

City Council Meeting

**March 22, 2021
5:30 p.m.**



AGENDA FOR GIG HARBOR CITY COUNCIL MEETING

Monday, March 22, 2021 – 5:30 p.m.

Due to public health concerns, this meeting will be accessible by phone by dialing (253) 215-8782 and entering the Meeting ID 932 1605 6382 or through Zoom at:

<https://zoom.us/j/93216056382>

Comments are only allowed 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 he has opened the public comment portion of the meeting.

Your name or the last four 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 speaking live, you may submit comments in writing before the meeting. Your input / questions must be provided to the City Clerk by 3:00 p.m. on Monday afternoon. All written comments must be able to be read in 3 minutes or less to be included in the record and have the title: FOR PUBLIC COMMENT included. Send comments to: cityclerk@gigharborwa.gov. Written comments will be read during the appropriate agenda item.

CALL TO ORDER / ROLL CALL:

PLEDGE OF ALLEGIANCE:

CHANGES TO THE AGENDA:

CONSENT AGENDA:

1. City Council Minutes Mar. 8, 2021
2. Receive and File: a) Welcoming City Proclamation; b) Chamber of Commerce; c) Visitor's Center Year End Reports; d) Downtown Waterfront Association Year End Report; e) Planning Commission Minutes Feb. 18, 2021
3. LTAC / Parks Commission Appointments
4. R-1203 GHAC Endeavor Grant Awards
5. Utility Revenue and Rate Studies – Professional Services Contract
6. Interlocal Agreement – Pierce Transit
7. Approval of Vouchers for May 22, 2021: Checks #94927 through #95031 and ACH payments in the amount of \$875,097.72.

PRESENTATION:

1. Chamber of Commerce / Visitor's Center Year End Report – Executive Director Warren Zimmerman
2. Downtown Waterfront Association Year End Report – Board President Chuck Cuzzetto and Executive Director Mary DesMarais
3. Parks Commission Certificate of Appreciation – Sara McDaniel

MAYOR'S REPORT:

Welcoming City Proclamation

CITY ADMINISTRATOR'S REPORT:

COVID-19 Update

PUBLIC COMMENT ON NON-AGENDA ITEMS:

OLD BUSINESS: None

NEW BUSINESS:

1. Employee Engagement Professional Services Contract
 - a) Report: Labor Attorney Sofia Mabee
 - b) Clarifying questions from Council
 - c) Public Comment
 - d) Council deliberation and action
2. Public Hearing and First Reading of Ordinance – City Assumption of the Transportation Benefit District
 - a) Report: Finance Director David Rodenbach
 - b) Clarifying questions from Council
 - c) Public Comment
 - d) Council deliberation
3. First Reading of Ordinance Amending the 2021 Budget
 - a) Report: Finance Director David Rodenbach
 - b) Clarifying questions from Council
 - c) Public Comment
 - d) Council deliberation
4. First Reading of Ordinance – Ancich Waterfront Overwater Structures
 - a) Report: Public Works Director Jeff Langhelm
 - b) Clarifying questions from Council
 - c) Public Comment
 - d) Council deliberation

COUNCIL REPORTS / COMMENTS:

1. Public Works Committee: Councilmember Franich
2. Board & Commission Candidate Review Committee: Councilmember Abersold
3. Intergovernmental Affairs Committee: Councilmember Denson

ANNOUNCEMENT OF OTHER MEETINGS:

1. City Council Special Meeting: Tue. March 23 at 12:00 p.m.
2. City Council Work Session: Thu. March 25 at 3:00 p.m.
3. Planning & Building Committee: Mon. March 5 at 3:00 p.m.

ADJOURN

Americans with Disabilities (ADA) accommodations provided upon request. Those requiring special accommodations please contact the City Clerk at (253) 853-7613 at least 24 hours prior to the meeting.

MINUTES FOR GIG HARBOR CITY COUNCIL MEETING
Monday, March 8, 2021 – 5:30 p.m.

Due to public health concerns, this meeting was held remotely.

CALL TO ORDER / ROLL CALL:

Mayor Kuhn called the meeting to order and called roll. Those present: Councilmembers Abersold, Denson, Himes, Markley, Rodenberg, Woock and Franich

Staff present: City Administrator Bob Larson, Community Development Director Katrina Knutson, Chief Kelly Busey, Public Works Director Jeff Langhelm, City Clerk Molly Towslee, Assistant City Clerk Josh Stecker, and City Attorney Daniel Kenny.

Guests: Stephanie Lile, Dr. Art Jarvis, and Patrick Gillespie.

PLEDGE OF ALLEGIANCE:

CHANGES TO THE AGENDA: Councilmember Franich asked Staff for clarification on items 3 and 4 of the Consent Agenda. Mayor offered that these could proceed for discussion under the Consent Agenda.

[Administrator Bob Larson](#) read a public comment regarding Consent Agenda Item No. 3.

[Gary and Rosalie Williamson](#) provided the history of the Honoring Symbol Project and addressed the contract for updates to the comprehensive plan. They asked for city assistance in helping to break the logjam of delay.

[Public Works Director Jeff Langhelm](#) shared an update for the Honoring Symbol Project, and the amendments to the Shoreline Master Program and Comprehensive Plan.

CONSENT AGENDA:

1. Approval of City Council Minutes: a) Study Session Feb. 11, 2021; and b) Regular Meeting of February 22, 2021
2. Receive and File: a) Harbor History Museum 2020 Year End Report; b) Planning Commission Minutes Jan. 21, 2021
3. FEMA Programmatic Review and Shoreline Master Program Update – Professional Services Contract – Grette Associates LLC
4. Resolution 1202 – Information Services Surplus Equipment
5. Approval of Payroll for the month of February: Checks #8250 through #8257 and direct deposit transactions in the total amount of \$496,424.13.
6. Approval of Vouchers for Mar. 8, 2021: Checks #94835 through #94926 and ACH payments in the amount of \$1,441,328.25.

MOTION: Move to adopt the Consent Agenda as amended.
Woock / Rodenberg – unanimously approved

PRESENTATION:

1. [Harbor History Museum Year End Report](#) Executive Director Stephanie Lile provided a report on the activities at the museum this past year, and shared plans for the future.

2. [Peninsula School District Updates](#). Superintendent Art Jarvis and Director of Facilities Patrick Gillespie shared information on the opening of the new Pioneer Elementary School and the future opening of Swift Water Elementary located in Gig Harbor North. Dr. Jarvis thanked the City Staff for their partnership in making these projects a reality. He also provided an update on the search for a new Superintendent.

MAYOR'S REPORT:

1. [Acknowledging Employee Appreciation Day – March 5, 2021](#). Mayor Kuhn reported that Council adopted a proclamation for Employee Appreciation Day last week in recognition of all the city employees' hard work. Mayor acknowledged that he read this to staff on Thursday March 4.

2. [International Women's Day](#). Mayor Kuhn announced that on March 8 we celebrate women's achievements, raise awareness of women's equality, and lobby for accelerated gender parity. He recognized the contributions that have been made by women who serve the city as elected officials and as staff.

3. [Honoring Jim Tallman](#). Mayor Kuhn paid tribute to long-time resident Jim Tallman who passed on the 20th of February.

4. [Mayor Kuhn](#) shared that he plans to present a Welcoming City Proclamation at the next Council meeting and asked for raise of hands for Council support.

CITY ADMINISTRATOR'S REPORT:

[Employee Engagement Survey Update](#). Administrator Larson explained that the city's labor attorney is preparing a report and consultant contract to develop an action plan. This will be before Council at the March 22 meeting.

STAFF REPORTS:

1. [Harborview / Stinson Sanitary Sewer](#). Public Works Director Jeff Langhelm reported that there are sewer flow issues at this intersection that need to be addressed. He recommended repairs that would bypass the existing line and occur prior to the intersection improvement project. He answered questions.

2. [Austin Park Honoring Art](#). Public Works Director Jeff Langhelm (provided during the Consent Agenda discussion.)

[The Mayor called a brief recess at 7:48 p.m. The meeting resumed at 7:59 p.m.](#)

PUBLIC COMMENT ON NON-AGENDA ITEMS:

[Tyler Raymond DO, MPH Family Physician - 5716 40th Ave Ct NW](#). Dr. Raymond urged the city to expedite placing sidewalks along 38th Ave from Hunt Street to 50th St Court.

[Thomas Wick – Hunt Street NW](#). Mr. Wick referenced Resolution 1200 that prevents property along Burnham Drive from development to protect endangered species in the creek. The creek that abuts his property also is a salmon protected stream, yet the city refused his offer of \$20,000 to do a drainage study.

OLD BUSINESS:

1. [Second Reading of Ordinance 1456 – WANRack Franchise Agreement](#). Public Works Director Jeff Langhelm provided a brief introduction.

[Thomas Wick](#) referenced language in Section 13 that requires the franchisee to take action to protect the public and public property. He said the city allowed development that put drainage onto his property that caused a tree to fall on his house.

MOTION: Move to approve Ordinance 1456 – WANRack Franchise Agreement.
Himes / Woock – unanimously approved

NEW BUSINESS:

1. [Resolution 1201 – City Assumption of the Transportation Benefit District](#). Finance Director David Rodenbach provided the background for this action to assume the Transportation Benefit District into the city. This resolution sets a public hearing and first reading of the ordinance on April 12.

[Thomas Wick](#) shared concern that additional powers would be granted to this current government.

MOTION: Move to approve Resolution 1201.
Franich / Woock – unanimously approved

2. [Stinson Ave Overlay and Intersection Improvements – Public Works Construction Contract Award, Contract Amendment #9 for Construction Support Services and Professional Services Contract for Materials Testing Services](#). Public Works Director Jeff Langhelm presented the information on plans for the intersection construction and road closures.

[Thomas Wick](#) said the city didn't follow this same bidding process for the replacement of the culvert on Hunt.

[Council deliberated](#) and Director Langhelm addressed questions on the construction support services.

MOTION: Move to: Authorize the Mayor to execute a Public Works Contract with Miles Resources, LLC in an amount not to exceed \$1,441,097.20 for the Stinson Avenue Overlay and Intersection Improvements Project; and authorize the Mayor to execute Contract Amendment No. 9 for Construction Support Services with Exeltech Consulting, Inc., in an amount not to exceed \$99,765.56; and to also authorize the Mayor to execute a Professional Services Contract for Materials Testing with Construction Testing Laboratories, Inc., in an amount not to exceed \$32,438.00; and to authorize the City Engineer to approve additional project expenditures up to \$150,000.00.

Woock / Rodenberg – six voted yes. Councilmember Franich voted no.

COUNCIL REPORTS / COMMENTS:

1. [Planning & Building Committee Mar. 1](#). Councilmember Himes reported that they continued the review of growth population targets and had a presentation regarding the County-Wide Long-Range Planning process. He said that the buildable lands report is

critical to the growth target determination and future population and dwelling units will have major impacts on the quality of life here. He stressed the need to stay focused on the growth targets.

2. [Parks Commission Mar. 3](#). Councilmember Abersold said they discussed several items:

- Conservation Futures and the grant application process
- Inventory of parks facilities
- Adopt a Park Program
- Cushman Trail Etiquette Signage
- Updates on parks happenings
- Parks Manager position
- Leafline Trails
- Sara McDaniel's service on the Parks Commission

[Councilmember Himes](#) said the new elementary school on Harbor Hill is quite an accomplishment and he looks forward to the opening when he can get there by crossing through two new rapid flashing beacon crosswalks. He asked that we don't lose sight of those.

ANNOUNCEMENT OF OTHER MEETINGS:

1. Public Works Committee – Mar. 9 at 3:00 p.m.
2. Council Study Session Mar. 11 at 3:00 p.m.
2. Boards & Commission Candidate Review – Mar. 15 at 3:00 p.m.
4. Intergovernmental Affairs Committee – Mar. 22 at 4:00 p.m.

ADJOURN

MOTION: Move to adjourn at 8:46 p.m.
Franich / Denson – unanimously approved

Mayor Kit Kuhn

Molly Towslee, City Clerk

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

Whereas, thousands of years before the discovery of Puget Sound, the s̓x̓wəbab̓š band of the Puyallup Tribe inhabited what we now call Gig Harbor and the City has named the area around the Donkey Creek estuary tx̓ʷaalqəl Estuary in honor of the tribe's homeland; and

Whereas, by the mid-1800's, immigrants from Croatia, followed by Norwegians, Swedes, Italians, Germans, and other Europeans settled the area; and

Whereas, the foregoing language does not constitute an intent to identify as a sanctuary city; and

Whereas, all people, including immigrants, are respected and valued and are vital to our shared prosperity; and

Whereas, fostering a welcoming environment for all people, regardless of race, religion, ethnicity, or place of origin enhances Gig Harbor's cultural fabric, economic growth, and overall wellbeing and prosperity for current and future generations; and

Whereas, Gig Harbor has long been recognized as a hospitable and welcoming community where diverse people, families, and institutions thrive and the contributions of all are celebrated and valued; and

Whereas, Gig Harbor is committed to continuing to build a welcoming and neighborly atmosphere in our community; where all are welcomed accepted, and fully integrated; and

Whereas, community efforts that promote understanding and collaboration between our native-born and foreign-born community members are crucial in encouraging and preserving Gig Harbor's welcoming environment; and

Whereas, Gig Harbor encourages our businesses, civic groups, schools, government agencies, and other community institutions to undertake their own initiatives, beyond this resolution, to make Gig Harbor a welcoming place for new residents;

NOW, THEREFORE, I, Kit Kuhn, Mayor of the City of Gig do proclaim that the City of Gig Harbor is a welcoming City that embraces all residents and visitors regardless of race, creed, or national origin; and strives for unity and harmony in our community.

Mayor Kit Kuhn, City of Gig Harbor

Date

Jeni Woock, Councilmember

Robyn Denson, Councilmember

Spencer Abersold, Councilmember

Tracie Markley, Councilmember



Gig Harbor
CHAMBER
of Commerce

2020 Annual Report

...continuing
to build a vibrant
economy & community



A MESSAGE FROM THE CHAIR

Serving as the 2020 Chair of the Chamber of Commerce was a gratifying experience. It was both an honor and privilege to work with the board, staff, committees, and volunteers who pledged their time in unison to fulfill the chamber's mission.

2020 was overall a challenging year for the ages. Adaptation became a must for businesses to survive in a new commerce atmosphere. Unfortunately, we lost some of our local companies and others were deeply impacted. Yet in the midst I saw a community growing to help each other. Video conference meetings helped keep the norm with Public Affairs, and all other meetings and events. On a weekly basis we kept our members up to date with the latest news impacting businesses.

Gig Harbor is a community of togetherness and will always be. On behalf of the Board of Directors I wish all our members good health, prosperity, and a warm thanks of gratitude for your continued support of Gig Harbor, our Maritime City.



MISSION

Take a strong leadership position for business and community interests that create and maintain economic opportunities.

VISION

Business advocates for a vibrant economy and community.

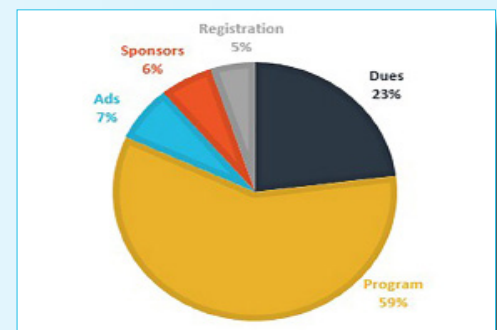
FINANCIALS

The Chamber's fiscal year ends December 31, 2020

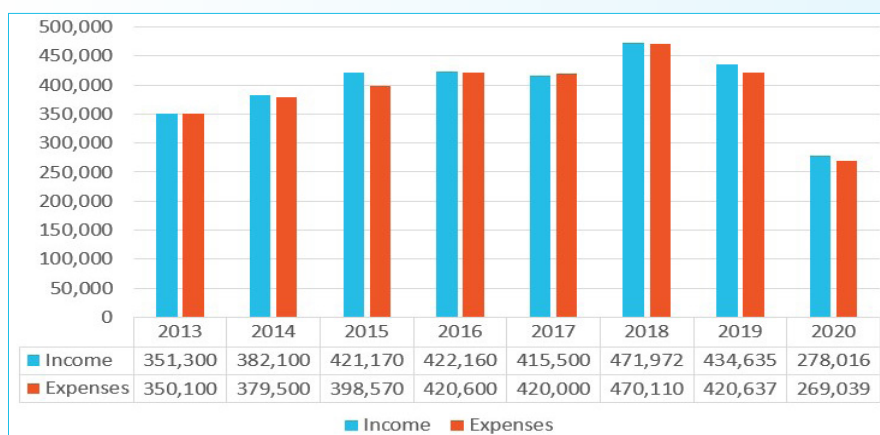
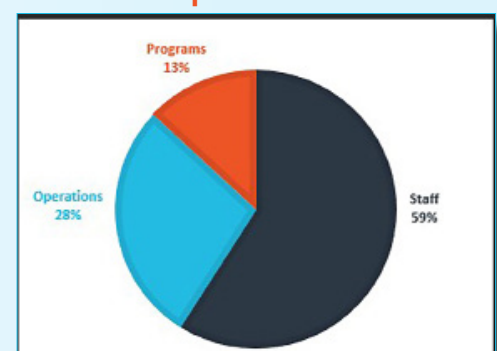
414
MEMBERS

79%
RETENTION RATE

Income



Expenses



2020 Corporate Partners

Director

Peninsula Light Co.

Executive

Kitsap Credit Union
Peninsula Gateway
City of Gig Harbor

Manager

American Family Insurance
Columbia Bank
Peninsula Paint Center
US Bank

Leader

Canterwood Golf & Country Club
Heron's Key
Kitsap Bank
Subway
Wells Fargo
CHI Franciscan

Associate

Olympic Property Group
Fix Auto
Heritage Bank
Kitsap Sun
ServPro
Taylor Thomason Insurance
Sound Credit Union
Uptown Dental & Wellness

Gig Harbor Chamber
3125 Judson St
PO Box 102

Gig Harbor, WA 98335
253-851-6865
GigHarborChamber.Net

2020... WOW! ACCOMPLISHMENTS & CONTRIBUTIONS

Your Chamber Team has been

- Conducting outreach efforts to identify specific business needs & resources.
- Connecting businesses with vital resources (local, state and federal) and information on essential businesses and unemployment, including sponsoring meetings with County, State and Local Officials.
- Distributing PPE for the county.
- At the table with state leaders on Executive Orders and legislative action impacting business during this crisis.
- Getting local policy changes made to support business (Special Use Permit allowing outdoor space use for retailers and restaurants through 2021, etc.)
- Directly assisting numerous individuals and companies with information to understand and manage this fluid situation.
- Sending numerous letters to city, county, state and federal representatives on behalf of the business community expressing their needs and concerns.
- Supporting all virtual Chamber, committee and board meetings, and pillars groups.
- Experiencing a larger reach for Public Affairs Forum since moving it to the virtual format averaging 41 weekly attendees.
- Increasing Pillars groups & members; the newest group is up to 26 members.
- Creating new member video introductions.
- Pushing the shop local objective through social media.

JBLM Partnership

- Renewed our partnership with the 201st Expeditionary Military Intelligence Brigade.
- Coordinated collection of toys and cash with our members for Santa's Castle that supports military families during the holidays.
- Collected gently used suits for AUSA's Suits for Service Members organization that helps military members transitioning to civilian life.

Recognized Honorees at February Annual Awards Dinner

- Non-Profit of the Year: Cars4Change
- Business Person of the Year: Jennifer O'Hare - TIAMAT Leadership
- Citizen of the Year: Sharon Shaffer - Gig Harbor Dragon Boat Team
- Ambassador of the Year: Vickie Howell - Mary Kay Cosmetics
- Young Professional of the Year: Lauren Picard - Tim Lopez Agency
- Chairman's Choice Award: Jennifer O'Hare - TIAMAT Leadership

Continuing Programs

- Public Affairs Forum (42+ speakers, 1700+ attendees)
- Monthly luncheons
- Business After Hours
- Active Young Professional networking group (40 and younger)
- Ambassadors - Mentors who foster participation for members
- Three Pillars groups for business leads networking
- Legislative Sendoff
- Golf Tournament
- Olympia Day
- Ribbon Cuttings
- Partners in Learning
- Awards Gala

Staff

Warren Zimmerman
President/CEO

Miriam Battson
Member Development &
Communications

Tracy Patton
Member Resource Specialist

Ambassadors

Sundi Avila
First American Title

Marco Gonzales
Bright Now! Dental

Kristin Grose
Coldwell Banker Bain

Vickie Howell
Mary Kay Costmetics

Lauren Picard
Tim Lopez Agency of
American Family Insurance

Tyler Martindale
Tyler Martindale Insurance

Sue Rand
Windermere Real Estate

Sarah Thorpe
Sarah Thorpe, Intuitive Healer

Will Wilkerson
Trust Olympus Pest Control

Larry Fickel
Legalshield Inc.

Tim Lopez
Tim Lopez Agency of
American Family Insurance

Executive Committee

Chris Thomson - Chair
Family First Adult Family Homes

Lindsey Stover - Immediate Past Chair
Harbor WildWatch

Keith Page - Incoming Chair
Legacy Gutter Cleaning

Allen Woodard - Treasurer
Sabin Investment Management

Hayley Nichols - First Vice Chair
Allopus Creative Partnerships

Warren Zimmerman
President /CEO



Board of Directors

Consent Agenda - 2b
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Chuck E Cuzzetto
Downtown Waterfront Alliance

Chuck S Cuzzetto
PenMet Parks

Dr. John Duppenenthaler
Maritime Chiropractic

Larry Fickel
Legalshield Inc.

Stephanie Hahn
HOA Community Solutions

Lisa Hall
Peninsula Light Company

Dr Olga Inglebritton
Tacoma Community College

Dr. Art Jarvis
Peninsula School District

Tim Lopez
Tim Lopez Agency of
American Family Insurance

Jud Morris
Greater Gig Harbor Foundation

Jennifer O'Hare
TIAMAT Leadership

Ron Roark
Gig Harbor Marina & Boatyard

Sue Wilhelm
Harbor Place at Cottesmore

Michelle Caldier
Ex Officio
26th District Representative

Jesse Young
Ex Officio
26th District Representative

Kit Kuhn
Ex Officio
City of Gig Harbor Mayor

Gig Harbor VIC and Chamber Quarterly Tally Sheet

Visitor Center Q4 2020

Month: Oct

	Chamber	map/ directions	Visitor Guide	Lodging	Shopping Attractions	Events	Relocation	Other
Week 1	Office	Closed	to	Public				
Week 2	1	2						
Week 3		2			1			
Week 4		1						1
Week 5		2	1		1		1	
Total	1	7	0	0	2	0	1	1

Total 12

Month: Nov

	Chamber	map/ directions	Visitor Guide	Lodging	Shopping Attractions	Events	Relocation	Other
Week 1		1	1		3		2	3
Week 2	2						1	2
Week 3			1					3
Week 4	3	5						3
Total	5	6	2	0	3	0	3	11

Total 30

Month: Dec

	Chamber	map/ directions	Visitor Guide	Lodging	Shopping Attractions	Events	Relocation	Other
Week 1	3	1						
Week 2	2							2
Week 3	2	1	1		2			1
Week 4								
Week 5	Office	Closed						
Total	7	2	1	0	2	0	0	3

Total 15

Quarter Grand Totals

Total Visits	57
Chamber Inquiries	-13
VIC Visitors	44

	Chamber	map/ directions	Visitor Guide	Lodging	Shopping Attractions	Events	Relocation	Other
	13	15	3	0	7	0	4	15

DAILY 2020 VIC VISITOR TRACKING

Month:

			VISITOR INTERESTS								
DATE	PHONE INQUIRIES	# IN PARTY	CHAMBER	MAP/ DIRECTIONS	VISITORS GUIDE	LODGING	SHOPPING/ ATTRACTIONS	EVENTS	RELOCATION	OTHER	WHAT BRINGS THEM TO GIG HARBOR? FROM WHERE?
11-2		2					✓				literature for their guests
11-3		2					✓				
		1							✓		moving from Nebraska
		1		✓	✓		✓				10 visitors from Guam
11/4		1								✓	needed something printed
		1								✓	
11/5		2							✓		Relocating from CA
11/6		1								✓	h. N. diving Local mag's
11/10		1	✓								memberships questions
		1	✓								
		5									Relocate from Fresno
11/13		1								✓	Telephone Book
		2							✓		moving from New Mexico
		1								✓	net Shed map
TOTALS											
Total # of parties			Total phone inquiries			Total # visitors			Total visitor inquiries		

****IF CHECKING "OTHER" PLEASE GIVE DESCRIPTION****

****CHECK ALL APPROPRIATE BOXES****

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DAILY 2020 VIC VISITOR TRACKING

Month: VISITOR INTERESTS

DATE	PHONE INQUIRIES	# IN PARTY	CHAMBER	MAP/ DIRECTIONS	VISITORS GUIDE	LODGING	SHOPPING/ ATTRACTIONS	EVENTS	RELOCATION	OTHER	WHAT BRINGS THEM TO GIG HARBOR? FROM WHERE?
11/18		1					✓			✓	Parks - just moved to G.H.
11/19		1								✓	Looking for G.H. merchandise
		1			✓					✓	G.H. Living Local Mag - Oct.
11/23		1	1								Museum
		1		✓					✓		Realtor
		1		✓			✓				Stuff for a VBRO
11/24		2		✓							where is Mt. Rainier
		1								✓	List of non profits
		1								✓	Donation for Santa's Castle
		1								✓	Restroom
11/30		1		✓							wanted to know where wild birds
		1		✓							is located
		1	✓								Parks - came by boat.
11/30		6	✓								Toy Drive
											Young Professionals - Toy Drive
TOTALS											
Total # of parties			Total phone inquiries			Total # visitors			Total visitor inquiries		

****IF CHECKING "OTHER" PLEASE GIVE DESCRIPTION****

****CHECK ALL APPROPRIATE BOXES****

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DAILY 2020 VIC VISITOR TRACKING

Month:

			VISITOR INTERESTS								
DATE	PHONE INQUIRIES	# IN PARTY	CHAMBER	MAP/ DIRECTIONS	VISITORS GUIDE	LODGING	SHOPPING/ ATTRACTIONS	EVENTS	RELOCATION	OTHER	WHAT BRINGS THEM TO GIG HARBOR? FROM WHERE?
12/1		2	✓								toy drive
		1	✓								Toy drive
		1	✓								Bob Larsen
12/3		1		✓							looking for Civic Center
12/7		12	✓								JBLM toy drive
		1								✓	Looking for North School info
		1								✓	Lions Club Calendars
12/9		1	✓								
12/14		2		✓	✓		✓				Atlanta visiting
		1	✓								Paula
12/15		1									Looking for Century Link
12/17		3								✓	xmas light display
		1	✓								
		1					✓				
TOTALS											
Total # of parties			Total phone inquiries			Total # visitors			Total visitor inquiries		

****IF CHECKING "OTHER" PLEASE GIVE DESCRIPTION****

****CHECK ALL APPROPRIATE BOXES****

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DAILY 2020 VIC VISITOR TRACKING

Month:

			VISITOR INTERESTS								
DATE	PHONE INQUIRIES	# IN PARTY	CHAMBER	MAP/ DIRECTIONS	VISITORS GUIDE	LODGING	SHOPPING/ ATTRACTIONS	EVENTS	RELOCATION	OTHER	WHAT BRINGS THEM TO GIG HARBOR? FROM WHERE?
12/20		✓	✓								Food drive GHYP
		✓					✓				Car + boat parade
12/21		1		✓							friend coming to town
12/22		1		✓	✓						new to GH living w/ kids ^{& have} had enough
TOTALS											
Total # of parties			Total phone inquiries			Total # visitors			Total visitor inquiries		

IF CHECKING "OTHER" PLEASE GIVE DESCRIPTION

****CHECK ALL APPROPRIATE BOXES****

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2020

THE ALLIANCE YEAR IN REVIEW

A Washington State and National Main Street® Accredited Program

Mission: To bring together community and waterfront district stakeholders in order to encourage economic vitality consistent with maintaining the downtown waterfront's unique historic character.

