18,083,077)	14,932,217	4,569,908	4,434,528	10,132,588	87,480,063	117,770,425
Y-T-D REVENUES	2,535,760	5,033,971	25,630	30,207	1,053,710	362,095	1,154,458	113,524	356,594	10,665,949	38,248,622
Y-T-D EXPENDITURES	(1,854,774)	(3,544,864)	(842)	10	(1,044,838)	(555,708)	(789,867)	(483,223)	(328,200)	(8,602,308)	(27,497,150)
ENDING FUND BALANCE	20,236,718	51,725,640	271,998	1,484,641	(18,074,206)	14,738,604	4,934,498.27	4,064,828	10,160,982	89,543,703	128,521,898
TOTAL LIAB. & FUND BAL.	\$ 20,324,759	\$ 51,855,100	\$ 271,998	\$ 1,484,641	\$ 636,559	\$ 14,738,604	\$ 4,970,871	\$ 4,064,828	\$ 10,199,563	\$ 108,546,923	\$ 149,740,518

GENERAL FUND – NON-DEPARTMENTAL
Admin – City Clerk

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue to facilitate the appropriate and timely response to the increasing volume of public records requests in order to be more open, accountable, and responsive to citizens. Implement the public records policy	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:
Continue to implement open data access on the City's website. Open data can facilitate government transparency, accountability, and public participation	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:
Work for continued compliance with document and electronic records retention and ways to facilitate record retrieval through the Records Management Committee	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% 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 2023: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/23: 50% Notes: Insurance paid \$397,497
Operating transfers out. General fund transfers to other funds for 2023 are as follows: Fund Amount Street Operating \$2,200,000 Street Capital 1,350,000 Park Development 1,225,000 LTGO Debt 700,000	Objective on track to be met in 2023: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 24% Notes: Funds transferred as needed. Through September the following funds have been transferred: Street Operating \$1,000,000 Street Capital 14,000 Park Development 39,000 LTGO Debt 269,024

GENERAL FUND – NON-DEPARTMENTAL

Admin – HR

Goal	Status of Goal (as described in the 2023-24 Budget)
Conduct an employee satisfaction survey - \$5,000 annually	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes: Survey is actively running at this time
Staff experience – special events, engagement opportunities	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes: Wellness and staff engagement activities are continuing to achieve exceptional participation.
Salary and benefit study to assesses and determine any needed adjustments - \$100,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 40% Notes: Scheduled to occur in 2Q/3Q. The job description project is in its final stage. The wage study will launch very shortly.
Safety and risk – develop City-wide safety and risk plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes: Hiring the Risk & Safety Program Manager is on pause for the time being as we continue to assess YTD revenue shortfall with the budget.
Rewards and recognition – staff anniversaries, birthdays, project accomplishments, certifications/licenses, etc.	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes: Continuing to build out and implement meaningful reward and recognition activities for staff.
Staff training and development – performance evaluations, supervisory training, leadership academy	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget:

	☒ Yes ☐ No Percent complete as of 9/30/23: 50% Notes: Establishing more consistency with completion of performance evaluations. Preparing to launch leadership academy by end of year.
Productivity and efficiency – staff onboarding, automated timekeeping and leave management \$30,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes: Continuing to make improvements to onboarding experience and leave management. Shifting the timeline of preparing to identify and rollout automated timekeeping by department beginning. This is more likely to occur in 4Q. Preparing to implement new onboarding module to enhance and improve the hiring process for new staff.

GENERAL FUND – NON-DEPARTMENTAL
Admin – ITS

Goal	Status of Goal (as described in the 2023-24 Budget)
FUND MANAGEMENT - Establish ITS internal service fund	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
DATA MANAGEMENT - Migration of data from box.com to Microsoft 365 to align the city's data with the productivity products used by city staff	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 10% Notes:
CYBER SECURITY - Cyber Security Penetration Testing and Remediation - Implement Multi-factor Authentication (MFA) in Microsoft 365	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 50% Notes:
BUILDING FACILITIES - Provision network and communications for the new public works operations center - Upgrade fiber optic cables that feed the police and public works engineering / community development buildings at the civic center campus - Collaborate with Public works to implement new door control security access system citywide	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 50% Notes:

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

Goal	Status of Goal (as described in the 2023-24 Budget)
Maintain state lobbying contract - \$40,000 annually	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:
Maintain federal lobbying contract - \$60,000 annually	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 9/30/23: 0% Notes: Contract not renewed for 2023
Provide funding for the Gig Harbor Downtown Waterfront Alliance and its continued activities to promote downtown businesses – funded through Lodging Tax	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:
Promote and attract new businesses to downtown Gig Harbor through a variety of methods	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Organizational assessment for potential Parks Department - \$20,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Establish a new Sister City in Croatia	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:
Contract with on-call grant writer in support of city priorities - \$20,000 annually	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:

GENERAL FUND – NON-DEPARTMENTAL
Admin – Tourism & Communications

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue measurement of success through increased growth of lodging tax year over year	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:
Self-publish the 2023 and 2024 Visitors Guide, with a goal of increasing advertising year over year to cover costs, return to distribution on WS Ferries and at Seatac International Airport, create a database of reciprocal agreements with other cities with the same visitor profile (Port Townsend; Bend, OR; Mercer Island, etc.), mail to a growing list of Gig Harbor addresses (city limits, adding in additional lists from 332 and 335) and, in the years to come, create a profit that underwrites further expenses from Summer Sounds and/or holiday events and offerings	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes: This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
Build holiday draw within city limits for the region, define Gig Harbor as a perfect seaside village for the holiday with events and programming throughout the month of December	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes: This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
Create interactive art campaign in partnership with local muralists in order to increase photo opportunities for visitors and residents to post, creating a soft influencer approach on reasons to visit Gig Harbor	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 12.5% Notes: This goal has been assigned to the Chamber of Commerce per a lodging tax grant agreement
With the assistance of a City committee, engage a branding firm to renew the image of City signage and external materials, creating a brand guideline, updated logo, colors and fonts to maintain consistency throughout all City of Gig Harbor / Visit Gig Harbor publications and signage	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 9/30/23: 0% Notes: Objective de-prioritized by Council at 3/30/23 study session
Fund a variety of events in interest areas and portions of the year as defined by the 2023 (and 2024) LTAC recommendations after review of event and operations applications	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25%

	Notes:
Create a City-wide Communications Strategy and Plan - \$50,000	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes: Removed from work plan
Fourth of July event - \$100,000 annually	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes: Removed from work plan

CAPITAL PROJECTS - CITY BUILDINGS

Goal	Status of Goal (as described in the 2023-24 Budget)
Civic Center HVAC Upgrade. The City is in the process of completing a feasibility study to identify HVAC replacement alternatives that reduce the City's carbon emissions, reduce energy costs, and reduce future maintenance costs. Based on the outcome of the feasibility study the City will engage in a construction contract to implement the recommended improvements. \$2,200,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 15% Notes:
Civic Center Security Upgrades at Reception Desks. The City has three reception desks that have no separation from the public. This proposed work would provide improved security features including placing a security between staff and the public. \$60,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Bogue Visitor's Center Building Rehabilitation. The original scope of work for this project required a small Public Works contract to re-roof the City's Bogue Visitor's Center building. However, per Building Code requirements, the insulation in the building must also be replaced. Additionally, the HVAC system was identified as being beyond its useful life. This project proposes to replace both the indoor and outdoor HVAC units. This objective was initiated in 2022 with the completion of contract documents and award of a Public Works construction contract. This objective will complete the construction of the project awarded in 2022. \$100,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/23: 5% Notes: Construction contract, construction support contract, and City Engineer CO authority awarded by Council that total \$225,310.62
Replacement Purchase – Building Access and Control System. The current building access control equipment at the Civic Center was installed over 19 years ago when the building was constructed. The current equipment and software are no longer supported as the vendor is no longer in business. New equipment will include two new control panels, multiple card readers and two keypad readers. A cloud-based software system upgrade may be included which	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 80% Notes:

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

Gig Harbor Sports Complex Phase 1B Design, Permitting, and Construction. The City has been proceeding with developing a Sports Complex in Gig Harbor North since the City acquired park land in this area in 2011 in accordance with the 6-year CIP. The City then developed a series of master plans for the Sports Complex and the scope of the complex increased until 2018 when the project developed into the phased development of what we have today. The current project phase consists of two sub-phases that are interrelated but not equivalent. The YMCA will proceed with the Phase 1A project, which consists of two artificial turf fields with associated lighting and parking and is funded in part with the City's previously awarded legislative grant and a Recreation and Conservation Office (RCO) grant. Phase 1B is the City's portion of the complex and includes pickleball, bocce ball, multiple playgrounds, multiple pavilions, and a natural turf open space. Phase 1B requested funding from two RCO grants in 2020 and will proceed to YMCAs Phase 1A. The design and permitting effort for the project was initiated in 2022 with construction beginning either at the end of 2022 or early in 2023. \$5,250,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes: Land use approval received. Construction contract award expected in February.
Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various location alternatives and building alternatives. The City completed the site development in 2019, completed the building design in 2021, and awarded a public works construction contract in 2022. Construction of the building will begin in 2023 and the City will furnish the new building in 2023. \$4,200,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/23: 40% Notes: Council approved funding with construction contract award.

Gig Harbor North Trails. The City's 2022 PROS Plan identifies the siting and construction of various trails in Gig Harbor North. The City currently has three areas of vacant undeveloped lots that mostly consist of native vegetation. These areas include the Harbor Hill Open Space and the "Old Burnham Properties" (north of the intersection of Burnham Drive and Wood Hill Drive). This objective would provide for the design and permitting associated with the development and enhancement of native trails on these existing City Park properties and in coordination with private owners. \$150,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Cushman Trail Connection to Harborview Drive. In 2009 the City, in conjunction with Pierce County Parks, constructed Phase 2 of the Cushman Trail from Grandview Street to 96th Street. Since construction of Cushman Trail Phase 2 the City, along with the morning Rotary, the Downtown Waterfront Alliance, and multiple individuals, have considered and requested a connection trail between the Donkey Creek Park area and Cushman Trail. Due to topographic and critical area constraints, the City and its partners have considered multiple locations and trail cross sections. Now that the City has acquired conservation properties between Harborview Drive and Cushman Trail just north of the City's Wastewater Treatment Plant, there is opportunity for a new and improved location for this proposed connection trail. This objective will design and permit the Cushman Trail connection. \$200,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Crescent Creek Park – Master Plan and Phase 1A Conceptual Design and Construction. The City's Crescent Creek Park (previously known as "City Park") has developed, redeveloped, and expanded in a sporadic fashion. Staff, with the support of a consultant, will conclude the public visioning that began in 2022 then establish, with Council support, a master plan for Crescent Creek Park. The momentum of the planning effort will go into the immediate	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 10% Notes:

implementation of Phase 1A improvements. \$225,000	
Shaw Park Analysis and Remediation. Shaw Park is located on Borgen Boulevard between the Heron's Key development and the planned commercial village on Harbor Hill Drive and was partially constructed by a private developer under a development agreement that lacked park specifications. The resulting first phase of the Park is flat terrain that was stripped of topsoil as part of the adjacent site development projects. The combination of poor soils and the lack of a working drainage system has made it impossible to maintain vegetation or natural turf at the Park. At this time, the only existing amenity is a cement plaza close to Borgen Boulevard with benches and donated outdoor musical equipment from the Gig Harbor Rotary Club. This proposed objective would perform a site analysis, provide specifications to improve soils and drainage, and complete the construction of the proposed improvements. \$95,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Skansie Netshed Improvements. The City of Gig Harbor purchased the Skansie Property in 2002 with the intent of expanding public access to the City's waterfront. The City eventually separately leased both the existing Skansie Residence and the wooden Skansie Netshed to two separate non-profit organizations to provide opportunities to the public for educational programming. The City has leased the Skansie Netshed to multiple non-profit organizations with the current lease expiring in December 2035. The City repainted and reroofed the Netshed in 2004 and then later rehabilitated the foundation and flooring on which the Netshed sits. The Netshed is again in need of repainting and reroofing. Additionally, based on two separate reports, the Netshed requires structural improvements. The City will complete the design and permitting of these improvements in 2023, then award a construction contract in 2023. This objective proposes to complete the structural repairs, siding repairs, repaint the exterior of the	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:

building, and re-roof the building. The City will also review the option to have the exterior painting completed by volunteers from the Skansie Netshed Foundation or other means to reduce the total project costs while meeting all necessary requirements. \$330,000	
Cushman Trail Phase 5A Scoping and Value Engineering Study. The City completed the Cushman Trail Phase 5 Planning Study in May 2020. This Study concluded the project should be divided into reasonably sized sub-sections due to the otherwise significant cost to design and construct the entire Phase 5 route identified in the Planning Study. This proposed objective would prepare for project implementation by completing the scoping for the Phase 5A limits then performing a value engineering study for the Cushman Trail crossing at Borgen Boulevard, including a cost estimate. \$85,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Gig Harbor Sports Complex Phase 2 and 3 - Feasibility Study. In 2018 the City completed the master planning process for the Gig Harbor Sports Complex. The master plan identified three separate phases for implementing the development of the Sport Complex. Phase 1 consists of two lit, synthetic turf fields, an adjacent recreational area, and associated parking. Phase 1 is under design based on a collaborative effort between the City and the YMCA. Per the master plan, Phase 2 primarily consists of rehabilitating the City's existing Peninsula Light Fields by converting them from natural turf to synthetic turf and identifying any additional site improvements. The master plan also established two new synthetic turf fields with lights for the Phase 3 site. This proposed objective would develop a detailed scope of work then complete a feasibility study for the Phase 2 and 3 work, including a cost estimate. \$120,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/23: 5% Notes: Professional services contract with BCRA was awarded at \$125,233.
Commercial Fishing Homeport Design, Permitting, and Construction. In 2012 the City purchased three waterfront parcels along Harborview Drive that eventually became	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No

Ancich Waterfront Park. Due to its waterfront location, the City's vision for the site quickly focused on waterfront uses, including access for commercial fishing vessels, human powered craft, and general public access. The park vision was adopted through Resolution 949 in 2013, and soon after the City applied for grants and looked for other funding sources. Due to funding constraints, the City decided to develop the site in at least three phases, including upland development, commercial fishing operation development, and human powered craft development, all in accordance with the 6-year CIP. The upland development was completed in 2018. This proposed objective will complete the design and permit effort then initiate a construction contract for the new float system for the commercial fishing homeport at Ancich Park. \$3,200,000	Percent complete as of 9/30/23: 30% Notes:
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CAPITAL PROJECTS - STREET DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various location alternatives and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building. \$4,200,000	See Parks Development
Burnham Drive Half-Width Roadway Improvements Phase 1A – Design, Permitting and Construction. Complete the design and permitting then construct approximately 1,400 LF of roadway corridor improvements along the east side of Burnham Drive (between 96th Street and the northerly Eagles driveway) where gaps exist. Improvements will be consistent with Alternative 3 as described to City Council in November 2020. This work will also incorporate a storm culvert replacement	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 40% Notes:

(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	
Harbor History Museum Driveway Entrance Revision. In 2012 the City installed a new sidewalk at the entrance to the Harbor History Museum driveway as part of the City's Donkey Creek Daylighting project. The back of the new driveway, despite meeting standards at the time, has a vertical curve that causes some vehicles to scrape along the asphalt driveway. This proposed objective will revise the sidewalk and driveway grade at the entrance to the Harbor History Museum to reduce the large change in grade that exists. This objective has been in the City's budget since 2017 but due to other priorities it has not been completed. This objective is proposed to be designed by Engineering Division staff and put out to bid for construction. \$75,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 5% Notes:
Harbor Hill Drive Landscape Mitigation. As part of the Harbor Hill Drive extension project constructed in 2017 the City removed some native vegetation within the portions of Northarbor Business Park. This objective will complete the installation of landscape mitigation associated with the removal of the native vegetation. \$100,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Mid-Block Rapid-Flash Beacon Crosswalk System. The City routinely identifies locations to improve pedestrian safety through the installation of mid-block rapid-flash beacon systems. This objective will provide for the in-house design, purchase, and construction of mid-block pedestrian crosswalks and the associated rapid-flash beacon system at 50th St Ct. adjacent to Veterans Memorial Park and along Soundview Drive in the vicinity of Hunt Street. \$50,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 10% Notes: Crosswalk and RRFB at 50th Street Court is complete.
Wollochet Dr./SR-16 Westbound On-ramp Right Turn Lane – Conceptual Design. Complete a conceptual design and estimates to install a right turn lane along eastbound Wollochet Drive to the SR-16 westbound on-	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 5%