2020 Administration:



Incorporated 2008
State designated Main Street™ since 2011
Nationally Certified Main Street™ since 2012
Executive Director - Mary DesMarais
Special Projects Coordinator - Josh Sherwin
Farmers Market Manager - Heidi Gerling
Office - 3311 Harborview Drive, Gig Harbor, 98332
www.gigharborwaterfront.org / info@ghhwa.org
Facebook | Twitter | Instagram



2020 Volunteer Committees:

- **Board of Directors** *Provide organizational leadership, direction and goal setting (Board President, Chuck Cuzzetto, Retired Superintendent, PSD)*
- **Design** *Encourage improving the physical image of downtown as a place attractive to shoppers, business owners and visitors (Chair, Harris Atkins)*
- **Economic Vitality** *Strengthen and diversify the economic vitality of the waterfront district while balancing our historic character (Chair, John Ross, Owner Millville Pizza)*
- **Organization** *Attract people and funding to assure financial needs are met and that the board, staff, and volunteer staffing is effective (Co-Chair, John Lantz/Mary Gorman, RE/MAX Northwest)*
- **Promotions** *Promote the downtown waterfront as the center of commerce, culture, and community for residents and visitors alike (Chair, Karrie Polinsky, Tickled Pink)*

2020 Alliance Board of Directors:

- **Chuck Cuzzetto**, Retired, Peninsula School District Superintendent, President
- **Mary Gorman**, RE/MAX Northwest, Vice-President
- **Jenny Bean**, Anthony's, Secretary
- **John Ross**, Millville Pizza, Treasurer
- **Mike Henery**, Tickled Pink, Immediate Past President
- **Annie Arbenz**, Andrews & Arbenz, PLLC
- **Kurt Grimmer**, Legacy Capital Partners
- **Bob Larson**, City of Gig Harbor, Appointed
- **Chuck Meacham**, Retired, Director of Alaska Fisheries
- **Melissa Moller**, Former Retailer/GH Fishing Family
- **Coby Sagle**, The Harbor General Store
- **Lee Smith**, Windermere Real Estate

KEY PROJECTS, JANUARY – MARCH, 2020:

2020 started off like any other year with the Alliance busy planning projects and annual events.

- **Main Street B&O Tax Credit Program** Together with the Alliance staff, the Organization Committee was very proactive in preparing a message of participation for our B&O Tax Credit donors. With new legislation in place that divides the money more equitably amongst all thirty-four Main Street Tax Credit Communities in the state, the Alliance was able to reach the first quarter cap of \$95,238.09 through this important tax credit program for 2020. \$10,000 of the total is realized through a Community Partner Program Grant from Kitsap Bank. This is critical funding to the Alliance for support of our many projects, programs, and events.
- **2020 Alliance Annual Meeting** - In an effort to get our message out to more people, the Alliance combined our 2020 Annual Meeting with our 2020 Volunteer Appreciation event, held on February 27. We had over 100 people attend this celebratory event and it was a great success. A new Alliance video was presented, featuring the theme, "We are the Alliance, We are Main Street" (<https://www.youtube.com/watch?v=OHsqi3oZwj4>), playing off the National Main Street's "We Are Main Street" campaign. "We are Main Street" framed photos of our 2019 efforts were on display on all the tables.

Our annual awards were distributed (all with a maritime theme to promote our brand..."Welcome Aboard" for the multiple new businesses opened in 2019, "First Mate" for volunteer of the year, "Golden Voyage" for a business celebrating 50 years in business, and "Rising Tide" award for our youth volunteers); Coby Sagle (Harbor General Store) and Melissa Moller (former retailer and Gig Harbor fishing family) were the new board members introduced, and leadership was passed to new board president, Chuck Cuzzetto (Retired Superintendent, Peninsula School District). All our volunteer groups were recognized by project and committee affiliation. Outgoing Board President, Mike Henery, was honored, and special "Anchors Away" awards were presented to long-time, outgoing board members Pat Schmidt (DPI Print) and Peter Stanley (Tides Tavern).



First Mate Award – presented to Richard Day for his dedication as a volunteer at the Waterfront Farmers Market, Sip & Stroll events, Girls Night Out, and whenever we needed him.

Rising Tide Award – presented to Carter Wiltbank, Frankie Cross and Jack Cross, three youth who showed up weekly without fail for set-up at the Waterfront Farmers Market

Golden Voyage Award – presented to the Beach Basket Gift Shops for 50 years in business.

Welcome Aboard Award – recognizing the many new faces, businesses, and new owners that joined the downtown waterfront family in 2019:

A Better Me

Boujie

Fox Island Trading Company

Gretchen Giese Artworks

Henry Earl Tasting Room

Kelly's Café & Espresso

Sievers Real Estate

Stich-O-Roo

Treasures 4 Humanity

Woodland Sunrise

- **Restaurant Week** This was the second year for this off-season, downtown waterfront promotion, held in March 2020, with eight of our popular restaurants participating, including Anthony's at Gig Harbor, Brix 25, El Pueblito, Devoted Kiss Cafe, Kelly's Café & Espresso, Millville Pizza Co., Morso, and Brimstone PNW. Attendees had the opportunity to experience the tastes of the downtown waterfront March 1 through March 5, when participating restaurants offered special "fixed price" menu items at either \$20 or \$30 during their regular operating hours. This resulted in a great way for residents to try the new place they were curious about, support their long-time favorite spot, or experience new and creative menu items. We are happy to report that all restaurants realized an increase in business over previous years for the same time period, and at the request of the restaurants, the 3rd Annual Restaurant Week is scheduled for March 2021 (with details determined by Covid restrictions).



- **National Main Street® Accreditation**

The Gig Harbor Downtown Waterfront Alliance was once again designated as an accredited 2020 Main Street America™ program for meeting rigorous performance standards set by the National Main Street Center.

The Gig Harbor Downtown Waterfront Alliance performance is annually evaluated by the Washington State Main Street Program, which works in partnership with the National Main Street Center to identify the local programs across Washington State that meet ten national performance standards. There were 34 accredited communities in 2020.



Business Resource Series

The Business Resource Series, initially started in October 2019, was originally scheduled to offer a monthly presentation in 2020, with the January session focusing on "Tax Changes, Profits, and the Bottom Line." In February we offered a well-attended "Let's Get Ready for Girls Night Out" session. This series was originally planned to be offered as an evening session for our downtown waterfront businesses, once a month from October through June.

March – December, 2020: The Story of our P.I.V.O.T.

And then....March. Suffice it to say, 2020 has been like no other year we have ever experienced and responding to the crisis on behalf of our downtown became our number one priority.

When the state shutdown in mid-March, the Alliance had to realign our work plan and focus our efforts on everything and anything we could do to help support our downtown waterfront businesses. The following portion of this annual report will illustrate our realigned efforts.

Main Street organizations have been critical resources for our businesses, both in crisis response and as we head towards the recovery phase from the impacts of the pandemic. The Gig Harbor Downtown Waterfront Alliance is the essential connector and educational resource for small businesses in our downtown waterfront business community. Throughout the Covid crisis the Alliance has been the go-to organization for business assistance and other information. Comments from our downtown waterfront businesses illustrate the effectiveness of our efforts and can be viewed in Attachment A.

In the face of the Covid-19 pandemic and the ensuing crisis felt throughout the country, The Downtown Waterfront Alliance emerged stronger than ever as the hub of district communications for the businesses in Gig Harbor's downtown waterfront district. Almost immediately we created a closed Facebook group for our businesses where we could quickly distribute information about business resources, small business loans and grants, and where the businesses as a group, could share ideas, frustrations, fears, victories, and tears.

Without question the biggest concern for our community has been the impact the COVID-19 crisis will have on the sustainability of our businesses. Most retail stores closed before the end of first quarter 2020, with only a handful of "essential" businesses remaining open. In that same timeframe, we had only 7 of our 20+ restaurants remaining open for take-out. Of course, these numbers have varied throughout the remainder of the year, depending on what phase of regulations we were experiencing. In response to this national/global crisis, the Alliance staff stepped up to provide resources/ information/ suggestions for our businesses. Working remotely, an extensive social media emphasis was used, including a photo campaign, "Where on the Waterfront," encouraging the community to identify the business and tag what they like most about the business...with the intent to keep our businesses up front in everyone's minds. All staff members attended multiple webinars and teleconferences to gain as much information as possible to share with our downtown. The mantra heard throughout the country, "We will get through this together" resonates in all Main Street communities. We are looking ahead to a time of recovery and helping our businesses not only survive but thrive.

New Website: Just in the nick of time, the Alliance had debuted a new website (www.gigharborwaterfront.org) when the COVID-19 health crisis hit. Our efforts on the website switched to creating resources for our businesses, CARES Act information, SBA Loan application links, lists of businesses still open/offering take-out, etc. with daily, and sometimes even hourly, updates. These updates continue today and will continue throughout the coronavirus pandemic.

Gig Harbor Safe Harbor

Our Gig Harbor/Safe Harbor campaign was quickly developed to help businesses prepare for any return of their customers, offering them as safe and sanitized an environment as possible. \$4,000, raised during the GivingTuesdayNow event, was specifically earmarked to use for Gig Harbor/Safe Harbor expenses in support of our businesses.

We created signage for their doors and for inside their stores, and also provided hand sanitizer purchased through Heritage Distilling (supporting local) in spray bottles for all our businesses.



Business Resource Series: We also shifted the focus of our aforementioned "**Business Resource Series**" to 1) a Zoom format, and 2) featuring speakers that addressed issues specific to the closure and reopening of our businesses. The new sessions included:

1) **Best Practices for Reopening Your Business;** (this was presented by an outside consultant, Frontdoor Back, from Vancouver, WA whom we have engaged in the past)



2) **PPP Loan Forgiveness;** (presented by Marci Tyler, ABC Bookkeeping)

3) **How to Use your Cell Phone to Create Quality Video and Promote Your Business on Social Media;** (presented by Latimer Media Group)

4) **Financial Survival Through the Covid-19 Tsunami** (presented by Gary Glein)

These sessions were recorded and remain available for businesses to refer to on the Alliance YouTube Channel, or on the Alliance website (<https://www.gigharborwaterfront.org/businessresourceseries>). The Economic Vitality Committee will be discussing potential topics for any future sessions deemed necessary as the pandemic goes on.

Parking Surveys

As reported in the two 2020 bi-annual reports, we did, in fact, go ahead with our twice-yearly parking utilization studies. The March study found the impact of the Covid crisis on downtown very dramatic; on Thursday, the parking use was down 41% and it was down 61% on Saturday.

The decline in downtown parking unquestionably equated directly to a serious revenue impact on many of our downtown restaurants, bars, and retailers. It was considered a major concern at that time....and continues today.

The second of our two surveys was conducted in August. We observed some healing since the survey in March 2020 when Covid-19 had totally shut down many businesses. And compared to 2019, parking was down just 15% compared to 52% in March. Saturday was closer to normal compared to very low parking use in March.

As previously reported, volunteers were utilized to conduct these two surveys.

Gigging Up the Harbor, which would have taken place in May 2020, was cancelled due to the Coronavirus crisis, and was just the first of many casualties from the Alliance calendar of events.

Summer Flower Baskets - Fifty-five (55) **flower baskets** were purchased by the Alliance at a cost of \$5,128 and 30+ volunteers were recruited for the 2020 season. Baskets were watered daily by crews of 2. This project is annually made possible through a partnership with the City for the use and maintenance of the watering truck, as well as supplying the water. The Alliance was pleased to be able to offer a small piece of normalcy to our community during this crazy year of Covid.

Income = \$1,000 in Sponsorships (Columbia Bank) / Expenses = \$5,128

55 baskets / 30+ Volunteers / 475+ Volunteer Hours = \$12,920 volunteer value



Waterfront Farmers Market:

- Location: Skansie Brothers Park, 3207 Harborview Drive, Gig Harbor, WA 98335
- Dates: Thursdays, June 18, 2019 – September 10, 2019, 1pm – 7pm (13-week season)
- Average # of booths per Market: 25
- Total vendor income: \$171,436
- Total # of volunteers: 265
- **Total # of volunteer hours: 825, value = \$22,440**
- Total patronage: 14,334 (weekly average = 1,102)



The Waterfront Farmers Market was a welcome, small taste of normalcy for the Gig Harbor community. We averaged between 25-30 vendors each week and saw an average of over 1100 customers. The market, considered an “essential business” was held adhering to rigorous COVID regulations from the state and county health departments and the CDC, including:

- All vendors and volunteers had to have their temperatures taken upon arrival and wear face masks throughout the market day;
- Vendors canopies had to be six feet apart;
- Only a limited number of customers could be on site at any given time (2 people per vendor - e.g. 25 vendors = 50 at a time);
- The need for additional volunteers to monitor attendance, entry and exit;
- Common surfaces sanitized throughout the market day;
- Required rules and directional signage



Sadly, due to the Covid restrictions, we were not able to offer all the features of our market that make it so special: The Kids Program (Camp Toby), cooking demonstrations, live entertainment, or customer seating. We were also limited on who we could include as a vendor (no non-profits, limited crafts, no volunteer of the week, etc). But all in all, the community was hugely supportive and appreciative of our efforts to bring the market to Gig Harbor in such a challenging and peculiar year.

- **Waterfront Walking Tours** – Due to Covid restrictions, we were not able to offer our popular walking tours in person but segments were recorded and offered online. The videos can be viewed at: <https://www.gigharborwaterfront.org/walkingtourvideos>

The remainder of this report will focus on efforts to bring people safely downtown to our retailers and restaurants as regulations allowed.

It comes as no surprise that the major community concern is the retention, resilience, and recovery of our downtown waterfront businesses. While we have heard of some success stories and have even seen a handful of new businesses open up, we have also heard the stories of businesses barely holding on. In addition to the Waterfront Farmers Market, the Alliance created two different summer campaigns to get people downtown to our businesses, and to keep the businesses in front of our community via social media.

You'll Love Thursdays on the Waterfront: a summer campaign encouraging people to spend all day on the waterfront, at the Waterfront Farmers Market, shopping in our stores, and eating at our restaurants. Weekly information was distributed as customers departed the Farmers Market.

YOU'LL LOVE THURSDAYS!
GIG HARBOR'S DOWNTOWN WATERFRONT

ENJOY OUTDOOR SHOPPING AT THESE DOWNTOWN BUSINESSES TODAY!

DOLLY MAMA
7700 Pioneer Way
Designer Mamas (5-10-14)
If we miss your dress, let's at least look out!

DOLLY MAMA, TOO
3123 Harborview Drive - Just South of the Farmer's Market
Sale Rack - 50% Off on Hand - super cute Accessories Wear

GIG HARBOR BREWING
315A Harborview Drive
So many great brews (IPA, IPA, IPA)
Right next to the market, kelly comes to Heritage Distilling

HERITAGE DISTILLING
3111 Harborview Drive
Heritage Distilling Company has received safe drink version in their Tasting Room (see HBC website for details) and will be featuring their locally recognized HBC Hand Sanitizer outside on Thursday!

LUCKY DOG OUTFITTERS
3301 Harbor Street
Free No-kill tees, while supplies last

NO DEARTH OF BOOKS
7823 Pioneer Way
Every morning through a selection of books out on their shelves!

SHARON'S RESALE BOUTIQUE
7020 Pioneer Way
10-50% Off Rates on the porch! 🌞🌞🌞

TICKLED PINK
3018 Harborview
3 weeks of Summer Thursday - Sunday
Maroon and Navy blue handbags are 50% off
Blending pink and navy blue handbags 50% off
Check out our new Friday Statement Tees and Jewellery!

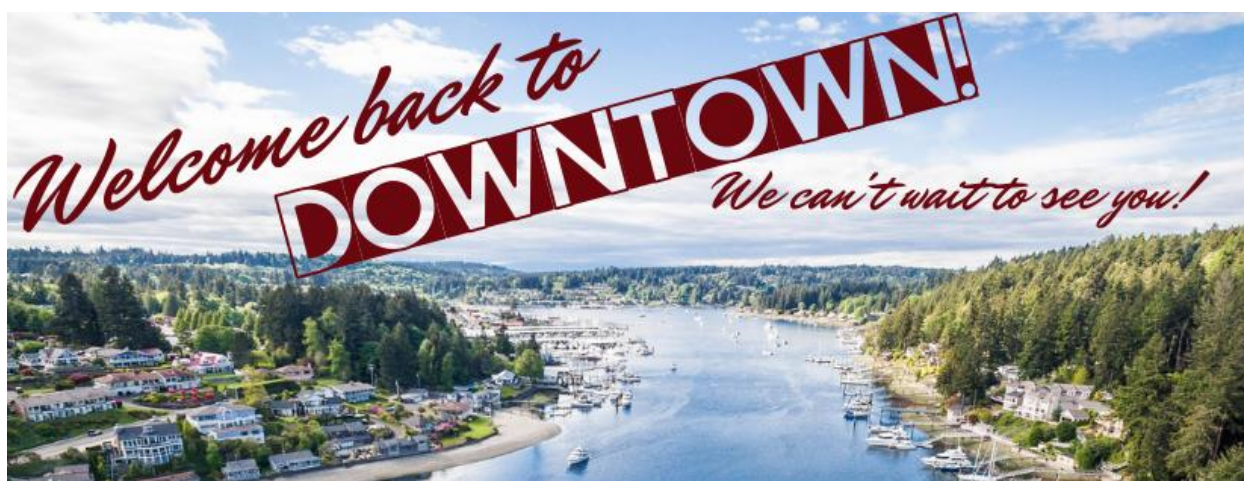
MAKE HARBOR, WA - Voted L.A. Thrift - Sat L.A. G
Shop us online at www.budgetbazaar.com or on our mobile app (find it on the App Store or Google Play)

TREASURES FOR HUMANITY
7811 Pioneer Way
Treasures & Humanity is bringing summer out to you! Let us take your summer shopping!

Make a Difference Day: We broke the district up into multiple geographic areas and featured businesses in that area, each Saturday for 14 weeks through mid-October. All downtown waterfront retailers were featured at some point. We alternated the general areas for the promotion from one end of the district to the other. This general idea came from a promotion our Rotary Clubs ran for restaurants when they were only open for take-out. They would identify a restaurant and all 3 clubs would order take-out on that night. When they did it at Anthony's, they had 130 take-out orders. We partnered with Rotary on this retail promotion as well, so they helped us get the word out. One week when 3 businesses were highlighted – one said their business tripled, one was up 10% and one didn't notice a huge impact. We provided "H" signs for them to put out on the street or in front of their businesses, as well as window signage – and of course provided copious amounts of social media promotion.



Additionally, here are two examples of our focus on the shop local message through our social media platforms, one during store closures, and one when regulations eased up to allow for in-store shopping and dining:



Small Business Saturday - **Small Business Saturday** was held the Saturday in November following Black Friday and is a shop local event created and promoted by American Express in partnership with the National Main Street Center. This year's message was altered to reflect a "Shop Small All Season" message.



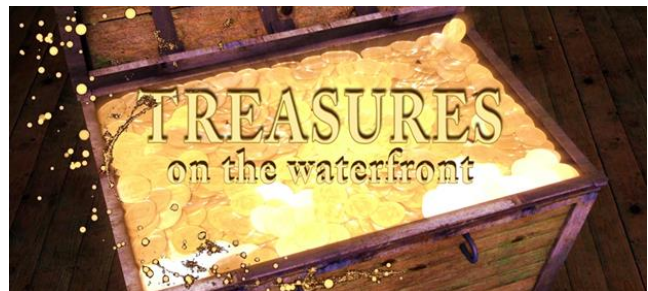
Treasures on the Waterfront: The Gig Harbor Downtown Waterfront Alliance's Promotions Committee, under the direction of Chairperson Karrie Polinsky, was looking for ways to draw attention to our downtown waterfront businesses during the COVID 19 Pandemic in a way that would encourage community patronage with those businesses and build a greater awareness of the many special small businesses downtown. One of the ideas to do this was to create a video series focused on downtown businesses.

When we use the phrase “Treasures on the Waterfront” we are referring to the special places, people, and things that make our special downtown waterfront district.

The Gig Harbor Downtown Waterfront Alliance staff issued a memo inviting downtown businesses to participate, initially with a focus on retailers and restaurants. Then, from those who responded, we selected businesses that were spread out geographically downtown so we didn’t focus on just one part of downtown. We just finished filming our 10th Treasures video in just three months, Sharon’s Resale Boutique. Our goal is to continue to regularly produce these videos as long as there is interest among the downtown businesses. There is no cost for a business to have the video created. Our host, Karrie Polinsky volunteers her time, while the Downtown Waterfront Alliance assumes all other costs of the production.

Business owners who have had a Treasures video created about their business tell us of customers who come in and specifically mention they saw the video and had to come check it out. Business owners also see the positive, supportive comments regarding their videos on Facebook. Additionally, they have been able to share our posts of the videos with their followers on social media to gain additional awareness of their business.

View our collection of videos on the Downtown Waterfront Alliance website,
www.gigharborwaterfront.org/treasures-on-the-waterfront.



Passport to the Holidays: With the Covid regulations in place, the Alliance was unable to hold our annual Girls Night Out event in November, a disappointment to many, including the Alliance since it is our primary fundraiser. But we wanted to do something that would encourage the community to shop local for the holidays. After seeing a similar program sponsored by the Olympia Main Street program, our Promotions Committee created a "Passport to the Holidays" campaign to encourage people to shop and dine (i.e. take-out) from our downtown businesses during the all-important holiday shopping season. Basic concept of the passport was the consumer had to spend \$25 at four unique stores for each passport completed, which represented \$100 in purchases. Completed passports were then entered into a drawing for one of five incredible gift baskets, filled to the brim and beyond with donations by the participating businesses. We initially estimated the value of the baskets at \$600 each....but when final donations were tallied, the values exceeded \$1,000 for each basket. Forty businesses participated in this promotion, and we had nearly 600 passports turned in, which would equate to at least \$60,000 in purchases. Our businesses noted, however, that most purchases were well over the \$25 amount, and some businesses reported better sales in December 2020 than in December 2019!