ramp. Submit to WSDOT for an intersection justification report (IJR). This project is part of the larger Wollochet Dr. improvement project. \$150,000	Notes:
Wollochet Dr/SR-16 Eastbound Off-ramp Right Turn Lane. Design, submit to WSDOT for an intersection justification report (IJR), and construct a right turn lane on the SR-16 eastbound off-ramp approaching the signal. Coordination with WSDOT will be required. \$500,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Prentice Ave/Fennimore St Half-Width Roadway Improvements – Design and Construction. Complete the design and construction of half-width frontage improvements between Harbor Ridge Middle School and Peacock Hill Avenue. Improvements will include new sidewalks, pedestrian ramps, roadway realignment, lighting, storm drainage, retaining walls, and RRFB crossings. PW/Engineering staff applied for a grant as described in the expense summary, however, if the grant is unsuccessful, local funds are proposed to be used. \$2,605,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 30% Notes: 90% design milestone achieved. Federal Grant was not awarded for the project.
Olympic Drive Streetlights. Purchase and install with Operations staff five new 30-foot tall streetlights along the north side of Olympic Drive between Point Fosdick Drive and 50 th St. This will fill in the gap of streetlights along this section of roadway. \$60,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Peacock Hill Ave Streetlights. Purchase and install with Operations staff nine new 20-foot tall streetlights along the east side of Peacock Hill Ave from Vernhardson St. to Ringold St. This will fill in the gap of streetlights along this section of roadway. \$118,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Electric Vehicle Charging Station. Purchase and install one new electric vehicle charging station. Location is to be determined. \$20,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 20% Notes:
38th Avenue Phase 2 Half-Width Roadway Improvements. Design and construct half-width roadway improvements in accordance	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget:

with the Public Works Standards with the intent of using low-impact design for stormwater management. PW/Engineering staff applied for a grant described in the expense summary. However, if the grant is unsuccessful, local funds are proposed to be used. \$3,900,000	☒ Yes ☐ No Percent complete as of 9/30/23: 20% Notes:
Wollochet Dr/Wagner Wy Intersection Improvements. Update a previously designed project to perform improvements at the intersection of Wagner Way and Wollochet Drive then construct the designed improvements. This project is necessary due to traffic impacts from surrounding private developments that have recently been constructed and those that are pending. \$1,300,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 40% Notes:
Olympic Dr./Pt. Fosdick Dr. Right Turn Lane Extension. Design and construct extension to the right turn lane approaching Pt. Fosdick Dr traveling eastbound on Olympic Dr. This project will increase the vehicle storage length along Olympic Dr. \$150,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 5% Notes:
Burnham Dr/SR-16 RAB Metering Traffic Analysis and Conceptual Design. Review latest traffic data then create a conceptual design with cost estimate. \$75,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 5% Notes: Traffic data collection and analysis was completed. The analysis showed there is not a current need for the design/construction phase of this project.

CAPITAL PROJECTS - WASTEWATER DIVISION

Inflow and Infiltration Repairs of Manholes and Pipelines. As our underground collection system ages, the potential for leaks and failures increase. These failures use up capacity at the WWTP and add unnecessary costs to treat clean water. These funds will be used to repair/replace known deficiencies in the collection system. \$175,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Lift Station 2A (Bogue Viewing Platform) Generator Replacement. Replace the	Goal on track to be met by end of 2024:

existing generator with a new generator and associated transfer switch. \$90,000	☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 10% Notes:
Lift Station 14 (Wagner Way) Improvements. Lift Station 14 was scheduled to be recoated in 2019. Recent failures of the piping in the Station will result in complete piping replacement. If the pipe replacement occurs prior to the recoating, then the coatings would be damaged. The decision was made to postpone the coating until the pipe rehab had taken place. This would make the pipe rehab and the recoating a single project. Both projects would require bypasses and would be significantly more expensive if completed as separate projects. The repairs would also include a new level control to replace the current probe that is continually fouled by grease and flushables, which requires regular hands-on maintenance. \$300,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Lift Station 1 (Crescent Creek Park) Rehabilitation. This lift station mostly consists of original equipment since its construction in 1974. This objective will replace existing pumps, electrical and mechanical equipment. \$265,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Stinson Slip Lining Sewer Main. This work will coincide with a proposed 2023-24 Public Works contract for storm pipe slip lining repair that staff intends to design in-house and bid using the small Public Works roster. The sewer main slip lining work will reduce Inflow & Infiltration (I&I) by repairing a section of sewer main along Stinson Avenue between Grandview Street and Rosedale Street. A longitudinal crack in the sewer main was discovered during pipeline investigation and needs to be repaired. \$40,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
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	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:

limits the throughput of the centrifuge without causing detrimental impacts to the treatment plant. The proposed improvements will increase centrifuge capacity and plant efficiency. A side benefit will likely be a reduction in power costs for reduced blower and centrifuge runtime. \$200,000	
Influent Screen Replacements in the Headworks Building. The replacement of two influent screens at the Wastewater Treatment Plant is necessary at this time. The current screens are failing and are not reliable. \$315,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% 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 9/30/23: 5% Notes:
Reuse and Reclamation Study – Phase 2. Continue the development of a feasibility report to refine previous reuse and reclaimed water studies to explore specific recharge sites and reuse locations, sources of recharge water, as well as other potential benefits that may result from generating reclaimed water. \$116,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
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	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:

Sound Nutrient General Permit. Installation to be completed by Wastewater staff. \$54,000	
38th Ave Dry Sewer Design and Construction. As part of the City's 38th Ave Phase 2 project the City is proceeding with designing and permitting a dry gravity sewer main along 38th Avenue from 56th Street to 60th Street. \$527,500	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 10% Notes:

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 9/30/23: 0% Notes:
Emergency Water Intertie – Canterwood Blvd. Complete the design then construct the water main (approximately 1,600 LF) along Canterwood Blvd between St. Anthony's hospital and Baker Way and associated emergency water intertie with an adjacent water purveyor to provide a redundant water source in the event of an emergency. \$482,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:
Gig Harbor North Sports Complex Water Main. This project will provide a redundant water main and will be designed by Engineering Division Staff and installed by Operations Division Staff. \$84,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 20% Notes:
Well #9 (11944 Olympus Way) Development and Water Rights	Goal on track to be met by end of 2024: ☒ Yes ☐ No

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 will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Soundview Drive Asbestos-Cement Watermain Replacement. This project would resolve a series of operational issues for the water system in Soundview Drive while also removing all the aging and soft asbestos cement watermain within Soundview Drive. This project would also suspend any work on the pedestrian crossing at Hunt Street until such time the watermain replacement work is completed. \$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 9/30/23: 20% Notes:
Public Works Operations Decant Facility. Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard's decant facility for Gig Harbor's 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 Public Works Operations Center site. The City will review funding sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. \$370,000	See Stormwater Capital

CAPITAL PROJECTS - STORM WATER DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives, and building alternatives. The City completed the site development in 2019, completed the building design in 2021, and awarded a construction contract in 2022. Construction of the building will continue into 2023 then the City will furnish the new building in 2023. \$4,200,000	See Parks Development
Storm Pipe Slip Lining. Perform the slip lining of two storm pipes in the City right of way due to failed pipe connections. These two storm pipes are located at the east end of Mountain View Place and in Vernhardson Street in the vicinity of Crescent Creek. In-house design and small Public Works contract for construction. \$170,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
North Creek Culvert Replacement – Design and Permitting. Based on the outcome of the 2022 North Creek Culvert Feasibility Study, this objective will complete the design and permitting of the North Creek Culvert replacement project. \$1,300,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 5% Notes:
Burnham Dr. Culvert Replacement at 96th Street. This project was bid and awarded in 2022 with construction anticipated to begin in 2023. This work will complete the construction of a replacement storm cross culvert in Burnham Drive south of 96th Street. This work requires a new fish-passable culvert and is planned to be performed as part of the Burnham Dr. Half-Width Roadway Improvements Phase 1A project included in the Streets Capital fund (No. 102). \$2,500,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 40% Notes:
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	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:

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	
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 9/30/23: 5% Notes:

GENERAL FUND – COMMUNITY DEVELOPMENT

Goal	Status of Goal (as described in the 2023-24 Budget)
Establish process and procedure for code compliance program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 85% Notes: Draft process and procedure is under review and will be presented to council in the coming weeks. We hope to have this task completed by the end of 2023.
Update GHMC to support new code compliance program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 85% Notes: Draft code is under review and will be presented to council in the coming weeks. We hope to have this task completed by the end of 2023.
Fully develop the SmartGov Portal and Dashboard for permit management and data reporting	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 40% Notes: This is an ongoing task. The technicians from each department/division have been meeting regularly to accomplish this goal.
Increase staff access to training and education	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 50% Notes: Staff has been attended several conferences and training webinars this year. We will continue to identify future opportunities going into the next quarter and 2024.
Begin electrifying the Department's fleet	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:

Establish a Planning Intern Program	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☐ Yes ☐ No Percent complete as of 9/30/23: 0% Notes: Delayed due to increased budget needs for Comprehensive Plan Periodic Review
Continue 2024 Comprehensive Plan Periodic Update – includes Design Manual review and update, critical areas review and update	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 50% Notes: Update is due to be completed in December of 2024.
Adopt a Climate Action Plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Conduct a Housing Needs Assessment & Middle Housing Analysis	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Form a Historic Preservation Commission/Board	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Complete Urban Forestry Management Plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Records management planning	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 50% Notes: Staff continues to apply for state grants to support this effort. We will again apply in 2024. In the meantime, staff continue to scan and archive records. We also continue to

	work on standards for file naming and structure to help ease archival records searches.
Update the GHMC Zoning and Environment titles as necessary	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 20% Notes: This task is part of the GMA Comprehensive Plan Periodic Update process. Draft code changes will be developed concurrently over the course of the next year.

GENERAL FUND – JUDICIAL-MUNICIPAL COURT

Goal	Status of Goal (as described in the 2023-24 Budget)
Implement hybrid court system that allows for both virtual and in-person court proceedings.	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Fully implement Enterprise Justice case management and electronic filing system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes: postponed until 2025
Update and improve website for better organization and user-friendly content consistent with Enterprise Justice electronic filing system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes: postponed until 2025
Purchase office equipment needed for implementation of electronic case management system.	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes: postponed until 2025

GENERAL FUND – PARKS OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Install native trees and shrubs at various parks, streetscapes, and other City grounds	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 20% Notes:
Per PROS Plan, identify priorities and processes to guide the City's land conservation interests	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 40% Notes:
Establish park standards that address park safety, desired outcomes, and instruct maintenance expectations	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 5% Notes:
Develop open space management plan(s): identify public lands and conserve critical lands for coordinated management approaches	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Design, locate, and install sign and trail signage for all parks and trails, including specifically speed signs along the Cushman Trail and coordinate with Peninsula Metropolitan Park District	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Evaluate and improve ADA access in a transition plan for parks with goals and evaluation criteria	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Develop a formal recycling program in City parks through participation, education, and support from local businesses and interest groups	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0%

	Notes:
Obtain park reservation software to allow for online reservations and payments	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Update the Eddon Boat Park aquatic lease	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Furnish the Eddon Boat Park Brickyard House	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Develop and award a small public works contract to resurface and re-stripe the tennis/pickleball court (including replacing the court net) at Crescent Creek Park and the basketball court at Veterans' Park	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Install new security and camera system at existing Operations Shop facility	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 30% Notes:
Replace spinner toy at Civic Center Park	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 10% Notes:

SPECIAL REVENUE FUND – PEDESTRIAN SAFETY FUND

Goal	Status of Goal (as described in the 2023-24 Budget)
Design and permit half-street improvements along the west side of Peacock Hill Ave from just north of Ringold St to just north of 107 th St Ct	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Install various crosswalks with Rectangular Rapid Flash Beacons(RRFBs) as necessary and/or install sidewalks at the direction of the Mayor or Council that are identified in the City's current Transportation Improvement Program, Transportation Element, or Active Transportation Plan	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 50% Notes: 50th St crosswalk installed. Soundview Dr crosswalk at Hunt is pending.

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 XX Goal will be met under budget: ☒ Yes XX ☐ No Percent complete as of 9/30/23: 0% Notes:
Increase training for officers	Goal on track to be met by end of 2024: ☒ Yes ☐ XX No Goal will be met under budget: ☒ Yes ☐ XX No Percent complete as of 9/30/23: N/A Notes: Ongoing. Training plan developed and implemented.
Attain Washington State Accreditation	Goal on track to be met by end of 2024: ☐ Yes ☒ XX No Goal will be met under budget: ☐ Yes ☐ XX No Percent complete as of 9/30/23: 0% Notes: Projected completion before 6/2024
Replace two additional patrol vehicles – consider eco-friendly options	Goal on track to be met by end of 2024: ☐ Yes ☐ No XX - Unknown Goal will be met under budget: ☒ Yes ☐ No XX Percent complete as of 9/30/23: Notes: Vehicle availability is unpredictable. Still have 2022 vehicles on order. Some price increases have taken place.

SPECIAL REVENUE FUND – PUBLIC ART CAPITAL PROJECTS

Goal	Status of Goal (as described in the 2023-24 Budget)
Harborview/Stinson Roundabout Sidewalk art. \$25,000	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 20% Notes:

GENERAL FUND – PUBLIC WORKS

Goal	Status of Goal (as described in the 2023-24 Budget)
Complete the construction of the City's new Public Works Operations Center	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 50% Notes:
Develop and implement a web-based GIS viewer that will be available to the public	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Develop and implement mobile GIS applications to be available to City staff and to the public	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Complete high-accuracy City asset updating	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Update the city's 2018 Public Works Standards	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 5% Notes:
Install new dust collection system at Public Works wood shop to improve safety and working conditions	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Replace Light Duty Truck (hybrid or all electric)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:

New Maintenance Van (all electric)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:
Replace Aerial Lift Truck (standard fuel)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Replace Side Mower with Tractor	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Replace 5-Yard Dump Truck	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 10% Notes:
Replace Lawn Mower	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
New Multi-terrain Mower	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:

ENTERPRISE FUND – SHORECREST SEWER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Continue to complete the maintenance tasks on time to comply with the Department of Health and receive the annual LOSS operating permit	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 38% Notes:

ENTERPRISE FUND – STORMWATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Complete the updating of a new Stormwater Management and Site Development Manual and begin implementation	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Update the storm section of the Public Works Standards as necessary to reflect the design manual and current policies and procedures as needed	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Provide inspection and reporting support for the City's newly implemented Stormwater Source Control Program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:
Complete the stormwater utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 60% Notes:

SPECIAL REVENUE FUND – STREET OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Utilize the services of an on-call professional traffic engineer to address various issues that are in need of a solution when City staff are not available or do not have the resources where the City is reimbursed for any such expenditures	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:
Staff will be supported by a consultant to complete a comprehensive update to the City's 2018 Public Works Standards (including adding traffic calming measures, sidewalk design, utility updates, etc.) and provide a process to receive input from the public (including an Ad-Hoc Pedestrian/Cyclist Advisory Committee to consult on pedestrian/cyclist-related standards).	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 5% Notes:
Review existing on-street parking standards, develop new parking standards, and codes, consider new locations for ADA parallel parking stalls in the right-of-way, create an implementation plan, and receive input from other City Departments and external stakeholders	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Replace sections of sidewalk around the City to maintain safety and accessibility in accordance with the annual sidewalk replacement program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 10% Notes:
Staff to install upgrades to pedestrian crossings of the Cushman Trail at City streets	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Develop and institute roadway shoulder maintenance program	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget:

	☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Replant appropriate street trees along the frontage of Swift Water Elementary School	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 50% Notes:
Staff to institute a comprehensive program to replace older traffic signal lights at intersections around the City with LED devices	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:
Install new security and camera system at existing Operations Shop facility	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 30% Notes:
Staff and WSDOT to institute a comprehensive program to purchase and install a battery backup system for Point Fosdick Drive/Olympic Drive traffic signal	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:
Complete North Harborview Drive sidewalk ADA improvements (Finholm District)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:

ENTERPRISE FUND – WASTEWATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
The City will need to be prepared to implement any potential process improvements and/or capital projects identified by the 2022 Nutrient Removal General Permit study. The specific process improvements and/or capital projects were not identified at the time this budget was developed	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 70% Notes: Staff is currently reviewing capital improvement options to optimize nitrogen removal within the treatment facility
Inspect at least 80,000 feet of sewer lines per year and clean where needed	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 50% Notes: Approximately 45,000 feet of gravity main line was inspected in 2023
Install flow meters at priority lift stations as referenced in the current Wastewater Comprehensive Plan	Goal on track to be met by end of 2024: ☐ Yes ☒ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes: The wastewater department will be installing flowmeters as lift stations are upgraded, which will likely not occur until 2025 or later. Lift station #6 and #12 received flow meters during upgrades in 2022
Capture locations and other information on sanitary sewer manholes and other facilities through the use of the City's GPS and keep the sewer GIS Mapping System up to date	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 75% Notes:
Optimize electrical and chemical consumption to help cut costs through Staff analysis and input	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes: Staff continues to monitor treatment processes to improve efficiency and reduce consumption of electricity and chemicals.

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 9/30/23: 0% Notes:
Staff to re-engage with local restaurants to ensure that they are handling fats, oils and grease (FOG) appropriately	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 10% Notes: Staff is currently working to update the list of food service establishments with grease interceptors and begin inspections and communication on FOG management
Continue providing support to the non-profit organization offering free pump-out services to vessels located in and around Gig Harbor	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Provide an ARC flash analysis that identifies each electrical hazard in and around high voltage power and giving a rating as to the severity of the risk	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 75% Notes:
Complete the wastewater utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 60% Notes:

ENTERPRISE FUND – WATER OPERATING

Goal	Status of Goal (as described in the 2023-24 Budget)
Systematic servicing of generators for production wells to ensure standby power supply is operational	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Well #5 and Well #6 (North Creek Lane) chlorine room construction	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Install new vents at each Grandview water tank to increase safety measures when performing inspections	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 0% Notes:
Purchase and install a 300-kWh back-up generator at Well #3 (Soundview Drive) with automatic transfer switch to increase water system reliability	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 10% Notes:
Remove, inspect, clean, and reinstall the existing pump and motor assembly at Well #6 (North Creek Lane) including performing an interior video inspection to ensure physical integrity, security, and water quality	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Remove, inspect, clean, rehabilitate, and reinstall the existing pump and motor assembly at Well #5 (North Creek Lane) in addition to completing a video inspection of the well casing to ensure physical integrity of the well screens and casing	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Replacement of the aging Harbormaster Lane water main that is designed by the Engineering Division and constructed by the Operations Division	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:

Verify accuracy of source meters located at production wells	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 100% Notes:
Replace Backflow (Cross Connection) Prevention Management software	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 90% Notes:
Staff will continue to replace all water sampling stations	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 25% Notes:
Complete the water utility rate study that was initiated in 2022	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 60% Notes:
Install the new variable frequency drive (VFD) at Well #3 (Soundview Drive)	Goal on track to be met by end of 2024: ☒ Yes ☐ No Goal will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/23: 40% Notes:

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

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

Day	Date	Time	Group	Agenda Items
M	Oct. 23	5:30pm	City Council	<i>See Agenda</i>
TH	Oct. 26	3:00pm	City Council Study Session	• Introduction of Arts Commission Appointee • 2024 Legislative Agenda • Harbor WildWatch Lease Amendment • Code Compliance Program Update
TH	Oct. 26	5:30pm	Design Review Board	Bailey Fence
W	Nov. 1	4:00pm	City Council Special Meeting	Business Listening Session
W	Nov. 1	5:30pm	Parks Commission	CANCELLED
TH	Nov. 2	3:00pm	Civil Service Commission	
TH	Nov. 2	5:30pm	Planning Commission	
TU	Nov. 7	1:30pm	Hearing Examiner	
W	Nov. 8	10:00am	Arts Commission	• Creative Endeavor Grant Scoring Matrix • Arts + Culture Survey Results
W	Nov. 8	5:30pm	Parks Commission Special Meeting	
TH	Nov. 9	5:30pm	Design Review Board	
M	Nov. 13	5:30pm	City Council	Consent Agenda: • Arts Commission Appointment • Harbor WildWatch lease amendment • Olympic Drive/Pt. Fosdick Right Turn Lane Design Professional Services Contract • Peacock Hill Half-Street Improvements Design Professional Services Contract Presentation: • Habitat for Humanity - Chief Philanthropy Officer Sherrana Kildun • DTWA Flower Basket Waterer Volunteer Recognition Business Items: • Public Hearing on Revenue Estimates • Resolution XXXX Certifying the 2024 Regular Ad Valorem Tax Levy upon Real Property • Resolution XXXX Establishing Hours of Operation for the Civic Center • Lift Station 1A Contract Amendment
TH	Nov. 16	3:00pm	City Council Study Session	• Police Department Accreditation