While this campaign was not a fundraiser for the Alliance, it was incredibly well received by both the participating businesses and the community. There was a lot of positive social media chatter, with requests for us to run the program again next year. That said, it is likely, if we are able to offer our popular Girls Night Out event in November 2021, the "Passport to the Holiday" will be included in the GNO goodie bag.

Snowman Decorating Contest: Getting people to come to the downtown waterfront in a safe manner has been important for so many reasons. The businesses need the commerce, and people need an outlet to get out of their homes and enjoy a piece of normalcy. During the holiday season the Alliance ran a "Snowman Decorating Contest" which was voted on by the public via an online voting method. We encouraged people to come down, find the snowmen, and to bring their cameras. Since Santa was not able to join us during the holiday season for photo opportunities, we suggested people take pictures of their children and families with the many wonderful snowmen scattered throughout the waterfront district. 20+ businesses participated and nearly 200 people voted for their favorite. We once again had great social media coverage, including a "Where on the Waterfront" campaign to encourage people to come find the snowmen. Businesses were creative and competitive and the project created much needed good will in the community.



Veteran's Banner Project - For the second year the Alliance has organized the Veteran's Banner Project. Two dozen banners honoring veterans from multiple conflicts hung throughout the waterfront district from late September to mid-November. In response to the incredible efforts of our medical community, firefighters and police during Covid, the Alliance sponsored a "First Responders" banner as well.



Total Volunteer Hours – 2000! In a year when we could not hold our events, this impressive number reflects hours contributed by our board of directors, our committee members, our event and project volunteers, our dedicated flower basket watering crew that maintained the flower baskets all summer, and the many hardworking volunteers who provided vendor support at the Waterfront Farmers Market.

In July 2020, *Independent Sector* announced that the latest value of a volunteer hour is \$27.20 **The 2,000 hours of volunteer time to the Alliance then equates to a value of just under \$54,400.** We could not accomplish all we do without this vital backbone to our organization.

Excellence on Main – Community Volunteer of the Year Recognition

Each year the during the Washington State Excellence on Main celebration (usually a reception, but via Zoom in 2020), Main Street organizations across the state have the opportunity to acknowledge outstanding efforts by a volunteer to their organization. The Alliance submitted Chuck Cuzzetto, President of the Board of Directors, as our candidate. Chuck defines the meaning of the ultimate volunteer. The Gig Harbor Downtown Waterfront Alliance is definitely a better and stronger organization as a result of his tireless efforts, passion for our community and his commitment to the Alliance. Whether it is leading the charge as board president, volunteering at the Farmers Market, weeding a flowerbed, acting as an MC at an event, or walking in a parade, we know Chuck will be there supporting our efforts. Thank you, Chuck!



Excellence on Main - Community Partnership Award:

We were beyond thrilled to have our wonderful Waterfront Farmers Market receive the 2020 “Community Partnership Excellence on Main Award” from the State Main Street Program. It is truly an effort of many that brings this popular market to fruition every year: The Alliance, the City, the vendors, and the volunteers.



Community Partners:

City of Gig Harbor: Throughout the pandemic the Alliance has worked closely with the City of Gig Harbor to provide as much assistance as possible to our downtown businesses, including serving on the Covid-19 Business Task Force initiated by Councilwoman Robyn Denson, working closely with Laura Pettitt on promoting downtown businesses, and working with Mayor Kit Kuhn and Councilwoman Denson on the relief of permit fees for encroachment permits. This effort has allowed businesses to offer outdoor commerce and dining at a time when people have not yet been comfortable with being inside or when determined by regulations.

We also were asked for input on the parameters for the Small Business Stabilization Grant. Thank you for this critical support to our small businesses. One merchant was close to tears when they were notified the amount was over \$2700 and commented, “I can finally pay my rent.”

We appreciate the partnership the Alliance shares with the City – not only for our customary projects and events, but also for working together on our community’s efforts to remain solvent during the Covid-19 crisis.

The Downtown Waterfront Alliance is proud to work with other community groups and organizations as well, all working toward a healthy and vibrant downtown waterfront:

Gig Harbor Chamber of Commerce
Gig Harbor Film Festival
Harbor History Museum
Pen Met Parks

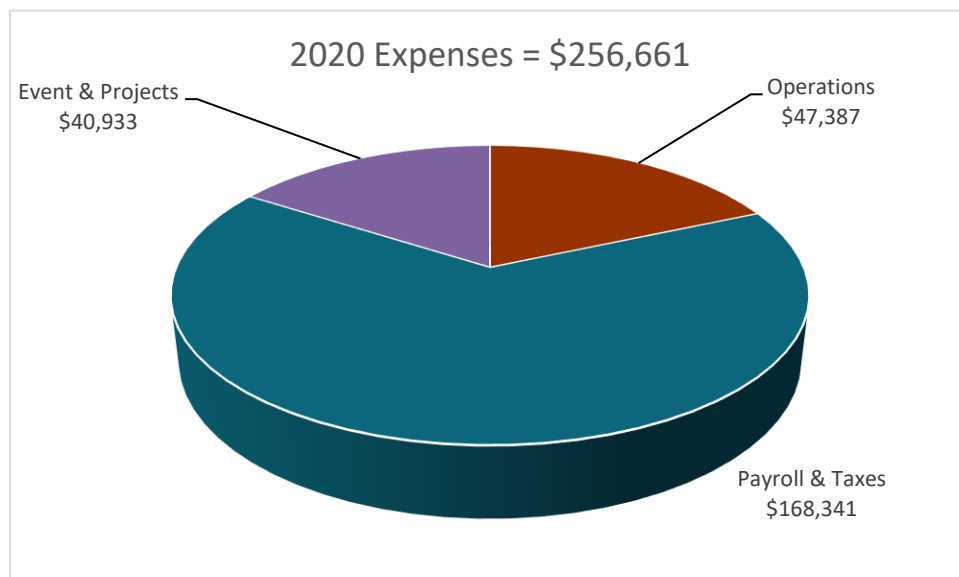
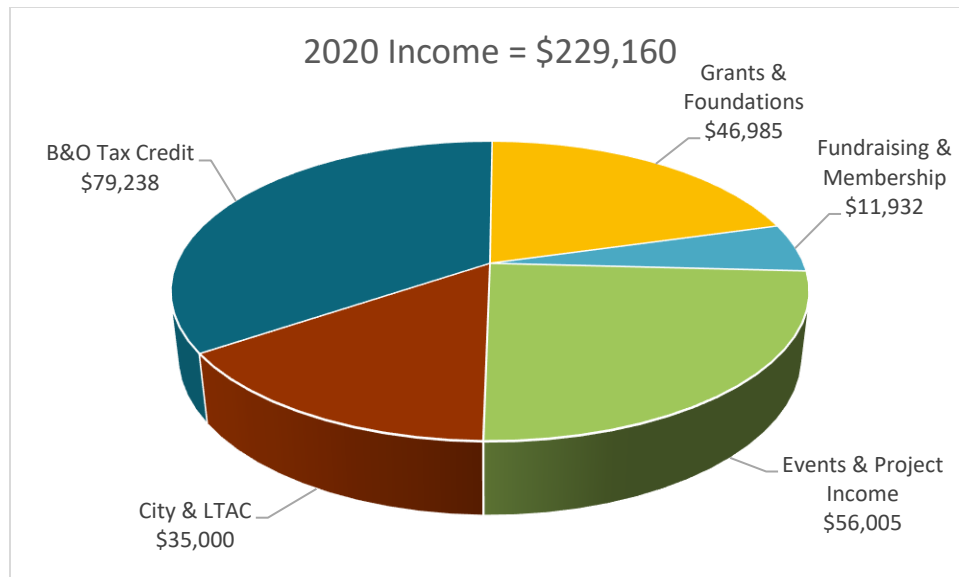
Rotary Club of Gig Harbor
Skansie Net Shed Foundation
The BoatShop at Eddon BoatYard

2020 MAIN STREET TAX CREDIT PROGRAM DONORS

Best Western Wesley Inn
Heritage Bank
Kitsap Bank
Puget Sound Energy

Timberland Bank
VICI Aviation
VICI – Gig Harbor Group
VICI Metronics
Willis Marketing

2020 FINANCIAL PICTURE



CONTACT THE ALLIANCE

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marketmanager@ghhwa.org

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Gig Harbor, WA 98332

Mailing Address:

P.O. Box 771

Gig Harbor, WA 98335

SOCIAL MEDIA

Website: www.gigharborwaterfront.org

Facebook Pages:

<https://www.facebook.com/downtownwaterfrontalliance/>

<https://business.facebook.com/waterfrontfarmersmarketgigharbor>

<https://www.facebook.com/gnogh/>

<https://www.facebook.com/itsawonderfulwaterfront/>

<https://www.facebook.com/waterfrontrestaurantweek/>

<https://www.facebook.com/gigharborwineandfood>

Covid Effort Words of Appreciation to Downtown Waterfront Alliance

Just wanted to say thank you for keeping the community informed! –
Joni Maresca Venturi

Thanks Mary, it's been very helpful all the links and info that you've been sharing. I really appreciate it.

Michele

You're doing a very good job – John Fosberg

Mary, thank you for keeping us up to date on the waterfront as you have been more than helpful. I believe we have had most direct guidance from your office. Much needed relationships were formed to help others through your emails, posts, and calls for helping the community. Thank you.

Thank you so much for all of the resources and checking in you are doing. I really appreciate it. Hope all is well. Susan Moore

Thank you for all your hard work trying to keep everyone aware of the latest developments. You are appreciated. Jenny

You are doing a phenomenal job, I just want to say! Your communications and posts and all you are doing to keep people informed, is so helpful and wonderful. I know everyone is grateful, even if they don't say it. ❤️ Marci

Thank you for sharing a way to support our local business, [Gig Harbor Downtown Waterfront Alliance](#)! You guys are ALWAYS here for us. – AR Workshop Gig Harbor

On behalf of Animarum, thank you for your work, assistance to business owners and community alike in this time. Your office has been so thorough in its information and ability to gain insight in this time.

And thank you very much for all the support you are giving us really appreciate it:)Zoe Lee,
Mizu

Thank you, Mary for being such a great advocate for small business. We appreciate you!!

Kim Stokke, Beach Basket

❤️ YOU my friend, have been a lifesaver for the community! I am 100% certain that the local businesses don't know how lucky they are to be part of the Alliance and have the most wonderful director there is! Marci Tyler

You all always amaze me with the love you give to the businesses in town. Diane Miller

Thank you for everything you all do for us! Can't wait to reopen! 🍷 Best, Carolina

Our Downtown Waterfront Association is going above and beyond to support our district businesses through this crisis. Thank you [Mary DesMarais](#) [Josh Sherwin](#) and [Heidi Gerling](#)

Thanks for all the love and support! You guys are awesome! Beach Basket

Thank you for all of your hard work and for being in the trenches with our businesses. Please let me know if there's anything I can specifically do to help – Councilwoman Tracie Markley

Thank you so much for being so amazing at your job!!!! You are a treasure to this community!
– Danielle Taylor

A huge thanks for being so prompt at sharing information as its updated through all of this craziness, you've done a great job at keeping us all informed – Elle (Java & Clay)

You have been instrumental in encouraging businesses during this time - thank YOU!! – Gay McCray (On Time Tours)

You guys are doing an amazing job supporting all of your downtown businesses and we really appreciate you! XOXO - Michelle

I just want to take this opportunity to thank the Downtown Waterfront Alliance for helping to promote the small businesses in our community! This is such an unprecedented time and The Beach Basket Gift, Clothing and Christmas shops thank you from the bottom of our hearts for all your support! – Kim Stokke

Thank you, Karrie, Josh, and the Gig Harbor Downtown Waterfront Alliance for all you do to help keep our businesses in the spotlight!

Thank you so much for always keeping us in the forefront and helping us in navigating our way through this climate. We are indebted! – Gabriel Oliva



**Approved Minutes
Planning Commission
Gig Harbor Civic Center
Thursday, February 18th, 2021 5:00 P.M.**

4:59 P.M. - Call to order, roll call Chair Greg Hoeksema, John Krawczyk, Robert Soltess, Shannon Grina, Tom Brown, Amanda Bennett, and Larry Bradbury
Staff Carl de Simas, Senior Planner & Michelle Thomas, Planning Technician

Introduction Welcome new Planning Commissioner Larry Bradbury

Approval of Minutes: January 21, 2021 Meeting  Motion Bradbury/Bennet, All in Favor minutes approved as written

Agenda Items

- 
- I. **2021 Work Program** – Staff Presentation Carl de Simas;
 - a. Ongoing workload: Plan Review & Inspections, Business License Review, Boards & Commissions (Planning & Building Committee, Planning Commission, Hearing Examiner, & Design Review Board), Legislative Review & Support, Inter-governmental Relations (UGA Coordination), Historic Preservation, Shoreline/Environmental Planning, Economic Development & Public Information (General/HOA)
 - b. 2021 Long Range Planning Projects: 1. Comp Plan Docket (February), 2. SMP/FEMA Updates (Code and Comp Plan), 3. Annexation/UGA Analysis, 4. Housing Needs Assessment, 5. Code Development (trees, etc.), 6. Design Manual Review & Amendment and possible CLG(Certified Local Government) breakout from DRB- Commission Discussion
 - II. **Pierce County Comprehensive Plan Amendment Update** – Staff Presentation Carl de Simas
 - III. **Regional and Local Planning Project Engagement/Education** – Discussion; Ways to better engage in local and regional planning level. Staff from Department of Commerce will present a Planning Short Course on the UGA reginal processes at our next meeting. Will include County policies and how they work.

Other Business

UGA Management Agreement
Commission Function- Council Discussion Establishing subcommittee and special projects.
Next Meeting March 4th, 2021

Adjournment

Motion Soltess/Brown All in favor meeting adjourned at 6:20 P.M.



Business of the City Council City of Gig Harbor, WA

Subject: Appointments to the Parks Commission and Lodging Tax Advisory Committee

Proposed Council Action: Move to approve the appointment of Anastasia Wright and Mary Barber to the Parks Commission with terms expiring March 31, 2024; and appointment of John Moist (Collector Position), James Karrer, (Collector Position) and Warren Zimmerman (Receiver Position) to the Lodging Tax Advisory Committee with terms expiring September 30, 2024.

Dept. Origin: Administration

Prepared by: Josh Stecker

For Agenda of: March 22, 2021

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Department Head:

Initial &
Date

KK 3-16-21

RW 03/16/2021

N/A

N/A

N/A

Expenditure Required	\$0	Amount Budgeted	\$0	Appropriation Required	\$0
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INFORMATION/BACKGROUND

The Board & Commission Candidate Review Committee met on March 15 and interviewed candidates for the Parks Commission and Lodging Tax Advisory Committee. The committee recommends appointment of Anastasia Wright and Mary Barber to the Parks Commission and appointment of John Moist (Collector Position), James Karrer (Collector Position), and Warren Zimmerman (Receiver Position) to the Lodging Tax Advisory Committee.

All appointees will have three-year terms with Parks Commission appointees expiring on March 31, 2024 and LTAC appointees expiring on September 30, 2024.

FISCAL CONSIDERATION

None

BOARD OR COMMITTEE RECOMMENDATION

See above.

RECOMMENDATION/MOTION

Move to approve the appointment of Anastasia Wright and Mary Barber to the Parks Commission with terms expiring March 31, 2024; and appointment of John Moist (Collector Position), James Karrer, (Collector Position) and Warren Zimmerman (Receiver Position) to the Lodging Tax Advisory Committee with terms expiring September 30, 2024.



**Business of the City Council
City of Gig Harbor, WA**

Subject: GHAC Creative Endeavor Program
Grant Award

Proposed Council Action:

Adopt Resolution 1203 Authorizing the Award of
the Creative Endeavor Grants as recommended
By the Gig Harbor Arts Commission

Dept. Origin: Gig Harbor Arts Commission

Prepared by: Molly Towslee, City Clerk *m.t.*

For Agenda of: March 22, 2021

Exhibits: Resolution No. 1203, Guidelines and
Applications

Initial & Date

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Department Head:

KK 3-16-21
03/11/2021
email 3/11/21
DR by MT 3/2

Expenditure Required:
\$25,000

Amount Budgeted:
\$25,000

Appropriation Required:
\$0

INFORMATION / BACKGROUND

A budgeted objective for 2021 authorized the Arts Commission to provide \$25,000 in funding for events that benefit the Gig Harbor community. The goal is to support as many new artistic projects by individuals and organizations as possible.

FISCAL CONSIDERATION

Twelve grant applications were received totaling \$48,063.05. The total amount budgeted is \$25,000.

BOARD OR COMMITTEE RECOMMENDATION

The Arts Commission held virtual interviews with eleven of the applicants to learn more about their proposals. On March 10, 2021 the applications were reviewed and scored on how well they met the criteria stated in the guidelines. Two of the eleven did not meet the necessary criteria to move forward. The following recommendations for the remaining ten are the result of the process:

RECOMMENDATION / MOTION

Move to: Adopt Resolution No. 1203 Authorizing the award of the 2021 Creative Endeavor Grants as recommended by the Gig Harbor Arts Commission.

RESOLUTION NO. 1203

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, APPROVING 2021 CREATIVE ENDEAVOR GRANT EXPENDITURES

WHEREAS, the City Council established An Arts Commission in GHMC Chapter 2.49 to make recommendations to the Council; and,

WHEREAS, the City Council adopted the 2021 Budget allocation of \$25,000 for the Creative Endeavors Grant Program; and

WHEREAS, on March 10, 2021, the Commission met to review the twelve grant applications and adopted its recommendations for 2021 Grant Awards; and,

WHEREAS, having reviewed the recommendations of the Committee;

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

Section 1. The City Council adopts the 2021 recommendations for recipients and expenditures of Creative Endeavor Grant Program in substantially the same form as at Exhibit A.

Section 2. The Mayor is authorized to enter into agreements with the recipients of these revenues up to the amounts authorized by this Resolution.

Section 3. This Resolution takes effect on its adoption.

PASSED by the City Council this 22nd day of March, 2021.

Kit Kuhn, Mayor

AUTHENTICATED:

Molly Towslee, City Clerk

FILED WITH THE CITY CLERK: 03/11/21
PASSED BY THE CITY COUNCIL: 03/22/21
RESOLUTION NO. 1203

EXHIBIT A

2021 Gig Harbor Arts Commission Creative Endeavor Grant Recommendations

Project	Organization Name	Contact	Reccmd Award
Agamographs	Peninsula Hands on Art	Marla Morgan	2,000.00
Watts Towers	Peninsula Hands on Art	Marla Morgan	1,000.00
Whimsical Creatures	Peninsula Hands on Art	Marla Morgan	1,000.00
Window Exhibits	Harbor History Museum	Stephanie Lile	4,275.00
Bring Back the Music	GHHS Band Booster	Jennifer Gabe	1,360.00
Gnomes Away From Home	Justin Teerlinck	Justin Teerlinck	1,470.00
Echology	Jennifer Chushcoff	Jennifer Chushcoff	1,645.00
Fest4All!	Amanda Gresham	Barbara Hammerman	5,750.00
Eddon Boatyard History Video	Gig Harbor BoatShop	Guy Hoppen	1,500.00
GH/KP Heritage Day	GH Sister Cities	Robert Anderson	5,000.00
			25,000.00



GIG HARBOR ARTS COMMISSION
**CREATIVE ENDEAVOR GRANTS 2021
FUNDING GUIDELINES**

For 2021, the Creative Endeavor total budget is approximately \$25,000. The Arts Commission's goal is to support as many new artistic projects by individuals and organizations as possible. The Arts Commission decides whether to fund a project based on the following guidelines:

1. The applicants demonstrate the public benefit/value to the community and show how the project will increase general public access to the arts in Gig Harbor.
2. The projects or events would not occur without GHAC funding. If the project could still be done without GHAC funding, the application should explain how the requested funds will improve the project.
3. The target audience is Gig Harbor and the adjacent community, or the projects are intended to bring in visitors from outside the area. Events outside of summer months/tourist season will be given preference. The applicants show that the event will be broadly advertised to the community (or, if intended to bring in out-of-town visitors, that the advertising is designed for that purpose).
4. The events are accessible financially so that members of the public are not excluded based on ability to pay admission (For example: Will admission be charged? Will there be donations at the door? Will there be an opportunity to "pay what you wish?")
5. **Logo credit:** Grant recipient is required to acknowledge support from the City of Gig Harbor in all formats, including printed and digital materials, live and recorded performances or media interviews. Sample text: "This program is supported, in part, by a grant from the Gig Harbor Arts Commission."

The Commission funds for results (events, performances, exhibits, or workshops), not general expenses. Grants will only support a project's direct costs. Direct costs include but are not limited to the following:

- Project-specific purchases: supplies, materials.
- Rentals: space, supplies, materials, equipment.
- Personnel, including artist presentations and workshops.
- Creation and/or documentation of the work, event, or performance.
- Production costs: events, installations, exhibits, programs.
- Travel necessary for the event.
- Marketing and promotion.

The following are generally not considered direct costs and are not eligible for funding:

- Permanent equipment.
- Operating support (administrative and overhead, including mortgage payments).
- Brick and mortar projects.
- Events whose purpose is fundraising, even those which include a public benefit.
- Personal travel.
- Re-granting of the funds.
- Scholarships.
- Hospitality expenses: food, beverages, flowers, receptions or similar items.
- Events whose sole purpose is political or religious.
- Events not open to the public.



GIG HARBOR ARTS COMMISSION
CREATIVE ENDEAVOR GRANTS 2021

APPLICATION

We encourage applicants to submit the application as an attachment to an email. Applications must be received by **Noon, March 1, 2021**. Applicants should be prepared to attend an informal discussion of their proposed project with Arts Commission members on either **Wednesday March 3 (5:30 pm) or Saturday March 6 (9 am)**.

PLEASE NOTE: Project proposals must follow the State of Washington's COVID-19 guidelines.

Grants will be announced by late March 2021.

Please return completed applications to Cityclerk@gigharborwa.gov

Date of Application	February 11, 2021		
Organization Name or Individual's Name	Peninsula Hands On Art		
Name of Contact	Marla Morgan		
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the City on the applicant's behalf.</i>			
Address	[REDACTED] Gig Harbor WA 98335		
Phone Number	[REDACTED]	Email	[REDACTED]
Project Title	"Agamographs"		
Date(s) of Project <i>Final project report and invoice must be received by December 8, 2021.</i>	April 2021 - June 2021		
Amount Requested	\$2,000		
Total Budget <i>Attach a proposed detailed budget for this project.</i>	\$9,900		
Admission Charged	\$0		
Donations Accepted	☒ Yes ☐ No		
Is there at least one free or "pay what you wish" performance?	☐ Yes ☒ No		
Has this project received Arts Commission funding in the past?	☐ Yes ☒ No		
Please list other sponsoring Agencies to whom you have applied.	Piasecki Family, MJF Foundation, Peninsula Schools Education Foundation, Kiwanis, Pierce County Arts Commission, WA State Arts Commission, Scott Silver Family Foundation, Perrow Family, Tulalip Tribes Charitable Fund, Puyallup Charitable Fund, Oceans5, Kent Cashman State Farm and PSD PTA Organizations		



PLEASE LIMIT RESPONSES TO 500 WORDS OR LESS, PER QUESTION.

1. Provide a summary of the project for which you are requesting financial support.

"Agamographs"

Guest Artist: Roberto Sanchez

Presented: April – June / 2021 – Individual project kits for virtual and in class learning

A look into the work of Israeli artist Yaccov Agam best known for his contributions in optical and kinetic art. Students will create their own "Agamograph", an optical art piece named after Agam. Designed using warm and cool colors, this project will change as it is viewed from different angles.

Learning Goals:

- Historical examples of kinetic and optical art
- Artist profile of Israeli artist Yaccov Agam
- The use of warm and cool colors in art
- Local artist profile - Roberto Sanchez

2. Please describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.

Peninsula Hands On Art benefits the community by providing art education to 4,000+ K-5 elementary school students each school year in the greater Gig Harbor area. Reaching every public elementary student in the Peninsula School District, and two private schools, it is our programs foundational belief that students across all socioeconomic backgrounds should have the same educational opportunity and ability to access artist quality materials and art education.

Our program is given classroom time by all participating schools so EVERY student can access art education.

PHOA Mission Statement:

To create a community of young artists that embraces the artistic talents of each individual child.

Over the past 17 years Peninsula Hands On Art has provided over 165,000 art experiences to students in the greater Gig Harbor area. We bring together local artists, parents, school administrators and students to experience the wonderful world of art. We believe our world needs artists and patrons who appreciate the arts. Peninsula Hands On Art is helping to build a community of students that embraces this foundational belief.



3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project, even if only partially funded.

Peninsula Hands On Art needs funding to purchase art supplies and develop training curriculum.

Each year Peninsula Hands On Art provides four educational art experiences to students, designed by local artists and taught in the classroom via a training film produced by Peninsula Hands On Art. Docents facilitate each project in the classroom using professionally developed training materials that incorporate art history and profile local artists. Students are provided with artist quality materials, specialized lessons including a historical film produced by Peninsula Hands On Art, and guided through the process of making each project. Afterward each student has an original piece of art to take home or display in the school and a greater understanding of visual arts in culture and history as well as the enjoyment and reward of the creative process.