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
				• Sports Complex Phase 2 & 3 Update • Lodging Tax Grant Funding Recommendations • Civic Center HVAC Options • 38th Ave Phase 2 Project Updates
TH	Nov. 16	5:30pm	Planning Commission	
TH	Nov. 23	5:30pm	Design Review Board	CANCELLED
M	Nov. 27	5:00pm	City Council Special Meeting	• Reception for Outgoing Councilmember(s)
M	Nov. 27	5:30pm	City Council	Business Items: • Public Hearing: First Reading of Ordinance XXXX Amending the 2023-24 Budget • First Reading of Ordinance XXXX Adjusting Utility Rates • Resolution XXXX Adopting the City's 2024 State Legislative Agenda • Resolution XXXX Authorizing Levy Lid Lift Ballot Measure • Civic Center HVAC Agreement
TH	Nov. 30	3:00pm	City Council Study Session	• Aquifer Level Review at City Wells • Traffic Speed Data • Housing, Health, and Human Services Program Update
M	Dec. 11	5:30pm	City Council	Roll Call: Oath of Office for Incoming Councilmembers Business Items: • SR16/Wollochet Westbound On-ramp Contract Amendment • Second Reading and Adoption of Ordinance XXXX Amending the 2023-24 Budget • Second Reading and Adoption of Ordinance XXXX Adjusting Utility Rates • Sports Complex Phase 1B Construction Contract Award
TH	Dec. 14	3:00pm	City Council Study Session	• Prioritization of Capital Improvement Projects
M	Dec. 25	5:30pm	City Council	NO MEETING
M	Jan. 8	5:30pm	City Council	Presentation: • Tacoma Community College Update • Recognition of Retirement – Debra Yerry-Eason

City of Gig Harbor Two-Year Strategic Plan 2023-2024

Adopted by Resolution 1280 on June 12, 2023

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
Foster a healthy city organization	- Be an exceptional employer - Retain existing workforce - Attract qualified applicants - Ensure safe work environment - Encourage staff training - Encourage and obtain employee feedback - Fill all vacancies in a timely manner	- Re-qualify for AWC Well City designation - Conduct annual employee satisfaction survey	- Develop a staff retention and attraction program - Review and update the city's DEI program - Update personnel policies manual - Update safety manual and accident prevention program - Revise employee evaluation process - Develop management training for all new supervisors - Update job descriptions and conduct salary & benefits study
Ensure sustainable future for public services and facilities	- Provide more effective municipal services - Increase city communication effectiveness - Listen to community needs and expectations - Source funding for parks, streets/transportation, and utilities - Ensure infrastructure to support community needs	- Update utility rates as needed - Continually improve permit and land use approval processes - Increase resources for capital projects - Review/amend TIP to improve motorized and non-motorized transportation	- Create a city-wide communications plan - Update public works standards - Conduct HOA fair - Implement hybrid court system/electronic case management - Parks division organizational assessment - Complete construction of Public Works Operations Center - Place parks bond on ballot
Maintain small town character and historic preservation while growing responsibly	- Promote responsible growth in keeping with small town character - Address infrastructure to relieve traffic issues - Ensure adequate affordable housing - Focus on character retention and historic preservation - Decrease distance to get to a park or open space - Enhance walkability and pedestrian/cyclist safety	- Annually docket specific priorities in the comprehensive plan - Fund Harbor History Museum operations - Monitor state legislative activity - Support the arts commission - Develop sister city program - Fund creative endeavor grants - Monitor short-term rentals	- Prepare 2044 Comprehensive Plan periodic update - Complete annexation study - Develop housing needs and action plan - Create historic preservation commission - Review businesses and off-street parking requirements - Develop 4th of July event - Establish process and procedure for code compliance program - Establish park standards
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 & sustainability action plan (once developed) - Consider possible conservation properties and/or mitigation areas and activities	- Adopt climate & sustainability action plan - Form climate action committee - Adopt urban forest management plan/tree retention policies - Develop recycling program in city parks - Install Civic Center electric vehicle charging station - Annex parcels in city's parks system - Update stormwater manual - Assess gaps in public charging stations for electric vehicles
Promote and enhance a dynamic and robust economy	- Develop a plan to increase promotion of our local business community - Increase vitality of the city's small businesses - Attract larger business to industrial zone - Maintain and enhance commercial fishing	- Support Downtown Waterfront Alliance - Support Chamber of Commerce - Fund tourism with lodging tax grants - Promote downtown businesses/events - Collaborate with Pierce Transit for trolley	- Design and construct fishermen's home port - Create a business retention and attraction plan - Evaluate and amend development regulations and fees - Develop and implement a small business fair - Develop holiday display attractions
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	Provide funding for senior programming	- Develop housing, health, & human services coordinator position - Provide funding for senior center permanent home - Develop a plan to support youth and teen activities - Obtain police department accreditation - Update emergency management plan