This year due to COVID and the move to virtual learning Peninsula Hands On Art was faced with the challenge of providing individual project kits for students to learn at home, and the added expense of making it happen. We are proud that we were able to adapt our program and found a way to make Peninsula Hands On Art in home learning accessible to all K-5 students during these unique times. We plan on being back to our traditional format for the 2021-2022 school year.

Peninsula Hands On Art's ongoing challenge is to secure funding for the art materials, and video production needed to produce the 16,000+ educational art experiences our program provides to students each year. Each project helps Peninsula Hands On Art accomplish our programs goal of providing engaging art education and instruction while creating a community of young artists that embraces the artistic talents of each individual child.

PHOA has financial support from school PTA's, our community, local businesses and 100% board participation but needs the additional support of grants from foundations (and you!) to fulfill our programming needs and maintain a financially responsible budget. Three of our elementary schools average a low income attendance of 42% with 5.7% being homeless.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.

All of Peninsula Hands On Art's 4,000 K-5 participants live in Gig Harbor and the surrounding Peninsula School District boundary area.

We are given classroom time by district administration to present our projects, ensuring that every elementary school student has the opportunity to participate.



VENUE ACCESSIBILITY INFORMATION

If this project involves a venue – is the venue ADA accessible*?

☒ Yes

☐ No

If No, share what considerations for accessibility have been made?

**Accessible means that anyone in a wheelchair, scooter, walker or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied - this includes access to parking, building entry, and accessible restroom/ toilet facilities*



P.O. Box 2024 Gig Harbor WA 98335

Peninsula *Hands On Art* **“AGAMOGRAPH’S” – Project Budget**

- | | |
|-------------------------|-------------|
| • Artist Fee | \$ 350.00 |
| • Printing | \$ 300.00 |
| • Supplies | \$ 8,400.00 |
| ○ Crayons | |
| ○ Card Stock / Drawing | |
| ○ Card Stock / Mounting | |
| ○ Instruction Sheets | |
| ○ Packing Materials | |
| • Video Production | \$ 850.00 |

Total / AGAMOGRAPH Budget	<u>\$ 9,900.00</u>
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GIG HARBOR ARTS COMMISSION

CREATIVE ENDEAVOR GRANTS 2021

APPLICATION

We encourage applicants to submit the application as an attachment to an email. Applications must be received by **Noon, March 1, 2021**. Applicants should be prepared to attend an informal discussion of their proposed project with Arts Commission members on either **Wednesday March 3 (5:30 pm) or Saturday March 6 (9 am)**.

PLEASE NOTE: Project proposals must follow the State of Washington's COVID-19 guidelines.

Grants will be announced by late March 2021.

Please return completed applications to Cityclerk@gigharborwa.gov

Date of Application	February 16, 2021		
Organization Name or Individual's Name	Peninsula Hands On Art		
Name of Contact	Marla Morgan		
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the City on the applicant's behalf.</i>			
Address	[REDACTED] Gig Harbor WA 98335		
Phone Number	[REDACTED]	Email	[REDACTED]
Project Title	"The Wonderful Towers of Watts"		
Date(s) of Project <i>Final project report and invoice must be received by December 8, 2021.</i>	Nov 2021 - Dec 2021		
Amount Requested	\$ 2,000		
Total Budget <i>Attach a proposed detailed budget for this project.</i>	\$ 12,100		
Admission Charged	\$ 0		
Donations Accepted	☒ Yes ☐ No		
Is there at least one free or "pay what you wish" performance?	☐ Yes ☒ No		
Has this project received Arts Commission funding in the past?	☐ Yes ☒ No		
Please list other sponsoring Agencies to whom you have applied.	Piasecki Family, MJF Foundation, Peninsula Schools Education Foundation, Kiwanis, Pierce County Arts Commission, WA State Arts Commission, Scott Silver Family Foundation, Perrow Family, Tulalip Tribes Charitable Fund, Puyallup Charitable Fund, Oceans5, Kent Cashman State Farm and PSD PTA Organizations		



PLEASE LIMIT RESPONSES TO 500 WORDS OR LESS, PER QUESTION.

1. Provide a summary of the project for which you are requesting financial support.

"The Wonderful Towers of Watts" / Nov 2021 – Feb 2022 Guest Artist: TBD

The historical Watts Towers or "Nuestro Pueblo" of Los Angeles, CA are the inspiration for our "Wonderful Towers of Watts" project. Students will create their own majestic tower out of wire and clay based on the work of Italian-American artist Simon Rodia.

Learning Goals:

- History and inspiration of Simon Rodia and the "Watts Towers" in Los Angeles, CA
- Recognizing and understanding vernacular architecture
- Techniques of working with wire and clay
- Local artist profile- TBD

2. Please describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.

Peninsula Hands On Art benefits the community by providing art education to 4,000+ K-5 elementary school students each school year in the greater Gig Harbor area. Reaching every public elementary student in the Peninsula School District, and two private schools, it is our programs foundational belief that students across all socioeconomic backgrounds should have the same educational opportunity and ability to access artist quality materials and art education.

Our program is given classroom time by all participating schools so EVERY student can access art education.

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3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project, even if only partially funded.

Peninsula Hands On Art needs funding to produce training videos and purchase art supplies.

Each year Peninsula Hands On Art provides four educational art experiences to students, designed by local artists and taught in the classroom via a training film produced by Peninsula Hands On Art. Docents facilitate each project in the classroom using professionally developed training materials that incorporate art history and profile local artists. Students are provided with artist quality materials, specialized lessons including a historical film produced by Peninsula Hands On Art, and guided through the process of making each project. Afterward each student has an original piece of art to take home or display in the school and a greater understanding of visual arts in culture and history as well as the enjoyment and reward of the creative process.

This year due to COVID and the move to virtual learning Peninsula Hands On Art was faced with the challenge of providing individual project kits for students to learn at home, and the added expense of making it happen. We are proud that we were able to adapt our program and found a way to make Peninsula Hands On Art in home learning accessible to all K-5 students during these unique times. We plan on being back to our traditional format for the 2021-2022 school year.

Peninsula Hands On Art's ongoing challenge is to secure funding for the art materials, and video production needed to produce the 16,000+ educational art experiences our program provides to students each year. Each project helps Peninsula Hands On Art accomplish our programs goal of providing engaging art education and instruction while creating a community of young artists that embraces the artistic talents of each individual child.

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4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.

All of Peninsula Hands On Art's 4,000 K-5 participants live in Gig Harbor and the surrounding Peninsula School District boundary area.

We are given classroom time by district administration to present our projects, ensuring that every elementary school student has the opportunity to participate.



VENUE ACCESSIBILITY INFORMATION

If this project involves a venue – is the venue ADA accessible*?

☒ Yes

☐ No

If No, share what considerations for accessibility have been made?

**Accessible means that anyone in a wheelchair, scooter, walker or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied - this includes access to parking, building entry, and accessible restroom/ toilet facilities*



P.O. Box 2024 Gig Harbor WA 98335

Peninsula *Hands On Art*
“The Wonderful Towers of Watts” – Project Budget

• Artist Fee	\$ 350.00
• Printing	\$ 300.00
• Supplies	\$ 8,400.00
○ Clay	
○ Wire	
○ Misc Beads, buttons, mosaic chips etc	
○ Instruction Sheets	
• Packing Materials	\$ 1,000.00
• Video Production	
Training Video	\$ 350.00
Educational Videos	\$ 1,700.00

Total / The Wonderful Towers of Watts **\$ 12,100.00**



GIG HARBOR ARTS COMMISSION
CREATIVE ENDEAVOR GRANTS 2021
APPLICATION

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PLEASE NOTE: Project proposals must follow the State of Washington's COVID-19 guidelines.

Grants will be announced by late March 2021.
Please return completed applications to Cityclerk@gigharborwa.gov

Date of Application	February 12, 2020		
Organization Name or Individual's Name	Peninsula Hands On Art		
Name of Contact	Marla Morgan		
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the City on the applicant's behalf.</i>			
Address	[REDACTED] Gig Harbor WA 98335		
Phone Number	[REDACTED]	Email	[REDACTED]
Project Title	"Whimsical Creatures"		
Date(s) of Project <i>Final project report and invoice must be received by December 8, 2021.</i>	September 2021 - November 2021		
Amount Requested	\$2,000		
Total Budget <i>Attach a proposed detailed budget for this project.</i>	\$12,100		
Admission Charged	\$0		
Donations Accepted	☒ Yes ☐ No		
Is there at least one free or "pay what you wish" performance?	☐ Yes ☒ No		
Has this project received Arts Commission funding in the past?	☐ Yes ☒ No		
Please list other sponsoring Agencies to whom you have applied.	Piasecki Family, MJF Foundation, Peninsula Schools Education Foundation, Kiwanis, Pierce County Arts Commission, WA State Arts Commission, Scott Silver Family Foundation, Perrow Family, Tulalip Tribes Charitable Fund, Puyallup Charitable Fund, Oceans5, Kent Cashman State Farm and PSD PTA Organizations		



PLEASE LIMIT RESPONSES TO 500 WORDS OR LESS, PER QUESTION.

1. Provide a summary of the project for which you are requesting financial support.

“Whimsical Creatures” / Sept 2021 – Nov 2021 Guest Artist: Sarah Turner

Students will be introduced to the artistic design and creation of storybook illustrations by local children’s author/illustrator Sarah Turner. Each artist will learn to develop and draw their own “Whimsical Creatures” using geometric and organic shapes. Drawing techniques and imagination will bring each individual and unique creative character to life on paper!

Learning Goals:

- Pencil drawing techniques
- Use of geometric and organic shapes in character development
- Understanding storybook illustration
- Local author and artist profile – Sarah Turner

2. Please describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.

Peninsula Hands On Art benefits the community by providing art education to 4,000+ K-5 elementary school students each school year in the greater Gig Harbor area. Reaching every public elementary student in the Peninsula School District, and two private schools, it is our programs foundational belief that students across all socioeconomic backgrounds should have the same educational opportunity and ability to access artist quality materials and art education.

Our program is given classroom time by all participating schools so EVERY student can access art education.

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3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project, even if only partially funded.

Peninsula Hands On Art needs funding to produce training videos and purchase art supplies.

Each year Peninsula Hands On Art provides four educational art experiences to students, designed by local artists and taught in the classroom via a training film produced by Peninsula Hands On Art. Docents facilitate each project in the classroom using professionally developed training materials that incorporate art history and profile local artists. Students are provided with artist quality materials, specialized lessons including a historical film produced by Peninsula Hands On Art, and guided through the process of making each project. Afterward each student has an original piece of art to take home or display in the school and a greater understanding of visual arts in culture and history as well as the enjoyment and reward of the creative process.

This year due to COVID and the move to virtual learning Peninsula Hands On Art was faced with the challenge of providing individual project kits for students to learn at home, and the added expense of making it happen. We are proud that we were able to adapt our program and found a way to make Peninsula Hands On Art in home learning accessible to all K-5 students during these unique times. We plan on being back to our traditional format for the 2021-2022 school year.

Peninsula Hands On Art's ongoing challenge is to secure funding for the art materials, and video production needed to produce the 16,000+ educational art experiences our program provides to students each year. Each project helps Peninsula Hands On Art accomplish our programs goal of providing engaging art education and instruction while creating a community of young artists that embraces the artistic talents of each individual child.

PHOA has financial support from school PTA's, our community, local businesses and 100% board participation but needs the additional support of grants from foundations (and you!) to fulfill our programming needs and maintain a financially responsible budget. Three of our elementary schools average a low income attendance of 42% with 5.7% being homeless.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.

All of Peninsula Hands On Art's 4,000 K-5 participants live in Gig Harbor and the surrounding Peninsula School District boundary area.

We are given classroom time by district administration to present our projects, ensuring that every elementary school student has the opportunity to participate.



VENUE ACCESSIBILITY INFORMATION

If this project involves a venue – is the venue ADA accessible*?

☒ Yes

☐ No

If No, share what considerations for accessibility have been made?

**Accessible means that anyone in a wheelchair, scooter, walker or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied - this includes access to parking, building entry, and accessible restroom/ toilet facilities*



P.O. Box 2024 Gig Harbor WA 98335

Peninsula *Hands On Art* **“Whimsical Creatures” – Project Budget**

• Artist Fee	\$ 350.00
• Printing	\$ 300.00
• Supplies	\$ 8,400.00
○ Colored Pencils	
○ Card Stock / Drawing	
○ Card Stock / Mounting	
○ Instruction Sheets	
• Packing Materials	\$ 1,000.00
• Video Production	
Training Video	\$ 350.00
Educational Videos	\$ 1,700.00

Total / Whimsical Creatures Budget	<u>\$ 12,100.00</u>
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GIG HARBOR ARTS COMMISSION
CREATIVE ENDEAVOR GRANTS 2021

APPLICATION

We encourage applicants to submit the application as an attachment to an email. Applications must be received by **Noon, March 1, 2021**. Applicants should be prepared to attend an informal discussion of their proposed project with Arts Commission members on either **Wednesday March 3 (5:30 pm) or Saturday March 6 (9 am)**.

PLEASE NOTE: Project proposals must follow the State of Washington's COVID-19 guidelines.

Grants will be announced by late March 2021.

Please return completed applications to Cityclerk@gigharborwa.gov

Date of Application	February 18, 2021		
Organization Name or Individual's Name	Harbor History Museum		
Name of Contact	Stephanie Lile		
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the City on the applicant's behalf.</i>			
Address	PO Box 744, Gig Harbor, WA 98335		
Phone Number	2538586722	Email	director@harborhistorymuseum.or
Project Title	Window Exhibits		
Date(s) of Project <i>Final project report and invoice must be received by December 8, 2021.</i>	April 15- Start Date May 15 - December, 2021 - Installation on view		
Amount Requested	\$ 4280		
Total Budget <i>Attach a proposed detailed budget for this project.</i>	\$ 4490		
Admission Charged	\$ 0		
Donations Accepted	☒ Yes ☐ No		
Is there at least one free or "pay what you wish" performance?	☒ Yes ☐ No		
Has this project received Arts Commission funding in the past?	☐ Yes ☒ No		
Please list other sponsoring Agencies to whom you have applied.	None		



PLEASE LIMIT RESPONSES TO 500 WORDS OR LESS, PER QUESTION.

1. Provide a summary of the project for which you are requesting financial support.

The Harbor History Museum seeks support for a series of custom exhibit panels to be installed in the Museum's front windows. The project is an outgrowth of a "COVID-19 innovation" developed in 2020 when we placed the "Bomber Boys" exhibit in the windows when the museum was closed. These window exhibits were met with such enthusiasm and high use (numerous people stopped to view them) that it inspired a plan to create custom window installations to help interpret aspects of the Museum Campus. If awarded this grant, we anticipate creating the following:

1. Five front window panels featuring the Ross Anchor, Gig Harbor in World War II, the Narrows Bridge, and the Big Catch sculpture.
2. One triptic acknowledging the Twa-al-cuth village and the Austin Mill site.
3. One triptic featuring the artwork of Jesse Watson (created for the museum collection) showing the crew of the fishing boat Phyllis T being rescued by the Veteran. (Sample Included)

2. Please describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.

Even during COVID-19 closures, walkers pass by the front of the museum throughout the day. We want to continue our efforts to "turn the museum inside out" by utilizing the big, blank existing windows to enhance the museum campus and provide interesting, engaging, and informative experiences on the museum grounds independent of open hours.

Our strategy is to address the questions people ask most often when they walk in front of the museum. For example, "What's the story of that big anchor?" "Who is this fisherman?" and "What was this place before the museum?" The plan is to expand knowledge of the "hidden" history of the site and people of the area who have lived and worked here. This project also compliments other art installations and park projects in the area by providing historic imagery and storytelling artwork based on historical evidence found in the Museum's collection.

Lastly, because the panels will be placed on the inside of the museum windows facing out (where many museum windows are covered anyway), vandalism is minimized.



3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project, even if only partially funded.

Quite honestly, we will not be able to complete the project without grant funding as it is not critical to our basic operations. With major budget cuts due to COVID-19 closures, the museum is working to simply maintain the facility, adapt programming, and retain staff. This installation project would allow us to continue our "inside out" service to the community at all hours.

City funding for the project would cover design and production costs of all window panels. We anticipate that these panels would be printed on a fade-resistant, rigid substrate that is custom fit to each window frame. In some instances, the panels would be two-sided, being visible both outside and inside the building.

This creative approach to activating our currently "quiet" windows through imagery from our collection is a great way to inspire our community members to see and imagine the changing landscape of this place.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.

With the ever-increasing surge of new residents in the Gig Harbor area, this window installation is designed to spark interest in the local history of our hometown. For newcomers and old-timers alike, the fully accessible window exhibits will be designed to be read easily, be visually representative of our area, and utilize artwork that is both transformative and informative.

Our visitor reports for 2020 show a dramatic shift in visitor geography. While pre-COVID-19 reports showed that we had more out-of-town visitors than locals, our 2020 report showed a much greater number of residents vs. non-residents served. Add the walking traffic that passes by the museum on a daily basis, and you get an exponential increase in service to our residents.

Beyond the physical installation, we will provide background information for the various panels on our "HarborMysteryMuseum" site, expanding the topics presented. All will be promoted via our e-newsletter, social media posts, and local postcard mailings. If appropriate, we may also include QR codes for more information.



VENUE ACCESSIBILITY INFORMATION

If this project involves a venue – is the venue ADA accessible*?

☒ Yes

☐ No

If No, share what considerations for accessibility have been made?

**Accessible means that anyone in a wheelchair, scooter, walker or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied - this includes access to parking, building entry, and accessible restroom/ toilet facilities*

Project Budget - Harbor History Museum

HHM Window Installation Plan

Number	Location	Content	Size	Media	Cost A
1a	Director Office	Ross Anchor	34.25"w x 46.5"H	1/2" Sintra	250
1b	Office	World War II	34.5 w x 46.5"	1/2" Sintra	250
2	Bridge Ex R	Big Catch	57"w x 53"H	1/2" Sintra	480
3	Bridge Ex L	Narrows Bridge	57" w x 53" H	1/2" Sintra	480
4a	Native Gallery	Museum site	36.5" w x 70" H	1/2" Sintra	250
4b	Native Gallery	Museum Site	36.5" w x 70" H	1/2" Sintra	250
4c	Native Gallery	Museum Site	36.5" w x 70" H	1/2" Sintra	250
5a	Resource Rm	Watson art	36.5" w x 70" H	1/2" Sintra	250
5b	Resource Rm	Watson art	36.5" w x 70" H	1/2" Sintra	250
5c	Resource Rm	Watson Art	36.5" w x 70" H	1/2" Sintra	250
All	Design	24 hrs @ \$55			1320
All	Installation	6 hrs @ \$35			210
	TOTAL				4490



Sample Hypothic Window installation (Watson)



GIG HARBOR ARTS COMMISSION

CREATIVE ENDEAVOR GRANTS 2021

APPLICATION

We encourage applicants to submit the application as an attachment to an email. Applications must be received by **Noon, March 1, 2021**. Applicants should be prepared to attend an informal discussion of their proposed project with Arts Commission members on either **Wednesday March 3 (5:30 pm) or Saturday March 6 (9 am)**.

PLEASE NOTE: Project proposals must follow the State of Washington's COVID-19 guidelines.

Grants will be announced by late March 2021.

Please return completed applications to Cityclerk@gigharborwa.gov

Date of Application	2/14/2021		
Organization Name or Individual's Name	Crusin' and Blusin'		
Name of Contact	Drew Colello		
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the City on the applicant's behalf.</i>			
Address			
Phone Number		Email	
Project Title	Musicians of the Future		
Date(s) of Project <i>Final project report and invoice must be received by December 8, 2021.</i>	July 2021		
Amount Requested	\$5,500		
Total Budget <i>Attach a proposed detailed budget for this project.</i>	file:///C:/Users/colel/Downloads/GH%20Grant%20App \$.%20Budget.pdf		
Admission Charged	\$free event		
Donations Accepted	☒ Yes ☐ No		
Is there at least one free or "pay what you wish" performance?	☒ Yes ☐ No		
Has this project received Arts Commission funding in the past?	☐ Yes ☒ No		
Please list other sponsoring Agencies to whom you have applied.	None		



PLEASE LIMIT RESPONSES TO 500 WORDS OR LESS, PER QUESTION.

1. Provide a summary of the project for which you are requesting financial support.

Crusin and Blusin is a local group of young aspiring musicians who are looking to take their passion to the next academic level, and support the community. Our goal for this project is to financially support the young musicians in this group, who will be/ are currently attending college (many are majoring in performing arts). In addition, our plan is to host a concert at one local restaurant to support them, as they have been heavily affected by the recent pandemic. For each of the eleven musicians, we will need to pay them \$395 for their time and for individual Mic rentals. We will also need \$660 for equipment rental of speakers and a soundboard and microphones. Lastly, \$500 of the budget will be designated to rent the space from the restaurant. The overall idea behind this project is to support a local business that has been affected by the pandemic, and to support young musicians as they start their career.

2. Please describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.

This event will be beneficial to the community for several reasons. Firstly, this will benefit the restaurant because it brings in business for them by drawing a crowd. Secondly, this is great for the community because it brings us together for an amazing and enjoyable event. Lastly, this is beneficial to the musicians of the group because it supports them financially to encourage them to continue to pursue their passions into the next level of education.



3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project, even if only partially funded.

Without the funding of the city, this project will not be able to exist. Firstly, the \$500 rental fee is the most necessary because without it, we will not be able to rent the venue and put on the concert. Without the \$660 for equipment rentals, we will not be able to properly manage the sound of the ensemble, and our lead singers will not be heard at all. The \$395 for each person is necessary because the band will need to be paid for their time that evening and all of the instrumentalists will need to rent mics or Direct Input boxes to hook up to the sound system. This will greatly improve the project for several reasons. One, it allows the band to work with a proper system that will improve the group's collective sound. Second, this enhancement will improve the experience for the audience and has a more positive impact on the community and in turn supports the restaurant.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.

This project targets Gig Harbor and Fox Island audiences by hosting the event at a local restaurant in town. This draws them in the location to watch the band, and support the restaurant. In addition, it would be ideal to draw in visitors from outside the area as well. This will bring in a larger crowd to support the event and the restaurant. Advertising for the event can be very effectively done through the use of social media. Creating an event on Facebook reaches a wider spread audience and can be shared in many different community groups.



VENUE ACCESSIBILITY INFORMATION

If this project involves a venue – is the venue ADA accessible*?

☒ Yes

☐ No

If No, share what considerations for accessibility have been made?

**Accessible means that anyone in a wheelchair, scooter, walker or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied - this includes access to parking, building entry, and accessible restroom/ toilet facilities*

Grant Application Budget: Cruisin and Blusin
\$5,500

Venue Rental: \$500

Equipment Rentals: \$659.99

- 2 Wireless mics- \$80 (\$40 each)
- 5 Wired mics- \$50(10 each)
- 2 PA Speakers- \$150 for set
- 4 Floor Monitors- \$300 (\$150 each set)
- 1 SoundBoard Mixer- \$24.99
- 11 Microphone Cables- \$55 (\$5 each)

Musician Payment: \$4,340

- Band Member: \$395 each (11 total)

Hello and thank you for considering us for this grant! This is the estimate of what will be needed for the event. The prices given above for the equipment above are what Guitar Center charges for their rentals. All information regarding this was provided by a Guitar Center Sales Consultant. We hope to continue working with you in the future!



GIG HARBOR ARTS COMMISSION

CREATIVE ENDEAVOR GRANTS 2021

APPLICATION

We encourage applicants to submit the application as an attachment to an email. Applications must be received by **Noon, March 1, 2021**. Applicants should be prepared to attend an informal discussion of their proposed project with Arts Commission members on either **Wednesday March 3 (5:30 pm) or Saturday March 6 (9 am)**.

PLEASE NOTE: Project proposals must follow the State of Washington's COVID-19 guidelines.

Grants will be announced by late March 2021.

Please return completed applications to Cityclerk@gigharborwa.gov

Date of Application	Feburary 22, 2021		
Organization Name or Individual's Name	Gig Harbor HS Band Boosters		
Name of Contact	Jennifer Gabe		
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the City on the applicant's behalf.</i>			
Address	[REDACTED] Gig Harbor WA 98335		
Phone Number	[REDACTED]	Email	president@ghhsbandboosters.org
Project Title	Bring back the Music		
Date(s) of Project <i>Final project report and invoice must be received by December 8, 2021.</i>	May or June of 2021		
Amount Requested	\$ 1360.00		
Total Budget <i>Attach a proposed detailed budget for this project.</i>	\$ 1360.00		
Admission Charged	\$ 0.00		
Donations Accepted	☒ Yes ☐ No		
Is there at least one free or "pay what you wish" performance?	☒ Yes ☐ No		
Has this project received Arts Commission funding in the past?	☒ Yes ☐ No		
Please list other sponsoring Agencies to whom you have applied.	We have applied to other organizations for general funding grants, these are still pending and DO NOT apply to this project.		



PLEASE LIMIT RESPONSES TO 500 WORDS OR LESS, PER QUESTION.

1. Provide a summary of the project for which you are requesting financial support.

By the time you read this application it will have been 1 year, 12 months, 365 days since our band has been able to preform a concert. In years past this would have been one of our many public performances, but this year it will be our only.

Our project is simple, produce a concert and use all available resources to be able to share it with the public.

We will rent a larger facility, to allow for better social distancing, but this facility will also have the ability to produce a better quality virtual environment if we cannot have a in person live concert.

Gig Harbor High School does not have a facility, built for music that is large enough to house our bands, and socially distance.

2. Please describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.

Our project brings music to our community. Research indicates, "music within communities brings about positive, long lasting and life changing experiences. Community music breaks down barriers between people and cultures. It enables people to take part in social activities that builds confidence, skills and breaks down loneliness and isolation." -Soundsense.org



3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project, even if only partially funded.

The funding from the city will help us pay for a larger facility (to allow for better social distancing), the rental of the necessary AV equipment and personnel (if we have to conduct a virtual only concert) programs, advertising.

This project will proceed without funding, however the funding will help us be able to budget other monies to projects such as purchasing band instruments, paying operating costs, updating uniforms and providing scholarships for students.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.

This project will be conducted in the City of Gig Harbor, in addition we will have a live feed so that family members and those that cannot attend in person will be able to enjoy the concert.



VENUE ACCESSIBILITY INFORMATION

If this project involves a venue – is the venue ADA accessible*?

☒ Yes

☐ No

If No, share what considerations for accessibility have been made?

**Accessible means that anyone in a wheelchair, scooter, walker or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied - this includes access to parking, building entry, and accessible restroom/ toilet facilities*

Projected Budget 2021

Projected Income

Individual Donations	0
Corporate Donations	0
List each corporation and	0
corresponding amount	0

Grants

Creative Endeavor Grant	1360
Events and Fundraising	1200
Membership Fees	0
Interest Earned	0
Other (specify)	0

<u>Total Projected Income</u>	2560
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Projected Expenses USD

Rental Facility	400
AV Personnel	210
AV Rental	200
Programs	300
Commissioned music	250
<u>Total Projected Expenses</u>	1360

*AV Personnel 35.00 per hr, 6 hours.



GIG HARBOR ARTS COMMISSION

CREATIVE ENDEAVOR GRANTS 2021

APPLICATION

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PLEASE NOTE: Project proposals must follow the State of Washington's COVID-19 guidelines.

Grants will be announced by late March 2021.

Please return completed applications to Cityclerk@gigharborwa.gov

Date of Application	2.25.2021		
Organization Name or Individual's Name	Justin Teerlinck		
Name of Contact	Justin Teerlinck		
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the City on the applicant's behalf.</i>	N/A		
Address	[REDACTED], Gig Harbor WA 98335		
Phone Number	[REDACTED]	Email	[REDACTED]
Project Title	Gnomes Away From Home		
Date(s) of Project <i>Final project report and invoice must be received by December 8, 2021.</i>	The timeline will depend on a number of factors including the conclusion of a capital project at Kopachuck State Park. The anticipated start date will be between April 1st and May 1st and will conclude when all the gnomes and medallions have been found, or by December 1st, whichever comes first. The placement of the gnomes may be staggered over a period of months in order to maximize community participation. It will depend on how quickly they are found.		
Amount Requested	\$ 1,475.53		
Total Budget <i>Attach a proposed detailed budget for this project.</i>	\$ 3,725.53		
Admission Charged	\$ 0		
Donations Accepted	☐ Yes ☒ No		
Is there at least one free or "pay what you wish" performance?	☐ Yes ☒ No		
Has this project received Arts Commission funding in the past?	☐ Yes ☒ No		
Please list other sponsoring Agencies to whom you have applied.	Washington State Parks has agreed to collaborate on the project with regard to use of area state parks.		



PLEASE LIMIT RESPONSES TO 500 WORDS OR LESS, PER QUESTION.

1. Provide a summary of the project for which you are requesting financial support.

Twenty small garden gnome statuettes will be hidden in area parks and landmarks around downtown and throughout Gig Harbor for people to locate as a spin on a treasure hunt. The hunt will be bordered by Kopachuck State Park to the West, 360 Park to the North, Narrows Park to the South and Sunrise Park to the East. When people find the gnomes, they will also discover a name attached to the gnome, which they can use to redeem for a gift certificate to an area business. Additionally, eight (plastic) gold medallions will be hidden in downtown Gig Harbor, each bearing one word from the phrase, "Gig Harbor is great. Long live Gig Harbor!" thus splitting the phrase into eight individual words and making it into a riddle to be solved. Each individual medallion will be redeemable for a gift certificate. Whoever correctly guesses the entire cheer first will also win a gift certificate (and anyone can participate in solving the riddle regardless of whether or not they locate a medallion). Essentially, this means there will be 28 simultaneous treasure-hunts. A website will offer clues about the location of each gnome, the progress of the hunt(s), selfies from successful hunters and trivia and stories posted by individual gnome hunters which will help people enjoy the search. Each of the separate gnomes will be numbered on the website until they are discovered (and thus their names are revealed) to make it easier for people to keep track of the clues. Unlike the gnomes, the medallions will not be tied to clues, but will be placed in open, easily "findable" locations around the city as a means of making it easy for everyone to participate.

Some of the clues will prompt an understanding of local history and the arts (for instance, the name of the person depicted in the fisherman statue in Jerisich Park). The clues and locations of the gnomes will represent a range of difficulty in both physical location and in obscurity of the clues so that a wide breadth of people can participate, including people with limited knowledge of history and people with limited mobility as well as bibliophiles and regional history buffs.

When a person locates a gnome or medallion, they may take an optional "selfie" with it, upload it to the website, fill out a form with their name and address (all contact information will be kept confidential). Then they will receive a mailed gift certificate for an area business and a letter "from a gnome family" thanking the receiver for the "rescue." Each gnome statuette and medallion will be redeemable for a \$20 gift certificate to a local business. Each winner will only be allowed to win once in order to give as many people as possible as chance to participate in the search.

2. Please describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.

This project provides several benefits. First, it motivates people to get out of the house, be physically active and have fun, even during dreary winter weather. Second, through the use of clues, Gnomes Away From Home encourages people to think and learn about local history, the arts, geography and exploration of our area parks. Third, it encourages patronage of local business establishments which may be struggling due to the pandemic. Because Gnomes Away From Home is not a single event bound by time and space, there are no building rental fees required, no admission fees charged, social distancing occurs naturally, and multiple opportunities for fun abound at the convenience of the schedules of the participants. As previously mentioned, this is a family-friendly project with the potential to engage and inspire audiences of all ages from children to adults. Care will be taken to place some of the gnomes and medallions in locations that are accessible to wheelchair users. Care will also be taken to devise clues that represent a range of difficulty in their ability to be solved so that some are easier than others. While most treasure hunts are a one-time-only event and/or target children, this event has a broad enough scope to include the entire community from both a developmental as well as a geographical perspective. With 29 chances to "win," and multiple ways to participate online by following the clues, seeing peoples' selfies and reading individuals' stories of their hunt, this concept offers depth as well as breadth of engagement.



3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project, even if only partially funded.

First, funds requested are needed to cover the cost of materials in the form of the prizes, the gnomes, medallions and their associated gift certificates to local businesses. Second, the success of the project is also dependent upon having and maintaining an online presence in order to enhance participation and complete the prize distribution process. Therefore, some of the funds will be used to launch and maintain a website that not only promotes the treasure hunt, but also serves as a hub to publicize the stories and pictures of successful gnome hunters. Third, funds will be needed to generate the promotional materials required to drive traffic to the website and raise awareness of the hunt. The most economical method of achieving this objective will be to design an 8 x 11 poster and place copies in the area and around town and also use the same graphic in online promotional materials. The project is not seeking compensation for the considerable time and labor expended on research, clue development, publicizing the project online and in the area, the physical placement of the treasure objects and mailing letters and gift certificates to winners. Additionally, creative storytelling and superior communication skills are essential to reaching and engaging the public. More than just storytelling, I also have the ability to craft clues and set up the project so that it is inclusive of all ages and ability levels. As a trained and experienced occupational therapist, I am an expert at creating inclusive, accessible, meaningful activities with health and wellness benefits. These are all value-added services that come at no additional expense to the City of Gig Harbor.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.

Project promotion efforts will focus on Gig Harbor residents through posters distributed and displayed throughout downtown, the Point Fosdick area as well as area parks. The posters will include both the web address and QR code funneling traffic to the project website. The NextDoor web application will be used to connect with Gig Harbor residents online to note the project. Gig Harbor-based Facebook groups will also be utilized to publicize the event, as well as a Facebook group designed specifically to promote the project. The Chamber of Commerce and other participating entities such as Washington State Parks will be offered the opportunity to share links on their websites.



VENUE ACCESSIBILITY INFORMATION

If this project involves a venue – is the venue ADA accessible*? ☒ Yes ☐ No

If No, share what considerations for accessibility have been made?

The venue consists of the entire city and area parks, so ADA accessibility cannot be guaranteed at all times and places. However, at least one of the gnomes will be placed in a location that is ADA accessible (e.g., the planter boxes at the intersection of Harborview Drive and Pioneer Way) The 8 medallions will be placed in more visible locations (including wheelchair accessible locations) than the gnomes. An introduction to the medallions will be publicized on the website along with instructions for solving the riddle. Additionally, as each medallion is discovered another clue to the riddle "Gig Harbor is great. Long live Gig Harbor" will become available. Anyone can participate in trying to solve the riddle whether they find a medallion or not. The first person who solves the riddle and sends in their answer, wins a gift certificate. Therefore, even people who are not able to leave their homes can participate in Gnomes Away From Home. Care also will be taken that the location of all the gnomes will be in places where no tools are required for digging and no permanent vegetation or structure will be disturbed in order to find a gnome. None of the gnomes will be located more than three feet away from a designated, marked path, trail, parking lot or other public area. No gnome will be placed in a location that requires climbing or is on private property.

**Accessible means that anyone in a wheelchair, scooter, walker or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied - this includes access to parking, building entry, and accessible restroom/ toilet facilities*

Gig Harbor Arts Commission 2021 Creative Endeavors Grant Itemized Budget

Project: Gnomes Away From Home

Prepared by Justin Teerlinck

Non-requested expenses

Expense Item	Per Unit Cost	Total Units needed for project	Requested Amount
Skilled application of meaningful activity per occupational therapy expertise	\$140/hour	13 hours = \$1,820	\$0
Driving, hiking, physical set-up of project	\$30/hour	5 hours = \$150	\$0
Administrative tasks (e.g., addressing envelopes, mailing gift certificates, etc.)	\$15/hour	2 hours = \$30	\$0
Collaboration with community partners, publicity, promotion on social media, historical research	\$50/hour	5 hours = \$250	\$0

Non-requested expenses total: \$2,250

Requested expense items

"Gold" medallions/ pack of 6	\$12.99	2 packs	\$25.98
WIX website + domain	\$18.00/month	12 months*	\$216
Graphic design	\$34.71	2 hours	\$69.42
Color copies	\$0.57	100 copies	\$57.00
Gnome statuettes	\$1	24 units**	\$24
Envelops	\$1	20 units	\$1
First-class stamps	\$0.55	21 units	\$11.55
Web development	\$64.57	8 hours	\$516.56
Gift certificates	\$20	29 units	\$580

Project total: \$3,725.53

-Non-requested expenses: \$2,250.00

Requested expense items total: \$1,475.53

*It is often cheaper to pay for a website and domain by the year than per month. Deals vary day by day.

**Dollar Tree gnomes are sold in quantities of 24 units per case.



GIG HARBOR ARTS COMMISSION

CREATIVE ENDEAVOR GRANTS 2021

APPLICATION

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PLEASE NOTE: Project proposals must follow the State of Washington's COVID-19 guidelines.

Grants will be announced by late March 2021.

Please return completed applications to Cityclerk@gigharborwa.gov

Date of Application	02/26/21		
Organization Name or Individual's Name	Brenden & Jennifer Smith		
Name of Contact	Brenden Smith		
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the City on the applicant's behalf.</i>			
Address	[REDACTED] Fox Island WA 98333		
Phone Number	4 [REDACTED]	Email	[REDACTED]
Project Title	Behind the Scenes: Bringing a musical vision to life		
Date(s) of Project <i>Final project report and invoice must be received by December 8, 2021.</i>	Pre-production and rehearsals start in May Recording begins in July Post-production and editing will continue through August September: will start promotion and rehearsals for the live concert Concert with documentary to be presented and streamed on Saturday October 9th		
Amount Requested	\$12,800		
Total Budget <i>Attach a proposed detailed budget for this project.</i>	\$ see attachment		
Admission Charged	\$None		
Donations Accepted	☐ Yes ☒ No		
Is there at least one free or "pay what you wish" performance?	☒ Yes ☐ No		
Has this project received Arts Commission funding in the past?	☐ Yes ☒ No		
Please list other sponsoring Agencies to whom you have applied.	None		



3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project, even if only partially funded.

We have the original music composed and the vision to bring it to life through an audio recording. The City's funding will support our vision financially through funding the recording at a professional studio as well as paying the other musicians involved. The City will also support us in paying the documentary film director to document the process in order to share the behind-the-scenes look at the process with the Gig Harbor community. Finally, the funding will fund the payment for the musicians to perform part of the audio recording live at the final public presentation.

We are very proud of the music we have written and are so excited to bring this project to fruition but we can't do it without the City's funding. Unfortunately, this past year's pandemic has been very hard on the performing arts and we are not immune to that. We want to share this music and our vision of inspiring others by "pulling back the curtain" of the creative process, but it cannot happen without financial support.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.

We believe that the musicians in the Gig Harbor community have something special to offer and that people will be very interested once they become aware of this. That's why it's so important to us to capture the imagination of Gig Harbor residents through interactive social media engagement throughout the entire creative process as well as during the public presentation and concert. One of the perks of our digital age is that it enables projects like this to be easily experienced by those outside of Gig Harbor and events like the final showing of the documentary and the live concert can now be streamed all over the globe. The two of us already have an online presence which serves to enhance the possibilities of inviting the outside community into Gig Harbor's "living room". Yes, we are musicians in Gig Harbor, playing a concert in Gig Harbor, for the people of Gig Harbor, but the experience is for anyone with internet access to join us. We will advertise to both Gig Harbor residents as well as those outside Gig Harbor through facebook ads, social engagements posts as well as physical flyers.



PLEASE LIMIT RESPONSES TO 500 WORDS OR LESS, PER QUESTION.

1. Provide a summary of the project for which you are requesting financial support.

Our project welcomes the Gig Harbor community along on a behind-the-scenes journey as we take original music that we have composed and bring it to life through a recording project. We will work with a colleague and documentary film director to capture the process of writing, rehearsing and recording the original music in a short documentary film. The project culminates with a live presentation where we will show the documentary and share a live musical concert.

As classically trained musicians with music degrees, nobody knows better than us that there is a wealth of musical talent in Gig Harbor, but it largely goes unnoticed. As artists, we aren't content simply making art, we want to share it and inspire others! Having experience working in studios to complete other recordings, we know that recording is its own artform and we want to share that aspect with others. That's why we will include the Gig Harbor community in every step along the way. Through interactive media posted throughout the process, people will get a behind-the-scenes look at what goes into rehearsing and recording the original music. Engaging with the community will include social media posts with pictures, short videos, and blog posts inviting comments and questions from the community. We want to include everyone!

The recording project and its accompanying live concert will showcase a diverse mix of musicians (i.e. string quartet, oboe, trumpet, percussion, guitar, drums, etc.). At the final presentation we will screen the documentary and showcase the music with a live concert (following all COVID protocols). We are prepared to stream the presentation live for those who cannot attend the concert in person.

2. Please describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.

Communities thrive when they see the positive impact they make in the world and when they experience a collective sense of togetherness. Art is the perfect vehicle for creating this! The Gig Harbor community will benefit from the inclusive nature of our project, especially during this difficult time when COVID-19 has deprived us of gathering as a community to enjoy the arts. As "art begets art", so too will our project shine a light on how local artists are creating and processing the world through art and music-making, which will then inspire others to do the same.

We are experienced local artists and musicians who value strong relationships with our colleagues and are excited to showcase their strengths. The original music will be of interest to the community because of the diverse styles and talent included. As a creative entity we explore many different styles of music including classical, folk, rock and we include classically trained musicians as well as musicians that play in non-classical settings. It is this precise diversity of style and instrumentation that capture the public's imagination. We are both classically trained musicians ourselves, with degrees in musical composition and have years of experience writing music and performing.

The community will also benefit from the behind-the-scenes look at what it is like to take a musical vision to completion through an audio recording. The paradigm for artist/community has shifted and we want to honor that by using email, Instagram, etc to keep people abreast with our musings, experiments, and the process as a whole. We want to cultivate this artist/community relationship. The updates that we will provide along the way as well as the documentary that we will present at the end of the project will show rehearsals and how to prepare the music to be recorded. Seeing photos and video of the recording process will interest the community because a recording studio is a unique place to bring a musical vision to life. The community will witness the unique decisions that go into preparing music for recording and how relationships with others are key to bringing composed original music to life.

Finally, the community will benefit from hearing the final product of the audio recording made available online as well as in physical cd. The live presentation of the documentary and the live concert of music from the recording project will give the community a personal connection to the artists and offer a sense of togetherness and celebration.



VENUE ACCESSIBILITY INFORMATION

If this project involves a venue – is the venue ADA accessible*?

☒ Yes

☐ No

If No, share what considerations for accessibility have been made?

**Accessible means that anyone in a wheelchair, scooter, walker or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied - this includes access to parking, building entry, and accessible restroom/ toilet facilities*

GHAC Creative Endeavour Grant Budget for Brenden & Jennifer Smith

Rehearsing/Recording	Amount
Bear Creek Studio	
7 10-hour days of tracking at \$700 a day	\$4,900
3 10-hour days of mixing at \$500 a day	\$1,500
Musicians	
8 musicians, recording for \$300 each	\$2,400
Audio Post-Production	
Mastering	\$500
Physical CD creation	\$250
Production/Documentation	
Documentary Film Maker and Editor	
Landon Salyer	\$1,500
Live Presentation	
Musicians, 8 musicians at \$200 each	\$1,600
Advertisement	\$150
Total	\$12,800



GIG HARBOR ARTS COMMISSION

CREATIVE ENDEAVOR GRANTS 2021

APPLICATION

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PLEASE NOTE: Project proposals must follow the State of Washington's COVID-19 guidelines.

Grants will be announced by late March 2021.

Please return completed applications to Cityclerk@gigharborwa.gov

Date of Application	February 28, 2021		
Organization Name or Individual's Name	Jennifer Preston Chushcoff		
Name of Contact	Jennifer Preston Chushcoff		
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the City on the applicant's behalf.</i>			
Address			
Phone Number		Email	
Project Title	ECHOLOGY		
Date(s) of Project <i>Final project report and invoice must be received by December 8, 2021.</i>	June - November 2021, with the event scheduled to culminate at the Donkey Creek Chum Festival in November.		
Amount Requested	\$ 1647.52		
Total Budget <i>Attach a proposed detailed budget for this project.</i>	\$ 1647.52		
Admission Charged	\$ 0		
Donations Accepted	☒ Yes ☐ No		
Is there at least one free or "pay what you wish" performance?	☒ Yes ☐ No		
Has this project received Arts Commission funding in the past?	☐ Yes ☒ No		
Please list other sponsoring Agencies to whom you have applied.			



PLEASE LIMIT RESPONSES TO 500 WORDS OR LESS, PER QUESTION.

1. Provide a summary of the project for which you are requesting financial support.

Everything that we do creates a ripple, or echo, which reverberates through time, especially in our environment. ECHOLOGY highlights our unique ability to witness up-close the November return of Chum salmon to Donkey Creek Park and our opportunity to help protect the process. The first time that I witnessed spawning salmon was in Gig Harbor. It was an emotionally powerful moment and I'll never forget it.

My passions are protecting natural resources and sharing with others what I discover. I do this with both my visual and literary art, and by curating the work of other artists. For the proposed project, ten local poets will be asked to write eco-poems based on the annual salmon cycle and Puget Sound's ecology. The selected poems will be printed onto attractive, professionally printed aluminum plaques with rounded, safe edges (11"x14"), which will be staked into the ground.

The metal plaques will be equally spaced along the creekside trail that runs through Donkey Creek Park, Harbor History Museum and Austin Estuary Park. The poetry plaques will complement the Donkey Creek Chum Festival in November, hosted by Harbor WildWatch and the Harbor History Museum. I've already received permission from the Harbor History Museum director, Stephanie Lile, to install plaques on museum property.

The poems will increase awareness of this unique annual event and educate visitors about the importance of protecting salmon habitats. I'll also create a dedicated page on my website for the project with follow-up information. A small QR code will be printed on the lower corner of each poetry plaque to guide people to the appropriate page.

I'm an award-winning professional artist, author and poet with over 20 years' experience. My passion is to create opportunities for collaborative public art in the community. The projects I develop are well-researched, taking inspiration from history, geology and biology.

Combining subjects and artistic disciplines has culminated in many successful projects, from working with visual artists to creating videos for cable television. My book, *WA IS WATER: AN INTIMATE PORTRAIT* won a TAIP Grant from Tacoma for combining poems, photos and facts that explore the role of water in Washington State. My public art project *FLOW* illuminates our dependence on water with a series of five large photographs permanently mounted to the outside of a 1930's water pump house in Tacoma.

Most recently, I've been combining poetry with art for the local non-profit, Creative Colloquy, and personal projects. By receiving this grant, I will be able to continue bringing people together with art and generating interest in protecting our local waters and the unique ecology of the Salish Sea.

Since the plaques will be made of rust-proof aluminum, there is an option to turn them into semi-permanent or permanent installations. I'm happy to discuss this further.

Thank you for your consideration.

Jennifer Preston Chushcoff
253-225-0702
jchushcoff@me.com
www.byjenn.com

2. Please describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.

The ECHOLOGY project will increase awareness of Donkey Creek's unique salmon habitat and culminate at the annual Chum Festival. It will educate visitors about the importance of protecting salmon habitats and complement the upcoming Honoring Project.

There will also be a dedicated page on www.byjenn.com for people who want to learn more about protecting aquatic habitats. A small QR code will be printed on the lower corner of each poetry plaque to guide people to the appropriate page.

The ten local poets selected will also receive a small stipend and be given the opportunity to read their work within the Gig Harbor community at a free event accessible to all.



3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project, even if only partially funded.

The generous funding provided by the City for the ECHOLOGY poetry project will pay each accepted contributing poet a stipend, cover sign materials, graphic design, a social media campaign, dedicated webpage and installation of the metal plaques. The grant also allows me to contribute my experience to organizing this exciting project. Thank you for considering to support me as an independent artist, writer and curator.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.

Ten poetry plaques will be installed from June 1st to November 30th along the pedestrian creek trail that runs through Gig Harbor's Donkey Creek Park, Harbor History Museum and Austin Estuary Park.

The project will culminate at the Donkey Creek Chum Festival in November where selected poets will read their poems at an agreed upon time and place, preferably in the Harbor History Museum or alongside their poems, dependent on weather.

As an artist, poet and graphic designer for the local literary arts organization, Creative Colloquy, I am in a unique position to create all of the poetry plaques and the social media assets required. My connection to the local literary community and Creative Colloquy will also help publicize the installation and Chum Salmon Festival event.



VENUE ACCESSIBILITY INFORMATION

If this project involves a venue – is the venue ADA accessible*?

☒ Yes

☐ No

If No, share what considerations for accessibility have been made?

Donkey Creek Park, the Harbor History Museum and Austin Estuary Park are ADA accessible spaces. The trails are well-maintained and most people will find them accessible.

**Accessible means that anyone in a wheelchair, scooter, walker or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied - this includes access to parking, building entry, and accessible restroom/ toilet facilities*

Gig Harbor Arts Commission 2021 Creative Endeavor Grant Itemized Budget Project: Echology			
Requested Expenses			
Expense Item	Per Unit Cost	Total Units needed for project	Requested Amount
Graphic Design	\$34.71/hour	8 hours = \$277.68	\$277.68
Web design	\$64.57/hour	2 hours = \$129.14	\$129.14
Project management	\$40/hour	8 hours = \$320	\$320
Writers' stipends	\$50/writer	10 writers = \$500	\$500
Sign Materials	\$339/unit	+ tax (\$38.94) & shipping (\$41.90) = \$420.70	\$420.70
Requested expense items total: \$1,647.52			



GIG HARBOR ARTS COMMISSION

CREATIVE ENDEAVOR GRANTS 2021

APPLICATION

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PLEASE NOTE: Project proposals must follow the State of Washington's COVID-19 guidelines.

Grants will be announced by late March 2021.

Please return completed applications to Cityclerk@gigharborwa.gov

Date of Application	Feb. 26, 2021		
Organization Name or Individual's Name	Amanda Gresham UBMNA AG360		
Name of Contact	Barbara Hammerman		
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the City on the applicant's behalf.</i>			
Address	[REDACTED] GH,WA 98335		
Phone Number	[REDACTED]	Email	[REDACTED]
Project Title	FEST4ALL!™		
Date(s) of Project <i>Final project report and invoice must be received by December 8, 2021.</i>	6/20-21, 2021 Fest4All™ Make Music Day 10/2-3, 2021. Fest4All™ United by Music USA Concert & Workshop		
Amount Requested	\$8,500.00		
Total Budget <i>Attach a proposed detailed budget for this project.</i>	\$ 14,500.00		
Admission Charged	\$-0-		
Donations Accepted	☒ Yes ☐ No		
Is there at least one free or "pay what you wish" performance?	☒ Yes ☐ No		
Has this project received Arts Commission funding in the past?	☐ Yes ☒ No		
Please list other sponsoring Agencies to whom you have applied.	None yet: To create funding beyond Creative Endeavor award, Intention to apply for Lodging Tax Grant, seek sponsorship & donations		



PLEASE LIMIT RESPONSES TO 500 WORDS OR LESS, PER QUESTION.

1. Provide a summary of the project for which you are requesting financial support.

Project Name: FEST4ALL!™ CommUNITY through Music

We join the Arts Commissioners in believing that Gig Harbor is uniquely positioned to add significant opportunities to encourage and support access, create and enjoy music and other artistic activities for the greater Gig Harbor community and to engage people within the Gig Harbor area as well as attract people from outside this area.

The FEST4ALL™ Music Gathering will happen on two weekends in 2021:

FEE-FREE to participants and INCLUSIVE of All.

June 20-21, 2021. Fest4All™ ~ MAKE MUSIC DAY

October 2-3, 2021. Fest4All™ - UNITED BY MUSIC USA
Inclusion Concert & Workshop

FEST4ALL™ Project will

2. Please describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.

For the benefit of the greater Gig Harbor community, The FEST4ALL™ Music Gathering:

- Will attract musical talent not usually available outside of larger city markets.
- Encourage our communities to engage together in making music with these celebrated national and regional talents,
- Strengthen awareness of and support for the commonalities in the neuro-diverse and neuro-typical population.

FEST4ALL June 20-21, 2021 Further, these projects focus on having EVERYONE making music TOGETHER in public spaces, thus building UNITY through music.

FEST4ALL Oct 2-3, 2021 will be an anchor concert with the intent to collaborate with others in artistic arenas to provide a focus on the role the arts play professionally and socially in our communities. Potential collaborative organizations: Gig Harbor Film Festival, Community Theatre, and Art Studio tours.



3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project, even if only partially funded.

We love the name Creative Endeavor Project Grant!

The impact to the success of this two-event project is both financial and influential: The funds provided by the City through the Commission, plus the selection to be included in this year's awardee list.

The commitment of the City of Gig Harbor, through the Creative Endeavor Project Grant not only provides essential funds to bring these two connected events to our community for the first time, but also signals to the general public the importance of Inclusion in our daily and artistic lives.

We would like the Commission to know that we consider the very selection of our project to be granted funds to be important. This selection can be a catalyst for others to give and to collaborate in order to expand the ability to serve more people in our communities.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.

We're excited to be offering some elements of these two events in two ways: In-person, as Washington State Health Guidelines will permit, and also virtually online, LIVE and archived. With this dual outreach, Gig Harbor residents as well as anyone who is able to receive an internet signal will be able to participate!

For promotion we expect to use media resources such as social media, radio-TV, posters, convention and tourism offices, merchants association and all who have an interest in the success of the planned programs.

Added Outreach to attract musicians to Gig Harbor: A core part of both the June and October activities is to bring in our association with the national SongFarmers organization, which helps music lovers find a new, defined direction for their music. To gather the global community of front porch minded musicians and help them do good work, bring roots music education and entertainment to enhance communities by harnessing the tremendous energies of local musicians. We call our members "SongFarmers." A "SongFarmer" is any artist who uses their music to make their families, their hometowns, their careers better.



VENUE ACCESSIBILITY INFORMATION

If this project involves a venue – is the venue ADA accessible*?

☒ Yes

☐ No

If No, share what considerations for accessibility have been made?

**Accessible means that anyone in a wheelchair, scooter, walker or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied - this includes access to parking, building entry, and accessible restroom/ toilet facilities*

Make Music Day / Fest4All — REVISED ANSWERS

Q1. Provide a summary of the project for which you are requesting financial support.

We join the Arts Commissioners in believing that Gig Harbor is uniquely positioned to add significant opportunities to encourage and support access, create and enjoy music and other artistic activities for the greater Gig Harbor community and to engage people within the Gig Harbor area as well as attract people from outside this area.

The FEST4ALL™ Music Gathering will happen on two weekends in 2021:
FEE-FREE to participants and INCLUSIVE of All.

June 20-21, 2021. Fest4All™ ~ MAKE MUSIC DAY

October 2-3, 2021. Fest4All™ - UNITED BY MUSIC USA
Inclusion Concert & Workshop

FEST4ALL™ project will:

- *Bring high-draw musicians to the community for appearances & workshops
- *Engage & Showcase local, regional and national musicians, educators and workshop leaders
- *Blend in-person events PLUS on-line presentations to **engage more people**
- *Cultivate new audiences
- *Bring national recognition to Gig Harbor for International Make Music Day, National Americans with Disabilities Concert & Workshops.

Q2. Please Describe the benefit to the community and explain how this project will directly engage the audience and/or participants.

For the benefit of the greater Gig Harbor community, The FEST4ALL™ Music Gathering:

- Will attract musical talent not usually available outside of larger city markets.
- Encourage our communities to engage together in making music with these celebrated national and regional talents,
- Strengthen awareness of and support for the commonalities in the neuro-diverse and neuro-typical population.

FEST4ALL June 20-21, 2021 Further, these projects focus on having EVERYONE making music TOGETHER in public spaces, thus building UNITY through music.

FEST4ALL Oct 2-3, 2021 will be an anchor concert with the intent to collaborate with others in artistic arenas to provide a focus on the role the arts play professionally and socially in our communities. Potential collaborative organizations: Gig Harbor Film Festival, Community Theatre, and Art Studio tours.

Q3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project even if only partially funded

We love the name Creative Endeavor Project Grant!

The impact to the success of this two-event project is both financial and influential: The funds provided by the City through the Commission, plus the selection to be included in this year's awardee list.

The commitment of the City of Gig Harbor, through the Creative Endeavor Project Grant not only provides essential funds to bring these two connected events to our community for the first time, but also signals to the general public the importance of Inclusion in our daily and artistic lives.

We would like the Commission to know that we consider the very selection of our project to be granted funds to be important. This selection can be a catalyst for others to give and to collaborate in order to expand the ability to serve more people in our communities.

Q4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.

We're excited to be offering some elements of these two events in two ways:

In-person, as Washington State Health Guidelines will permit, and also virtually online, LIVE and archived.

With this dual outreach, Gig Harbor residents as well as anyone who is able to receive an internet signal will be able to participate!

For promotion we expect to use media resources such as social media, radio-TV, posters, convention and tourism offices, merchants association and all who have an interest in the success of the planned programs.

Added Outreach to attract musicians to Gig Harbor: A core part of both the June and October activities is to bring in our association with the national SongFarmers organization, which helps music lovers find a new, defined direction for their music. To gather the global community of front porch minded musicians and help them do good work, bring roots music education and entertainment to enhance communities by harnessing the tremendous energies of local musicians. We call our members "**SongFarmers.**" A "SongFarmer" is any artist who uses their music to make their families, their hometowns, their careers better.

AG360 - United by Music Make Music Day + Fest4All

FEST4ALL (tm) w/Make Music Day+United by Music USA+DME SongFarmers		
Personnel: Artist/musicians/producer/	4,500.00	
Space Rental/	1,000.00	
Equipment/backline/gear/chairs/heaters/lighting	3,000.00	
Marketing/promo/printing/videography	1,500.00	
Travel	1,500.00	
Artist meals	500 *	
Vol/shirts+ coordination	1,000.00	
Lodging	1,500.00	
TOTAL	14,500	
	*May not be permitted	



GIG HARBOR ARTS COMMISSION
CREATIVE ENDEAVOR GRANTS 2021

APPLICATION

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PLEASE NOTE: Project proposals must follow the State of Washington's COVID-19 guidelines.

Grants will be announced by late March 2021.

Please return completed applications to Cityclerk@gigharborwa.gov

Date of Application	2/26/2021		
Organization Name or Individual's Name	Gig Harbor BoatShop		
Name of Contact	Guy Hoppen		
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the City on the applicant's behalf.</i>	N/A		
Address	3805 Harborview Dr Gig Harbor, WA 98332		
Phone Number	(253) 857-9344	Email	info@gigharborboatshop.org
Project Title	Making 'The Eddon Boatyard History' video		
Date(s) of Project <i>Final project report and invoice must be received by December 8, 2021.</i>	Video production will resume mid-March 2021		
Amount Requested	\$ 1,500.00		
Total Budget <i>Attach a proposed detailed budget for this project.</i>	\$ 1,500.00		
Admission Charged	\$ Free		
Donations Accepted	☒ Yes ☐ No		
Is there at least one free or "pay what you wish" performance?	☐ Yes ☒ No		
Has this project received Arts Commission funding in the past?	☒ Yes ☐ No		
Please list other sponsoring Agencies to whom you have applied.	N/A		



PLEASE LIMIT RESPONSES TO 500 WORDS OR LESS, PER QUESTION.

1. Provide a summary of the project for which you are requesting financial support.

The Eddon Boatyard is a historic part of Gig Harbor that people locally and from around the country have visited. Unfortunately, the COVID-19 pandemic has prevented us from allowing the public to enjoy the boatyard and Gig Harbor BoatShop programming. Gig Harbor BoatShop is proposing the creation of an 'Eddon Boatyard History' video which would allow the community and visitors to expand their knowledge of the boatbuilding history of the site and to virtually enter the historic space. The video will touch on the significance of the Eddon Boat Company years and boatbuilding operations prior to those years. The digital program would allow the boatyard to be appreciated by visitors in a visually meaningful way regardless of when it is safe to reopen.

2. Please describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.

'The Eddon Boatyard History' video would allow the public to "see" the boatyard. The program would educate the public on the historic value of the Eddon Boatyard and its significance. The ultimate goal would be to encourage individuals from outside areas to visit Gig Harbor and the Eddon Boatyard in the future.

'The Eddon Boatyard History' video would be a free online event.



3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project, even if only partially funded.

Funding for this project would allow GHB to use professional videography services. This form of visual art would showcase the historic Eddon Boatyard and Gig Harbor BoatShop.

Although the program could be executed without funding, our current audio and video equipment is minimal and would significantly decrease the quality of the program. Funding from the City would allow us to work with a videographer to produce a quality video that showcases the boatyard.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.

The project will allow the public to view the Eddon Boatyard from the safety and comfort of their own home. COVID-19 restrictions have largely limited activities, and the 'The Eddon Boatyard History' video would allow the public to see the boatyard and learn about the site's history. We'll create outreach via a local press release, our website, social media platforms, etc. advertising the existence of the 'The Eddon Boatyard History' video.



VENUE ACCESSIBILITY INFORMATION

If this project involves a venue – is the venue ADA accessible*?

☐ Yes

☒ No

If No, share what considerations for accessibility have been made?

N/A; no venue

**Accessible means that anyone in a wheelchair, scooter, walker or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied - this includes access to parking, building entry, and accessible restroom/ toilet facilities*

**Gig Harbor BoatShop
Creative Endeavor Grant Budget**



Item Name	Cost
Josh Sherwin Video Productions \$70/hour at 21.4 hours	\$1,500.00
TOTAL	\$1,500.00



GIG HARBOR ARTS COMMISSION

CREATIVE ENDEAVOR GRANTS 2021

APPLICATION

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PLEASE NOTE: Project proposals must follow the State of Washington's COVID-19 guidelines.

Grants will be announced by late March 2021.

Please return completed applications to Cityclerk@gigharborwa.gov

Date of Application	February 26, 2021		
Organization Name or Individual's Name	Gig Harbor Sister Cities		
Name of Contact	Robert Anderson		
<i>If applicant is under the age of 18, please provide the name of an adult willing sign an agreement with the City on the applicant's behalf.</i>			
Address			
Phone Number		Email	
Project Title	Gig Harbor/Key Peninsula Heritage Day		
Date(s) of Project <i>Final project report and invoice must be received by December 8, 2021.</i>	We are exploring dates in October or November of 2021		
Amount Requested	\$ 5,000		
Total Budget <i>Attach a proposed detailed budget for this project.</i>	\$ 10,000 +		
Admission Charged	\$ 0		
Donations Accepted	☒ Yes ☐ No		
Is there at least one free or "pay what you wish" performance?	☒ Yes ☐ No		
Has this project received Arts Commission funding in the past?	☒ Yes ☒ No		
Please list other sponsoring Agencies to whom you have applied.	Since this is a completely new idea, you are our first.		



PLEASE LIMIT RESPONSES TO 500 WORDS OR LESS, PER QUESTION.

1. Provide a summary of the project for which you are requesting financial support.

The Gig Harbor Sister City Board of Directors was formed several months ago after the City Council and Mayor Kuhn approved creation of our group. We are currently under the fiscal umbrella of Rotary Club of Gig Harbor North's Foundation. We have five members of our initial board including Bob Anderson, president of Rotary North, Rick Offner from Midday Rotary, Chris Pellet from Rotary Club of Gig Harbor, Natalie Wimberley, a member of the Peninsula School Board, and Nick Markovich, president of Gig Harbor's Kiwanis Club.

Our initial outreach has been to Croatia and Norway because the non-native first settlers were from those countries and that ancestry continues to be significant in our population. We have had Zoom sessions with Rotarians in those two countries. However, the idea of a Gig Harbor/Key Peninsula Heritage Day allows us to include Native American as well as all current cultures represented in our area. We are in the earliest stage of designing the program, but believe it can include a wide range of ways to demonstrate and celebrate our cultural diversity.

2. Please describe the benefit to the community (see Funding Guidelines) and explain how this project will directly engage the audience and/or participants.

There are many different forms of Festivals in large and small communities. Gig Harbor has had a Maritime Festival for many years. We believe a Heritage Day can help us better understand who we have been and who we are today. South Carolina has had a Heritage Day event on St. Helena Island for the last 35 years. Currently, they attract from 8-10,000 visitors to their events.

Our goal this first year would be to engage our local community in a greater understanding of various cultures in our community. While Native Americans, Croatians and Norwegians, make up the base of our heritage we would like to expand outreach to the whole community. We would seek to engage local ethnic restaurants as well as persons from various ethnic backgrounds to tell the story of their heritage in food, music, art, and poetry.

The initial venues that we are considering are the Key Peninsula Civic Center and the Gig Harbor Maritime Museum.



3. Explain how the City's funding will support this project. If the project can still be done without City funding, show how the requested funds will improve the project, even if only partially funded.

We see the City's funding as seed money as we seek individual and corporate sponsors. Community advertising will be vital as we seek to attract volunteers for more in depth planning and for carrying out the event.

We also hope the event will help attract a small number of guests from our Sister Cities in Croatia and Norway. The event can provide a venue for formalizing those relationships and also our relationship with the Puyallup Tribe of Indians.

Additional fundraising would occur over the next three months and total event costs would be determined by the amount we can raise.

We believe the Endeavor Grant support will be vital to demonstrate our community support as we reach out to others. Holding an event in October or November would allow us another way to attract visitors outside our typical tourist season.

4. Explain how the project will target Gig Harbor residents or, if the event is designed to bring in visitors from outside the area, how you will advertise to those visitors.

The event will target Gig Harbor and Key Peninsula residents as volunteers in both the planning and implementation. It will provide us with an opportunity to inventory and celebrate our own cultural heritage. We would take the first few months to develop a planning team and begin to brainstorm various activities. We will work to have a volunteer planning team that is inclusive of many different heritages. Volunteers will also be important to help us solicit sponsors and identify various activities for those days.

We will explore ways to encourage young persons to explore their personal family heritage. As a prelude Rotarians have discussed opportunities for high schools students to connect with persons in senior centers. Rotary Clubs has placed Peace Poles that share the words "May Peace Prevail on Earth" in 8 languages. We would hope to dedicate another on the south end of Key Peninsula this fall. In the past someone from the Puyallup Tribe of Indians has assisted with the dedication.

Many more ideas will be developed as we gather local persons through Zoom and eventually in person.



VENUE ACCESSIBILITY INFORMATION

If this project involves a venue – is the venue ADA accessible*?

☒ Yes

☐ No

If No, share what considerations for accessibility have been made?

**Accessible means that anyone in a wheelchair, scooter, walker or on crutches or cane(s) can gain access and entry to and enjoy/participate in the event being held as can anyone who is temporarily able-bodied - this includes access to parking, building entry, and accessible restroom/ toilet facilities*

- Project-specific purchases: supplies, materials.
- Rentals: space, supplies, materials, equipment.
- Personnel, including artist presentations and workshops.
- Creation and/or documentation of the work, event, or performance.
- Production costs: events, installations, exhibits, programs.
- Travel necessary for the event.
- Marketing and promotion.

Budget Proposal for Gig Harbor, Key Peninsula Heritage Day 2021

Supplies & Materials	\$400
Rentals	\$600
Personnel	\$4,000
Production Costs	\$1,000
Travel	\$500
Marketing and promotion	\$3,500
 Total	 \$10,000
 Amount of grant request.	 \$5,000



Business of the City Council City of Gig Harbor, WA

Subject: Utility Revenue and Rate Studies – Professional Services Contract

Dept. Origin: Public Works

Proposed Council Action: Approve and authorize the Mayor to execute a Professional Services Contract with Peninsula Financial Consultants in an amount not to exceed \$63,200.

Prepared by: Jeff Langhelm, PE 

For Agenda of: March 22, 2021

Exhibits: Professional Service Contract with Scope and Fee

Concurred by Mayor:

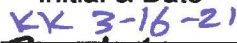
Approved by City Administrator:

Approved as to form by City Atty: VIA EMAIL: 3/15/21

Approved by Finance Director: by email: 3/16/21

Approved by Public Works Dir.:  3/15/21

Initial & Date

 3-16-21

 3/15/2021

VIA EMAIL: 3/15/21

by email: 3/16/21

 3/15/21

Expenditure Required	\$63,200	Amount Budgeted	\$74,000	Appropriation Required	\$0
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INFORMATION/BACKGROUND

As you know, the City owns, manages, and operates three utilities, which include water, wastewater, and stormwater. The rates for these utilities were last updated in 2014 when the monthly rates were established by ordinance to adjust annually from 2015 through 2020. The 2014 utility rate adjustment also included an adjustment to the one-time general facilities charges for each utility.

The City has dedicated funds as part of the 2021 Budget to once again update the City's utility rates. The proposed contract also requests efforts to develop and consider alternative methods to collect revenue for the stormwater utility.

These rate adjustments are based on many factors including adjustments in operating costs and future capital expenditures. The proposed professional services contract will have Peninsula Financial Consultants review the 6-year and 20-year capital project list developed by the recently completed utility comprehensive plans.

The City has successfully worked with Peninsula Financial Consultants for many years for all aspects of utility rates including studies to adjust rates, utility comprehensive plans, and utility bonding.

FISCAL CONSIDERATION

This project is funded in the City's 2021 Budget from multiple sources. All anticipated 2021 funding sources and project expenses are outlined in the table below.

2021 Budgeted Project Funds	
Stormwater Operating	\$ 47,333
Water Operating	\$ 13,333
Wastewater Operating	\$ 13,334
Total =	\$ 74,000
2021 Anticipated Project Expenses	
Peninsula Financial Consultants Professional Services Contract	(\$ 63,200)
Remaining 2021 Budget =	\$ 10,800

BOARD OR COMMITTEE RECOMMENDATION

None

RECOMMENDATION/MOTION

Approve and authorize the Mayor to execute a Professional Services Contract with Peninsula Financial Consultants in an amount not to exceed \$63,200.

**PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
PENINSULA FINANCIAL CONSULTING**

THIS AGREEMENT is made by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and Peninsula Financial Consulting, a Washington corporation (the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in the General Facility Charge Analysis and Rate Study, and Stormwater Utility Rate Structure Analysis and desires that the Consultant perform services necessary to provide the following consultation services; and

WHEREAS, the Consultant agrees to perform the services more specifically described in the Scope of Work including any addenda thereto as of the effective date of this Agreement, all of which are attached hereto as **Exhibits A-1 and A-2 – Scope of Work**, and are incorporated by this reference as if fully set forth herein;

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

TERMS

1. **Retention of Consultant - Scope of Work.** The City hereby retains the Consultant to provide professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as **Exhibits A-1 and A-2** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. **Payment.**

A. The City shall pay the Consultant an amount based on time and materials, not to exceed Sixty-three Thousand Two Hundred Dollars and Zero Cents (\$63,200.00) for the services described in Section 1 herein. This is the maximum amount to be paid under this Agreement for the work described in **Exhibits A-1 and A-2**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant's staff and billing rates shall be as described in **Exhibits B-1 and B-2 – Schedule of Rates and Estimated Hours**. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibits A-1 and A-2** or bill at rates in excess of the hourly rates shown in **Exhibits B-1 and B-2**, unless the parties agree to a modification of this Contract, pursuant to Section 17 herein.

B. The Consultant shall submit monthly invoices to the City after such services have been performed, and a final bill upon completion of all the services described in this Agreement. The City shall pay the full amount of an invoice within 45 days of receipt. If

the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within 15 days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

3. **Duration of Work.** The City and the Consultant agree that work will begin on the tasks described in **Exhibits A-1 and A-2** immediately upon execution of this Agreement. The parties agree that the work described in **Exhibits A-1 and A-2** shall be completed by March 1, 2022; provided however, that additional time shall be granted by the City for excusable days or extra work. Further, the parties may extend the duration of this Agreement consistent with the terms of Section 17 below.

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

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

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

7. **Indemnification.**

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

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

8. Insurance.

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

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

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

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

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

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Employer's Liability, each accident \$1,000,000, Employer's Liability Disease-each employee \$1,000,000, and Employer's Liability Disease - Policy Limit \$1,000,000.
4. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim.

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

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

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

G. Verification of Coverage. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

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

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

11. Records.

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

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

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

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

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

or relinquishment of said covenants, agreements, or options, and the same shall be and remain in full force and effect.

14. Resolution of Disputes and Governing Law.

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

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

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

CONSULTANT:
ATTN: Ashley Emery
Peninsula Financial Consulting
PO Box 354
Brinnon, WA 98320
360-796-4903 (office)
206-284-3147 (cell)

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

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

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

IN WITNESS WHEREOF, the parties have executed this Agreement this _____
day of _____, 2021.

CONSULTANT

By: Ashley Emery
Its: president

CITY OF GIG HARBOR

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Exhibit A-1

Scope of Work

2021 City of Gig Harbor

Stormwater Utility Rate Structure Analysis

Introduction

The City of Gig Harbor operates stormwater utility that generates operating revenues from a single monthly rate expressed in terms of customer's impervious surface area. Impervious surface area is assumed to directly impact the amount of runoff from a property that must be addressed by the City either as surface water or in adjacent areas in higher groundwater flows. This study will identify additional metrics that can be used in conjunction with impervious surface area to more equitably allocate operating costs to customers. The total cost estimate for this work (see attached Exhibit B-1) is a not to exceed amount of \$20,100.

TASK 1- IDENTIFY ALTERNATIVE RATE METRICS

I will review the current stormwater rate structures of surrounding cities to identify alternative rate metrics currently being used. I will also develop a working paper explaining what we are allowed to per the RCW with utility rates and how the stormwater utility can be partitioned into different activities such as flow control and water quality. This summary document will also outline different metrics that are available and examples of how they can be allocated to different utility operations. Using this document as a guide I will work with City staff to identify all metrics (e.g., customers, multi-family units, registered vehicles, trip counts, parking slots, etc.) that can be linked with impacting the cost to run the stormwater utility.

TASK 2 - ALLOCATE RATE METRICS TO OPERATING EXPENSES

In this task the metrics that have been identified in Task 1 as impacting the stormwater utility will be matched with utility operating expenses. Unfortunately, many existing expenses within the stormwater utility will be too broad or generic to assign to a single metric. Therefore, working with City engineering we will identify criteria that can be used to isolate or impute a specific expense associated with a general expense and link it to a new metric.

TASK 3 – DEVELOP NEW RATE STRUCTURE

It is important that we accurately predict the financial impact of any change to rates. Because we are exploring changing the actual structure of the rates it is a given that the financial impact on customers will not be linear. There could be dramatic swings in certain customers monthly rates. Therefore, I will develop a revenue model for the stormwater system that can be used to verify the accuracy of financial predictions and also used to illustrate the financial impact to individual customers as well as customer groups. This will enable staff to see the impact to customers as they review and assess

the efficacy of various rate structure alternatives and adjust the rate structure accordingly.

The final step is to develop a new schedule of monthly stormwater rates that when applied to the existing customer base will generate monthly operating revenue equal to current revenues or the amount needing to be generated as identified in the concurrent Utility Rate Study being performed.

TASK 4 - MEETINGS

I anticipate five meetings with staff in order to develop GFCs and rate recommendations and review findings prior to public dissemination.

TASK 5 - DOCUMENTATION

A report will be prepared that completely documents the data, process, and calculations utilized in determining stormwater monthly rates. The report will be transmitted to the City electronically in an agreed to format.

TASK 6 - CITY COUNCIL MEETING AND PRESENTATION MATERIAL

It is expected that three public meetings will be necessary to inform the public and review finding with the City Council. A summary PowerPoint presentation will be created and used to guide public discussions.

EXHIBIT B-1
SCHEDULE OF RATES AND ESTIMATED HOURS

EXHIBIT

FINANCIAL CONSULTING SERVICES
SCOPE AND ESTIMATED COST

Project Title: Stormwater Utility Rate Structure Analysis

TASKS		Hours	Cost
1.	Identify rate metrics	28	\$ 3,500
2.	Allocate metrics to expenses	16	\$ 2,000
3.	Develop set of rates	32	\$ 4,000
4.	Staff meetings (5)	40	\$ 5,000
5.	Documentation/Report	12	\$ 1,500
6.	Public presentations (3) and presentation material	28	\$ 3,500
Total		156	\$ 19,500
Hourly Rate:		\$ 125.00	
Total Labor Cost		\$ 19,500	
Mileage & Expenses (Mileage @ \$0.56/mile)		\$ 600	
Printing		\$ -	
TOTAL ESTIMATED COST:		\$ 20,100	

Exhibit A-2

Scope of Work

2021 City of Gig Harbor

General Facility Charge Analysis

& Utility Rate Study

Introduction

This scope of work includes calculation of general facility charges (GFCs) and a six-year schedule of recommended monthly rates for the City's water, sewer, and stormwater utilities. Unless specifically identified, all tasks described herein refer to all three utilities. The total cost estimate for this work (see attached Exhibit B-2) is a not to exceed amount of \$43,100.

Overview

General facility charges, or GFCs, are charges paid by a new customer connection to a utility system. There are many different terms used when discussing connection charges; however, a connection charge can include three components. The first, called a site facility charge is for the cost of physically connecting a customer to a system. The second component, called a local facility charge, is for the cost of the local facilities to serve a specific area such as a trunk and distribution main running down the street in front of a property. These charges are sometimes assessed as a front footage fee based on the length of the property abutting the street being served. A third component, called a general facility charge (GFC) is for facilities that provide a regional benefit, such as a treatment plant. Agencies frequently combine local and general facility charges because, for example, the minimum water pipe size may be based on providing fire flow. Since fire flow is often considered a general benefit, all water pipe is also considered of general benefit and there is no need to segregate water pipe between piping providing local and general benefit.

A GFC may include pro-rate share of the cost of existing facilities (existing facility component) and a pro-rata share of planned facilities (future facilities component). The existing facility component offsets the historical contributions from existing customers used to acquire existing assets of benefit to a new customer. The future facility component contributes towards capital improvement cost needed to serve customers in the future and is intended to minimize the impact to existing customers to fund the construction of facilities that may only be required due to growth.

The approach used in this analysis to determine GFCs is to compute the maximum amount a City may charge that is supportable by Washington State law and case law associated with GFCs. The City may then elect to adopt water, sewer, and stormwater GFCs, up to these maximum amounts that are consistent with City policies and goals.

This study will provide the City updated GFCs and with a five-year schedule of recommended monthly service rates necessary to fund operations, construct required capital improvements, and fund reserve balances.

TASK 1 - GENERAL FACILITY CHARGE ANALYSIS

The following activities will be performed as part of the determination of general facility charges for the water, sewer, and stormwater utilities. Note that as discussed, recommended GFCs will be stated in terms of a dollar per ERU (equivalent residential unit) and a single, Citywide GFC will be determined for each utility. An ERU converts the flow from a larger customer such as a commercial or multi-family connection into the equivalent flow of that of a single-family residence and is commonly used in combination with water meter size to establish GFCs for a new customer.

Task 1A - Gather Customer & System Data

The following is a preliminary list of data that is required to calculate a GFC:

- Utility revenues and expenses for the last 4 calendar years
- Number and type of utility customers
- Copies of all outstanding debt schedules and bond ordinances
- List of capital improvement projects (segregated between developer and City funded projects)
- Growth projections
- Inventory and costs for all major infrastructure (net plant in service)
- Annual water consumption and wastewater flows
- System and facility design capacities (e.g., average and maximum day wastewater flow, well pumping rates, reservoir storage, etc.)
- Annual depreciation
- Current water & sewer utility reserves
- Identification of fiscal policies (e.g., percentage of depreciation to be collected from rates, debt coverage factors, etc.)
- Copies of current GFC and rate ordinances

Task 1B - Review Planned Capital Improvements

Each planned capital improvement will be reviewed to identify the benefit to existing and future customers. Projects that will be developer funded will be excluded from the GFC, since growth is already paying for these improvements. We will identify the total number of existing and future customers (ERUs) benefiting from each capital improvement based on a review of design capacities and capacities available to provide benefit to future customers.

Task 1C - Calculation of Single-system Wide Water GFC

Per discussions with City staff, a single GFC for each utility will be calculated. GFCs will be stated in terms of a dollar per ERU.

TASK 2 – RATE INCREASE RECOMMENDATIONS

Task 2A – Gather Financial Data

This task supplants financial data already gathered to calculate GFCs in Task 1A. The financial data listed below will be used to develop a budget forecast to be used in defining revenue requirements. The following is a preliminary list of data that is required to provide rate recommendations:

- Utility revenues and expenses for the last 4 calendar years
- Number and type of utility customers
- Annual depreciation
- Identification of fiscal policies (e.g., percentage of depreciation to be collected from rates, debt coverage factors, etc.)
- Copies of current rate ordinances
- Copies of all interlocal agreements or contracts for providing utility service
- Customer water flows for wholesale customers

Task 2B – Financial Model Development

A custom financial budget forecast model will be developed to guide discussions and planning with City staff. The budget forecast model utilizes visual basic programming within EXCEL to enable clients to interact with the model using only a computer mouse. The model allows users to change a multitude of planning and financial variables to identify a comprehensive plan to financially operate the water, sewer, and stormwater utilities for the next 5 years. The model allows users to change numerous variables including rates and connection charges, growth, capital improvement timing and funding sources, inflation, etc. The model is part of the work product and will be turned over to the client as part of the completion of the study.

Once the model has been developed, it will be used in interactive meetings with City staff (engineering, planning, administration) to define revenue requirements

Task 2C – Defining Revenue Requirements

The revenue requirements of a utility define the amount and timing of revenue to be generated from monthly rates. Using the budget model, we will meet with City staff in a workshop setting to analyze and set projected operating costs, the timing and cost of capital improvements, and capital funding sources (e.g., debt funding). The model will then be used to change these variables to assess the resulting rate revenue required to be generated from both existing and new customers due to growth (revenue requirements).

Task 2D – Review Existing Rate Equity

Existing rates for the various customer classes will be reviewed including a comparison of revenues generated within each rate class versus amount of water used or sewer generated. This will provide staff an indication of potential rate inequity upon which to direct additional analyses. In Addition, discount rates for low-income customers will be

reviewed and the financial impact of changing the income level and or discount rate will be assessed. If possible, a method to update these rates will be developed.

Task 2E – Rate Recommendations

Once revenue requirements have been defined, percentage increases to existing rates will be identified, as it relates to operating cost structure, that will provide the necessary revenue. The intent of this study is not to undertake a cost of service rate analysis but rather to modify the magnitude of existing rates within the current rate structure to improve rate equity among customers and to generate needed revenues. Recommended rate modifications might include non-uniformly increasing the magnitude of water base charges and volume rates, or increasing commercial sewer base charges greater than residential base charges. We will provide City staff rate alternatives that meet revenue requirements, promote City policies and goals (e.g., conservation) and promote rate equity.

The City also provides water and sewer service through wholesale agreements to several customers. This scope of work includes a review of all wholesale agreements and recommendations for any wholesale rate increases that are consistent with planned rate increases for retail customers. At this time, this scope of work does not entail a cost of service analysis for wholesale rates, however, if a more rigorous approach is required by contract or circumstances then an addendum to this scope will be provided to address the additional work.

The City has also specifically requested the following to be analyzed:

- Create flat rate water tap in connection fee to be charged up front (Special Charges 13.04.070)
- Review & update low income senior income threshold. Determine process to update annually. Also, determine if this should be extended to all low income citizens per ordinance 941. (This code not reflected in 13.32 but discount is applicable to sewer)
- Create irrigation only rate
- Create hydrant/shop & construction billing rate & procedure (Only mentioned in PW standards and policy not clear)
- Add to winter average verbiage to include the minimum/default of 10 ccf or similar business average (13.32.010 - G) and also create winter average policy for dock customers

TASK 3 MEETINGS

I anticipate five meetings with staff, the Public Works Committee, and City Council study session in order to develop GFCs and rate recommendations and review findings prior to public dissemination. Presentation materials will be developed for meeting involving City Council members.,

TASK 4 DOCUMENTATION

A report will be prepared that completely documents the data, process, and calculations utilized in determining the recommended GFCs and rate increases. The report will be transmitted to the City electronically in an agreed to format.

TASK 5 CITY COUNCIL MEETING AND PRESENTATION MATERIAL

It is expected that three public meetings will be necessary to inform the public and review finding with the City Council. A summary PowerPoint presentation will be created and used to guide public discussions.

EXHIBIT B-2
SCHEDULE OF RATES AND ESTIMATED HOURS

EXHIBIT

FINANCIAL CONSULTING SERVICES
SCOPE AND ESTIMATED COST

Project Title: 2021 Utility GFC & Rate Study

TASKS	Hours	Cost
1. General Facility Charges		
A Gather data	8	\$ 1,000
B Review planned capital improvements	20	\$ 2,500
C Calculate system wide GFCs for water, sewer, and stormwater	40	\$ 5,000
2. Recommended Rate Increases		
A Gather financial data	18	\$ 2,250
B Financial budget modeling	36	\$ 4,500
C Define revenue requirements	32	\$ 4,000
D Review existing rate equity	40	\$ 5,000
E Rate recommendations	36	\$ 4,500
3. Staff meetings (5)	30	\$ 3,750
4. Documentation/Report	40	\$ 5,000
5. Public presentations (3) and presentation material	40	\$ 5,000
Total	340	\$ 42,500

Hourly Rate: \$ 125.00

Total Labor Cost \$ 42,500

Mileage & Expenses (Mileage @ \$0.56/mile) \$ 600

Printing \$ -

TOTAL ESTIMATED COST: \$ 43,100



Business of the City Council City of Gig Harbor, WA

Subject: Pierce Transit Trolley 2021

Dept. Origin: Tourism & Communications

Proposed Council Action: Approve Interlocal Agreement

Prepared by: Laura Pettitt

For Agenda of: March 22, 2021

Attachment: Interlocal Agreement

**Initial &
Date**

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Department Head:

12-3-15-21
12-03/14/2021

Expenditure Required	\$41,059.43	Amount Budgeted	\$20,000	Appropriation Required	\$0
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INFORMATION/BACKGROUND

Pursuant to the terms of the Agreement between Pierce Transit and the City of Gig Harbor, dated February 24, 2014, Gig Harbor agrees to pay the Community Investment amount listed above for the 2021 PT Trolley Service to offset the adult fare charged to customers of the Service.

This cost has been offset by donations from city partners in years past totaling \$20,000. A donation pledge for \$5,000 from the Uptown Business District has been signed and received, donation agreement forms for the other three past donors have been distributed and are pending.

FISCAL CONSIDERATION

The allocation of Lodging Tax funds is provided for in the 2021 Budget.

BOARD OR COMMITTEE RECOMMENDATION

RECOMMENDED MOTION

Move to approve ILA 1174



**Amendment to 2014 Master Interlocal Agency Agreement
Between City of Gig Harbor and Pierce Transit
2021 Trolley Service Cost-Sharing Agreement**

- I. **Service Cost Estimates and Monetary Contributions:** Monetary contributions by the City of Gig Harbor and Pierce Transit pursuant to Interlocal Agreement for Trolley Service dated February 24, 2014 for the 2021 Seasonal PT Trolley Service are described below.
- A. The estimated cost is a planning level estimate based on the hours and miles identified by Pierce Transit. The 2021 PT Trolley Service is proposed to operate from June 13, 2021 to September 2, 2021. The actual hours and miles needed to operate the service is determined by Pierce Transit during the scheduling of the service prior to implementation.
 - B. Pierce Transit's targeted system average fare box recovery rate is 16% based on a \$2.00 adult fare. The City of Gig Harbor partnership will allow customers to be charged a \$.50 adult fare, a 75% discount to customers of the usual adult fare, for the seasonal 2021 Trolley Service. The City of Gig Harbor agrees to contribute the estimated targeted 16% fare box recovery to achieve Pierce Transit's average fare box recovery rate. Pierce Transit will deduct fare box revenue from the final invoice to the City of Gig Harbor to achieve at least a 16% fare box recovery rate.
 - C. The City of Gig Harbor's maximum estimated cost is \$41,059.43. Pierce Transit's estimated cost is \$215,562.03. If actual costs exceed the estimated amount, Pierce Transit will be liable for the higher cost as long as the service provided does not change significantly. If the parties agree to alter the service in ways that result in an increase in service hours, then this cost-sharing agreement will be renegotiated.
 - D. Due to the extraordinary circumstances related to COVID-19, this 2021 Cost Sharing Agreement between the City of Gig Harbor and Pierce Transit requires flexibility with respect to the 2021 Trolley season. As such, appropriate start dates, pro-rated invoicing, and/or termination of the 2021 Trolley season will be coordinated between the City of Gig Harbor and Pierce Transit. Cancellation of the 2021 Trolley season does not terminate the 2014 Master Agreement between said agencies.

II. **2021 Trolley Service Estimates:**

Estimated 2021 Trolley Service Hours	1,681.00
Estimated 2021 Budgeted Cost Per Service Hour	<u>\$152.66.00</u>
Estimated Cost to Operate Service	\$256,621.46
PT Targeted Average Fare Box Recovery Rate	16%
Community Investment Required (16% x Estimated Cost to Operate Service)	\$41,059.43



Pierce Transit will deduct actual Gig Harbor
Trolley fare box revenue, up to 16%
partnership funds, from the final invoice.

Estimated Financial Contributions

Pierce Transit	\$ 215,562.03
City of Gig Harbor	<u>\$ 41,059.43</u>
Estimated Cost to Operate Service	\$ 256,621.46

Pursuant to the terms of the Parties' Agreement, dated February 24, 2014, Gig Harbor agrees to pay the Community Investment amount listed above for the 2021 PT Trolley Service to offset the adult fare charged to customers of the Service.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement on the 26th day of January 2021.

CITY OF GIG HARBOR

**PIERCE COUNTY PUBLIC
TRANSPORTATION BENEFIT AREA
CORPORATION**

By:

By:

Kit Kuhn
Mayor

Susan Dreier
Chief Executive Officer

Date: _____

Date: _____

Business of the City Council
City of Gig Harbor, WA

Subject: Employee Engagement
Professional Services Contract with Nash
Consulting

Proposed Council Action: Authorize the
Mayor to sign the Professional Services
Contract with Nash Consulting in an amount
not to exceed \$43,000.00

Dept. Origin: Administration

Prepared by: Sofia Mabee, Labor Attorney

For Agenda of: March 22, 2021

Exhibits: Professional Services Contract

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Department Head:

Initial & Date

3-16-21 KK

403/6/2021

via email 3/12

via phone 3/16

Expenditure	Amount	Appropriation	
Required \$ 43,000	Budgeted \$ 0	Required	\$0

INFORMATION / BACKGROUND

Presented for the City Council's consideration is a professional services contract with Nash Consulting. Nash Consulting is a Washington firm prepared to assist the City in improving employee engagement and satisfaction through services such as leadership training and frontline employee workshops. Once engaged, Nash Consulting will also be available to assist the City in identifying other action items for follow-up based on the results of the City's employee engagement survey. Nash Consulting has over 25 years of experience assisting private and public sector organizations, including the City of Seattle, Seattle City Light, and the City of Tacoma.

FISCAL CONSIDERATION

This item is not budgeted. The cost will be distributed proportionately amongst all departments based on the number of employees in each and it appears these costs can be absorbed in the 2021 Budget. If necessary, a budget amendment will be presented at year end to cover any cost that exceeds the 2021 Budget.

RECOMMENDATION / MOTION

Move to: Authorize the Mayor to sign the Professional Services Contract with Nash Consulting in an amount not to exceed \$43,000.00.

**PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
NASH CONSULTING**

THIS AGREEMENT is made by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and Nash Consulting, a Washington State corporation (the "Consultant").

RECITALS

WHEREAS, the City desires professional HR consulting services; and

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

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

TERMS

1. **Retention of Consultant - Scope of Work.** The City hereby retains the Consultant to provide professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this Agreement. Any additional services beyond the scope of work identified in **Exhibit A** must be authorized by the City in advance in writing and will be subject to the billing rates described in **Exhibit B**.

2. **Payment.**

A. The City shall pay the Consultant an amount based on time and materials, not to exceed Forty-three Thousand Dollars (\$43,000.00) for the scope of work in **Exhibit A**. This is the maximum amount to be paid under this Agreement for the work described in **Exhibit A**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant's staff and billing rates shall be as described in **Exhibit B – Schedule of Rates**. The Consultant shall not bill at rates in excess of the hourly rates shown in **Exhibit B**, unless the parties agree to a modification of this Contract, pursuant to Section 17 herein.

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

C. **Cancellation.** 100% of the fees associated with any half or full-day service shall be due if the engagement is cancelled with less than a seven-day notice, even if that specific day is rescheduled. Exceptions to this clause due to extenuating circumstances can be (and often are) made on a case-by-case basis.

3. **Duration of Work.** The City and the Consultant agree that work will begin on the tasks described in **Exhibit A** on a mutually agreed upon date. The parties agree that the work described in **Exhibit A** shall be completed by December 31, 2021; provided however, that additional time shall be granted by the City for excusable days or extra work. Further, the parties may extend the duration of this Agreement consistent with the terms of Section 17 below.

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

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

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

7. **Indemnification.**

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

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

8. Insurance.

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

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

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

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

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

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

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

and Commercial General Liability insurance:

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

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

G. **Verification of Coverage.** The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

9. **Ownership.** All intellectual property rights in and to all documents, work product, and other materials that are delivered to the City under this Agreement or prepared by or on behalf of the Consultant under this Agreement shall be owned by the Consultant. On a case-by-case basis and for a fee, the Consultant offers a license to use select deliverables to sustain and continue the learning within a client's organization. If a license is entered into by the parties for use of deliverables, that license will become an addendum to this Agreement.

10. **Compliance with Law.** The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

11. **Records.**

A. The Consultant shall keep all records related to this Agreement for a period of three years following completion of the work for which the Consultant is retained. The Consultant shall permit any person authorized by the City for audit purposes to inspect such records at all reasonable times during regular business hours of the Consultant. Upon request, the Consultant will provide the City with reproducible copies of any such

records for audit purposes. The copies will be provided without cost if required to substantiate any billing of the Consultant.

B. Consultant acknowledges that the City is an agency governed by the public records disclosure requirements set forth in chapter 42.56 RCW. Consultant shall fully cooperate with and assist the City with respect to producing any public records as required by law. Consultant's failure to comply with this requirement shall be deemed a material breach of this Agreement. To the extent that the City incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, the Consultant shall indemnify and hold harmless the City as set forth in Section 7. For purposes of this section, the terms "public records" and "agency" shall have the same meaning as defined by chapter 42.56 RCW, as construed by Washington courts.

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

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

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

14. Resolution of Disputes and Governing Law.

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

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

15. Written Notice. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the

addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

CONSULTANT:
ATTN: Ethan Nash
Nash Consulting
18527 Hazel St.
Leavenworth, WA 98826
(509) 630-0841

City of Gig Harbor
ATTN: City Administrator Bob Larson
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335
(253) 851-6127

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

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

IN WITNESS WHEREOF, the parties have executed this Agreement this _____ day of _____, 2021.

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its: _____

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Exhibit A

Scope of work

Onboarding, pre-planning, workshop planning (3-hour estimate)	\$1,170
Interviews with leadership team	\$3,120 (estimate for 11 interviews)
Interview data sorting, write up, curriculum design (4.5-hour estimate)	\$480
Half-day senior leadership workshop	\$2,500
5-day <i>Managing with Mind & Heart</i> workshop series (one group of up to 25 managers and supervisors)	\$17,500
Frontline employee workshop	\$3,500/day for 3 groups (up to 30 employees per group) for a total of \$10,500
Sustainability follow-up meeting with executive leadership (2-hour estimate)	\$780
Annual performance evaluation process consulting (4-hour estimate of non-direct work, 12-hour estimate of direct client work)	\$4,750
Employee engagement survey review and recommendations (4-hour estimate of non-direct client work, 4-hour estimate of direct client work)	\$2,200
Total	\$43,000

Costs stated above are exclusive of reasonable travel and printing expenses.

Exhibit B – Schedule of Rates

Direct client hourly work (phone meetings, interviews, coaching, etc.)	\$390/hour
Non-direct client hourly work (report writing, etc.)	\$160/hour
Full-day trainings and meetings (1 or 2 days)	\$4,800/day
Full-day trainings and meetings (3 or 4 days)	\$4,500/day
Full-day trainings and meetings (5 days or more)	\$4,000/day
Half-day trainings and meetings	\$2,500/half-day
Individual Coaching	\$3,800/three-months



Leadership Development

Scope of Work Prepared For

City of Gig Harbor

Updated March 16th, 2021

Ethan@nashconsulting.com

509.630.0841

[Website](#) | [LinkedIn](#) | [Facebook](#) | [Podcast](#) | [Blog](#)

Project Outline

We are submitting our proposal to provide City of Gig Harbor with a partner in designing and implementing a leadership training program.

We believe we are uniquely qualified to provide this important service based on:

- Our over 25 years of experience serving private and public sector organizations
- Our proven outcomes
- Our team of skilled consultants and trainers
- Our highly effective "Managing with Mind & Heart" leadership training series
- Our follow-up practices and our best-practice sustainability training (avoiding "flavor of the year")

One of our core beliefs is that organizations function at their best when everyone in a leadership role is practicing the "Top 15 Management Skills" (see workshop topics) and doing so in concert with one another by working from the same set of leadership beliefs and practices. When this happens, amazing things occur within the organization: employees become more engaged, roadblocks and unhelpful behaviors diminish, trust and respect are built, information is more thoroughly shared, meetings become more effective, and more.

The bottom line is that these organizational transformations can only happen if leaders possess and sustain strong management and leadership skills.

We are proposing that Nash Consulting:

1. Train all supervisors and managers in best practice management/leadership skills, using the Nash Consulting 5-day "Managing with Mind & Heart" leadership training curriculum.
2. Provide one or two half-day team development workshops for all frontline employees to help build accountability, buy-in, and to provide skills for creating a healthy and positive workplace culture.
3. Partner with City of Gig Harbor's top leadership for a half-day to build sponsorship and support for the engagements, and to introduce core concepts and themes.
4. Partner with City of Gig Harbor's top leadership during and after the workshop series to build sponsorship and sustainability.
5. Partner with the City of Gig Harbor to identify other areas of improvement that have been highlighted by the City's employee engagement survey, and provide recommendations on how to address these areas.
6. Provide one-on-one coaching to the City Manager/CEO and other leaders on an as-needed basis. **(Not included in this proposal)**
7. Partner with City of Gig Harbor to develop and implement an updated annual review process.



Our Leadership Development Strategies

Our leadership/management training strategies include several different phases/areas of focus. *Of course, no two agencies are alike. There are several different ways to map out the process – it would be in our initial planning session with executive leadership at City of Gig Harbor that we would make decisions as to which components to include, the order of events, and more.*

A) Senior Leadership Team Development

Often our first interactions with an organization's leadership are with their senior leadership team in which we spend a half-day introducing some of the concepts that are vital for that level of leadership, including:

- Employee engagement: What it is, where it comes from, and how to build and maintain it.
- How to establish effective sponsorship for leadership development throughout the agency.
- Building a sustainable effort and avoiding the "flavor of the year" syndrome.

It's important that we revisit many of these themes with the upper management group near the end of the engagement, as well, to further build sustainability.

B) Data Collection

Following the introductory meeting, your Nash Consulting partner would begin a series of deep-dive one-on-one interviews (approximately 30-45 minutes) with each member of the leadership team, for the purpose of learning about the organization, the team's strengths and gaps, positive contributions and growth opportunities, the various leadership styles perceived across the team, morale and engagement levels, and long-standing patterns of behavior/team dynamics. This information will guide Nash Consulting in the subsequent leadership team development work.

C) Leadership Workshops

It is important that the entire leadership community at City of Gig Harbor participate in leadership development in roughly the same way. Building an effective leadership culture depends on all leaders practicing a similar set of skills.

Our leadership training series is at the center of this effort. All leaders attend the five (non-consecutive) workshop days in order to get on the same page regarding basic to high-level management/leadership skills. The best strategy, for the first year, is to mix all levels of leadership together into these classes, as opposed to separating them into distinct leadership groups. In this way, you get the benefits of consistency between leaders, the ability to learn from one another, greater mutual respect and trust between leadership levels, a shared language, better coordination and communication between levels, and more. **(See next section for an outline of the 5 days.)**

D) Frontline Team Building Workshops

During this phase, we will spend two half-days working with all employees who were not in the leadership workshops to help get them on the same page about best practice skills that promote a culture of high morale, collaboration, and engagement. Your team members will leave this workshop with practical skills that promote healthy, authentic, respectful work relationships, and high functioning teams.

We will work with leaders during the 5-day series to determine what topics we will cover during these team-building sessions. Some of the topics may include:

- Workplace morale – what it is, why it matters, and your part in creating it
- Adaptive skills and emotional IQ – building trust and respect
- Learn to listen so others feel heard
- Giving and receiving feedback with clarity and non-defensiveness
- Discover the five healthy ways to deal with workplace triangulation and negativity.
- Discover and gain an appreciation for your own behavior style (why you're so awesome)
- Understand your impact on others (when others don't recognize your awesomeness)
- Use Behavior Styles theory to enhance meetings, decision-making, and communication

E) Sustainability

Our firm is committed to avoiding a “flavor-of-the-year” approach because we are convinced that this approach fosters a sense of cynicism and resistance. To avoid this sort of impact and to create sustainability, NCI would work with City of Gig Harbor in the following ways:

- Action plans/commitments during the training series with each group.
- Direct training in sustainability practices.
- Help with the creation of specific sustainability practices and processes.

F) Individual Coaching (Not included in this proposal)

Leaders and/or individual contributors would receive ongoing coaching as desired or as needs arise. Often teams find that providing longer-term coaching for identified individuals on the team, especially the City Manager/CEO, can make the difference in terms of self-awareness, behavior change, personal application of training topics, and overall group progress. The general format for coaching is as followed:

- Partnering for three to six months (you will “contract” with your coach for three months at a time).
- Three coaching sessions each month.
- Work together to build strong, healthy work relationships, including work in such areas as building trust, giving and receiving feedback, a commitment to continuous improvement, and more.
- Work together on advanced management/leadership skills, situational coaching, personal development, emotional IQ work, and more
- Situational coaching – think of this as an “on-call coach” for needs that arise. Phone calls, emails, conversations between scheduled sessions – it’s all part of the deal
- Coach-generated data/feedback from team members (180-degree interviews) *Extra fees apply.*

G) Review Process Consulting

Nash Consulting will provide City of Gig Harbor with a partner to assist in the development of a comprehensive annual review process for both managers/supervisors and employees. Your Nash Consulting partner will work with you on structure design, delivery methods, materials, resources, processes, and more. The goal is to partner in a way that produces effective annual reviews that are tied to core competencies and your company values and goals. We estimate the process will take up to 16 hours of direct and non-direct client work.

H) Employee Engagement Survey Review & Recommendations

Nash Consulting will partner with the City of Gig Harbor to help identify further areas of opportunity that have surfaced as a result of the City's employee engagement survey. Your Nash Consulting partner will review and analyze the survey in detail, and meet with City leadership to discuss further areas of opportunity for improving overall employee satisfaction and engagement. At this time, Nash Consulting will also provide recommendations on how to address these areas.



"Bringing in NCI is one of the best business decisions we've ever made."

Mike Brendel

Critical Care Director, Swedish Hospital

NCI's Five-Day Leadership Training Topics & Competencies

Day 1: The Leadership Mindset

(Employee engagement made easier)

Here we explore the manager's role in cultivating trust and respect, empowering employees and creating a healthy workplace. We also introduce and begin learning to practice the Top 15 Management Skills, both individually and collaboratively as a leadership team. And finally, we begin the journey of developing and practicing a set of specific adaptive skills, such as the ability to receive feedback non-defensively, listen so others feel heard, cope with negativity and stress, and many more.

- Employee morale (it isn't "touchy-feely") and how to get more of it
- Preview the Top 15 Management Skills
- Crucial adaptive skills (a.k.a. relationship skills) for managers
- Learn how to receive feedback without being defensive
- Discover the art of listening like a pro
- Explore the "power differential" and learn how to use it for good and not evil
- Learn to proactively connect with and engage employees in one-on-one meetings

Day 2: Understanding People

(And the art of continual personal growth)

This fun, interactive workshop explores the four spectrums of human behavior and reveals how administrators, supervisors, and managers can use the Behavior Styles Theory to increase trust, respect, and morale in the workplace...as well as improve their own effectiveness as leaders.

- Discover and gain appreciation for your own behavior style (i.e. why you're so awesome)
- Understand your impact on others as a manager and/or co-worker (i.e. when others don't recognize our awesomeness)
- Learn the importance of adjusting your style to better meet the needs of others
- Identify different behavior styles among employees
- Recognize signs of stress and burnout by noticing an individual's behavior style cues
- Use Behavior Styles theory to enhance meetings, decision-making, and communication

Day 3: Performance Management & Accountability

(Getting the best from employees through coaching)

Managers provide feedback in hopes of getting employees to do more of what's working and less of what's not. But let's be honest: that doesn't always happen. And let's be even more honest: it's not always the employee's fault that it doesn't happen. Efforts to provide feedback, even if well-intentioned, can easily backfire and cause hurt, confusion, and apathy among employees. This workshop equips managers with techniques that maximize the effectiveness of workplace feedback and coaching.

- Why we bother: the manager's role as mentor and coach
- Giving and receiving feedback effectively
- 12 tools for coaching employees toward improved outcomes
- "What are you going to do about it?" Five strategies for dealing with employee issues
- Performance management: correcting and coaching toward success
- Crucial conversations made easier
- Practice, practice, practice!

Day 4: The Manager's Tool Belt

(Creating a professional & positive workplace culture)

From dealing with destructive gossip and negativity to the art of utilizing effective recognition and appreciation, this workshop provides leaders with the skills necessary for increased employee buy-in and morale and an effective and enjoyable workplace environment.

- Responding well to challenging employees responses (from Day 3 above)
- Workplace culture: What it is and why it matters
- Combat gossip and negativity among employees
- Strategize around ways to create a fair and equitable workplace
- Learn "by-whens" and how to build trust through reliability
- Practice the 6 decision-making styles that increase employee buy-in and ownership
- The power of providing employees with recognition and appreciation

Day 5: Communication & Sustainability

(Avoiding the "flavor of the year" syndrome)

It's one of our most important principles: Do NOT engage in "flavor of the year" type training processes! We want to work with you to help ensure that your management team actually implements the tools being taught, so that your work culture can enjoy permanent success.

- Improve your communication and information distribution practices
- Emails, memos, meetings, newsletters, postings...which ones really work?
- Plan and facilitate effective and enjoyable meetings
- What's in the way of change? (Homeostasis and resistance)
- Master the art of effectively sponsoring change
- Sustaining change - planning for long term success
- Group commitments and action plans

*If you'd like to get more of a feel for our core training content and philosophies, we encourage you to **listen to our podcast**, or **read our blog**.*

References

Nash Consulting has been providing entire leadership and management training programs to a wide variety of organizations since 1996 with impressive results. Because of the number of our clients, we've chosen to include here just a select list of agencies in which we are currently providing leadership and management training, with contact information for key leaders. For a more complete list of organizations we have worked with over the past five years, [see our client page](#).

Andrew Lu, City of Seattle - Andrew.Lu@Seattle.Gov

Jai Elliot, Seattle City Light - Jai.Elliot@Seattle.Gov

Jackie Flowers, Tacoma Public Utilities - jflowers@ci.tacoma.wa.us

Lisa Hunnewell, Snohomish PUD - ljhunnewell@snopud.com

Tadd Wille, City of Tacoma - Tadd.Wille@ci.tacoma.wa.us

Rob Jammerman, City of Wenatchee - RJammerman@WenatcheeWA.Gov

Dan Frazier, Chelan County PUD - Dan.Frazier@chelanpud.org

Chris Robinson, Tacoma Public Utilities - Crobinson@ci.tacoma.wa.us

Tom Keown, Covington Water District -
Thomas.keown@covingtonwater.com

Russell Johnson, Providence St. Joseph Health -
Russell.Johnson@providence.org

Breanna Schmidt, Stoel Rives LLP - Breanna.Schmidt@stoel.com

Eric Moll, Mason General Hospital - emoll@masongeneral.com

Paula Helsel, Sleeping Lady Retreat Center - phelsel@sleepinglady.com

Rita Alli, DLA Piper - ritamarilynnall@gmail.com

Heather McCleary, Coulee Medical Center - mccleah@cmccares.org

York Baur, MoxiWorks - York@moxiworks.com

Kristine Loomis, Cordell, Neher & Company, PLLC - Kris@cnc CPA.com

Coleman Brown, Brooks Running - Coleman.Brown@Brooksrunning.com

Our Trainers & Coaches

Nash Consulting is fortunate to have on our team an amazingly talented group of consultants. Between the nine of us, we have over 100 years of training experience. We come from a wide variety of different backgrounds and experiences, we represent several different certification programs, we have specialties in many different industries, types of organizations, and individual client growth opportunities.



Mike Nash

Michael brings with him a wealth of experience (over 30 years) helping organizations and leaders achieve results. He brings to his work a combination of intelligence, creativity, innovation, humor, and a collaborative spirit, and has assisted over 100 organizations move toward greater excellence and success.

- B.A. in Social Work
- M.A. in Applied Behavioral Sciences and Organizational Development & Coaching
- 18 years of direct executive management experience
- Founder of Nash Consulting, Inc. where he created the "Managing with Mind and Heart" curriculum designed to help leaders of all levels become skilled in creating effective workplaces
- 25 years of partnering with organizations as an external consultant, executive, and individual coach, and leadership trainer, with a specialty in organizations with a strong union presence, including utilities, hospitals, and government agencies

[FIND OUT MORE ABOUT MICHAEL >](#)



Scott Ummel

Scott possesses integrity, empathy, and a deep knowledge base in how people and organizations function. He has been extremely successful in coaching individuals and diverse teams toward greater effectiveness and has a proven track record of helping individuals and groups become more positive and productive.

- B.A. in Multidisciplinary Studies, Minor in Psychology
- 10 years of high-level executive management experience
- Multiple years of experience in conflict resolution, training, organizational troubleshooting, and in successfully closing the divide between isolated departments

[FIND OUT MORE ABOUT SCOTT >](#)



Anna Gibson

Anna is passionate about helping others tap their potential to achieve their best life. At its best, she believes that our work lives are meaningful and rewarding sources of joy, and that good leadership is essential in making that a commonplace experience. She works collaboratively with her clients to build insight and develop creative solutions to nagging problems, and she does it with energy, empathy, and a flair for silliness.

- Licensed Clinical Psychologist
- Psy.D. and M.A. in Clinical Psychology with an emphasis in Organizational Psychology (University of Denver)
- Over 20 years of theatrical performance experience
- Experience in executive coaching, executive leadership and team development, administrative and case consultation, facilitation and training, and program development and evaluation

[FIND OUT MORE ABOUT ANNA >](#)



Andrew Cline

Andrew brings with him a wealth of experience. As a 20+ year executive coach and O.D. consultant, he brings energy, a calm and focused demeanor, wisdom, a spirit of collaboration, and a rich knowledge base which has enabled him to help leaders and teams achieve sustainable success.

- B.A. in Distributed Studies
- M.A. in Applied Behavioral Science with an emphasis on Organizational Development & Executive Coaching
- Certified Coach with International Coach Federation
- 15 years as a Certified Mediator Practitioner
- 10 years of direct management experience
- 20 years of consulting and executive coaching

[FIND OUT MORE ABOUT ANDREW >](#)



Tom Keziah

Tom is motivated by the possibility that the workplace – where we spend a significant portion of our waking hours – can be a life-giving environment. He roots his years of non-profit and ministry leadership in creating cultures that embrace deep listening, relational attentiveness, and the fundamentals of kindness and respect. The results are highly aligned organizations capable of achieving shared goals.

- B.A in Political Science from Duke University
- J.D. (UNC-Chapel Hill)
- 20 years of experience in managing/leading
- 16 years as a pastor, trainer, and mentor

[FIND OUT MORE ABOUT TOM >](#)



Andy Thompson

Andy brings unique perspectives and practical, systemic solutions to his work. His training and practice as a family therapist give him keen insight into human interactions and individual growth, and he effectively applies this insight to help individuals and organizations thrive.

- B.A. in Behavioral Science
- M.S. in Marriage and Family Therapy
- Expertise in helping individuals and groups achieve personal growth and success

[FIND OUT MORE ABOUT ANDY >](#)



Hana Butler

Hana's energy, creativity, and inspired vision for positive change have guided her successful path of teaching and facilitating groups and individuals throughout the world. She strives to engage people on a deeper level with themselves, their workplace, and their environment to create long-lasting change towards a more caring and compassionate world.

- B.A. in Recreation & Leisure Services (Western Washington University)
- Over 15 years of experience in facilitating and training groups in both outdoor (wilderness) and indoor environments
- Wide range of expertise in management, classroom instruction, group facilitation, program development, and non-profit/community development

[FIND OUT MORE ABOUT HANA >](#)



Tad Hildebrand

Tad has over 10 years of experience partnering with businesses to foster high-performance cultures that emphasize empowerment, quality, productivity, and employee development. His background in human resources management has equipped him with a down-to-earth practical approach that seeks to help others achieve their highest potential.

- B.A. in Interdisciplinary Studies, focus on Education
- Senior Certified Practitioner in Human Resources (SHRM-SCP)
- 7 years of experience in an executive HR Manager role
- 10 years of experience partnering with businesses to provide a high-performance culture that emphasizes empowerment, quality, productivity, and the development of employees.

[FIND OUT MORE ABOUT TAD >](#)



Ethan Nash

Ethan believes that all teams can cultivate the skills to perform at a high level through external behavioral work and internal mind-and-heart practices. He is motivated by the prospect that people can achieve success, both personally and professionally, by using research-based, systemic approaches to performance improvement – an idea he has used to partner with workplaces, athletic teams, and students.

- B.A. in Strategic Communication
- Pursuing an M.S. in Organizational Performance
- 7 years of experience in coaching, mentoring, teaching, and management
- Expertise in strategic communication and business management

[FIND OUT MORE ABOUT ETHAN >](#)

"The management training methods Nash Consulting helped us establish are still solidly in place. Our workplace is much healthier and more positive than it's ever been."

Debra Haug
Perkins Coie

Fees

Our rates without expenses and other associated costs are:

<i>Direct client hourly work (phone meetings, interviews coaching, etc.)</i>	<i>\$390/hour</i>
<i>Non-direct client hourly work (report writing, etc.)</i>	<i>\$160/hour</i>
<i>Full-day trainings and meetings (1 or 2 days)</i>	<i>\$4,800/day</i>
<i>Full-day trainings and meetings (3 or 4 days)</i>	<i>\$4,500/day</i>
<i>Full-day trainings and meetings (5 days or more)</i>	<i>\$4,000/day</i>
<i>Half-day trainings and meetings</i>	<i>\$3,000/half-day</i>
<i>Individual Coaching (not included in this proposal)</i>	<i>\$3,800/three-month contract</i>

Materials:

We ask that our clients assemble the training materials/workbooks we will be using during our workshop(s) using materials we will make available, and in exchange, we offer our clients limited access to select materials for use in their future efforts toward sustainability (permission granted on a case-by-case basis). (See terms and conditions) For remote trainings, we ask that clients provide all workshop participants with a hard copy of the workshop notebook, in lieu of workshop participants accessing the notebook electronically during class.

Travel and other expenses:

Depending on travel time and distance for the consultants(s) you're partnered with, these fees may include mileage (at the current federal rate), airfare, hotels, ground transportation, parking, and a \$50/per day per diem for meals. (We only charge for airfare, hotels, and per diem if your consultant partner(s) are traveling long distances.)

Estimate for City of Gig Harbor:

Onboarding, pre-planning with the sponsor(s), workshop planning, etc. (3-hour estimate)	\$1,170
Interviews with leadership team (11 people) (8 hour estimate)	\$3,120
Interview data sorting, analysis, write-up, curriculum design (3-hour estimate)	\$480
Half-day senior leadership workshop	\$3,000
5-day <i>Managing with Mind & Heart</i> workshop series (1 cohort)	\$20,000
Frontline employee workshop (3 cohorts for a total of 3 full-days)	\$12,000
Sustainability follow-up meeting with executive leadership (2-hour estimate)	\$780
Annual review process consulting (4-hour estimate of non-direct work, 12-hour estimate of direct client work)	\$5,320
Employee engagement survey review and recommendations (4-hour estimate of non-direct client work, 4-hour estimate of direct client work)	\$2,200
Executive coaching for City Manager/CEO (Not included in total estimate)	\$3,800/3-months
TOTAL ESTIMATE	SEE NEXT SECTION

Note: These costs do not include travel, printing, or any agency-internal costs (snacks, etc.). Hourly/daily rates will apply for additional sessions/meetings.

Estimate for City of Gig Harbor

Estimate valid for 90 days

Note: These costs do not include travel, printing, or any agency-internal costs (snacks, etc.). Hourly/daily rates will apply for additional sessions/meetings.

Leadership Development Total Estimate

SUBTOTAL

\$43,000.00

Description	Item	Quantity	Price
Onboarding, pre-planning with the sponsor(s), workshop planning, etc.	\$390.00	3 Hours	\$1,170.00
Interviews with leadership team (11 people)	\$390.00	8 Hours	\$3,120.00
Interview data sorting, analysis, write-up, curriculum design, etc.	\$160.00	3 Hours	\$480.00
\$2,000.00 , DISCOUNT (\$500.00)			
Half-day senior leadership workshop	\$3,000.00	1 Half-days	\$2,500.00
\$20,000.00 , DISCOUNT (\$2,500.00)			
5-day <i>Managing with Mind & Heart</i> workshop series	\$4,000.00	5 Days	\$17,500.00
\$12,000.00 , DISCOUNT (\$1,500.00)			
Frontline employee workshop	\$4,000.00	3 Days	\$10,500.00
Sustainability follow-up meeting with executive leadership	\$390.00	2 Hours	\$780.00
\$4,680.00 , DISCOUNT (\$570.00)			
Annual review process consulting (direct client work)	\$390.00	12 Hours	\$4,110.00
Annual review process consulting (non-direct client work)	\$160.00	4 Hours	\$640.00
Employee engagement survey review and recommendations (direct client work)	\$390.00	4 Hours	\$1,560.00

Description	Item	Quantity	Price
Employee engagement survey review and recommendations (non-direct client work)	\$160.00	4 Hours	\$640.00

Total \$43,000.00

TERMS AND CONDITIONS

This Scope of Work (SOW) is subject to the following additional Terms and Conditions.

1. Ownership. All intellectual property rights in and to all documents, work product, and other materials that are delivered to Client under this SOW or prepared by or on behalf of Nash Consulting in the course of performing the Services ("Deliverables") shall be owned by Nash Consulting. On a case-by-case basis and for a fee, Nash Consulting offers a license to use select Deliverables to enable Client to sustain and continue the learning within the Client's organization. If a license is entered into by the parties for use of any Deliverables, that license will become an addendum to these Terms and Conditions.

2. Confidentiality. Each party will retain in confidence and require its agents and contractors to retain in confidence all information and know-how transmitted to such party that the disclosing party has identified as being proprietary and/or confidential or which, by the nature of the circumstances surrounding the disclosure, ought in good faith to be treated as proprietary and/or confidential.

3. Warranty; Limitations of Liability. Nash Consulting makes no representations regarding the results of our services. Nash Consulting will not be liable in any event, in contract or tort, for any amounts in excess of the aggregate fees paid by the client, or for any consequential, special, incidental, or indirect damages arising out of or in connection with this SOW or training materials provided in connection with this SOW, even if Nash Consulting has been advised of the possibility of such damages.

4. General. The parties are independent contractors and nothing in this SOW will be deemed to create a relationship of employer-employee, principal-agent, partners, or joint ventures. Client may not publicly use the name, logo, or other identifiers of Nash Consulting in any manner without the prior written consent of Nash Consulting. Nash Consulting may identify the Client as a client without the need for prior consent. This SOW will be governed by and interpreted in accordance with the laws of the State of Washington and the copyright laws of the United States. Any action, suit, or proceeding arising out of or relating to this SOW will be brought in the state or federal courts located in King County Washington and each of the parties hereby irrevocably submits to the jurisdiction of such courts. This SOW constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, correspondence, and agreements with respect to the same subject matter between the parties. No amendment or modification of this SOW will be made except by an instrument in writing signed by both parties.

5. Payment Terms. The client agrees to pay to Nash Consulting the amounts set forth above plus expenses. Payment is due net thirty (30) days after the date of any invoice. Any amounts not paid when due will accrue interest at 2% per month or the maximum rate permitted by applicable law, whichever is less, from the due date until paid.

6. Cancellation Policy. 100% of the fees associated with any half or full-day included in the above described Project shall be due if the engagement is canceled with less than a seven-day notice, even if that specific day is rescheduled. Exceptions to this clause due to extenuating circumstances can be (and often are) made on a case-by-case basis.

Ready to move forward?

Click below to accept these terms and conditions

Accept

Next Steps

Thank you for taking the time to review this scope of work. Please reach out to us with any questions, comments or suggestions.

Ethan Nash

Ethan@nashconsulting.com

(509) 630-0841

nashconsulting.com



Business of the City Council City of Gig Harbor, WA

Subject: First reading of ordinance assuming rights, powers, functions and obligations of the Gig Harbor Transportation Benefit District (TBD)

Proposed Council Action: Adopt Resolution after second reading

Dept. Origin: Finance

Prepared by: David Rodenbach
Finance Director

For Agenda of: March 22, 2021

Exhibit: Ordinance

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Initial &
Date

3-15-21
RL 03/12/2021
Per email
Per email

Expenditure Required	\$0	Amount Budgeted	\$0	Appropriation Required	\$ 0
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INFORMATION/BACKGROUND

Ordinance no. 1392, dated July 9, 2018 established the Gig Harbor Transportation Benefit District. The District's boundaries are contiguous with those of the City and the Gig Harbor City Council is the governing body of the district. A 0.2% sales tax was subsequently approved by the voters November 5, 2019. This is expected to bring in \$1.5 million annually.

Currently, the TBD is a separate organization within the City requiring separate meetings, insurance, audits and administration. The City Council is the Governing Board of the TBD and, accordingly has absolute and complete authority and control over the TBD. Assumption of TBD powers will not change this.

Having the City Council assume all rights, powers, functions and obligations of the Gig Harbor Transportation Benefit District would simplify collection, administration, expenditure and audit of TBD funds and provide for a more efficient operation of the District. The TBD will be a Special Revenue fund.

As of December 15, 2020, the state had 110 TBD's and, in 82 of these, the city had assumed TBD powers.

FISCAL CONSIDERATION

Assumption of the TBD will save an estimated \$5,000 per year in addition to relieving the city of the administrative burden of running a separate quasi municipal corporation.

RECOMMENDATION/MOTION

Adopt ordinance after second reading.

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON ASSUMING THE RIGHTS, POWERS, FUNCTIONS AND OBLIGATIONS OF THE GIG HARBOR TRANSPORTATION BENEFIT DISTRICT (TBD) AS ALLOWED BY CHAPTER 36.74 RCW AND FOLLOWING ITS ABOLISHING THE TBD GOVERNING BOARD UPON THE EFFECTIVE DATE OF THE ASSUMPTION, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, City of Gig Harbor Ordinance No. 1392, passed by the City Council on July 9, 2018 created the Transportation Benefit District with the same boundaries as the City limits;

WHEREAS, RCW 36.74.020 provides that “the assumption of the rights, powers, functions, and obligations of a transportation benefit district may be initiated by the adoption of an ordinance or a resolution by the city... indicating its intention to conduct a hearing concerning the assumption of such rights, powers, functions, and obligations”; and

WHEREAS, the City of Gig Harbor held a public hearing on the proposed assumption of the rights, powers, functions and obligations of the Gig Harbor Transportation Benefit District on March 8, 2021; and

WHEREAS, after the public hearing, the City Council desires to assume the rights, powers, functions and obligations of the Gig Harbor Transportation Benefit District;

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

SECTION 1. Findings. The recitals listed herein are incorporated as findings.

SECTION 2. TBD Assumed.

- A. The rights, powers, immunities, functions, and obligations of the City of Gig Harbor Transportation Benefit District are hereby assumed by the City of Gig Harbor which is hereby vested with every right, power, immunity, functions, and obligation currently granted to or possessed by the TBD.
- B. All existing contracts and obligations of the Gig Harbor Transportation Benefit District shall remain in full force and effect and shall be performed by the City of Gig Harbor.
- C. All rules and regulations and all pending business before the Gig Harbor Transportation Benefit District shall be continued and acted upon by the City of Gig Harbor.

- D. All reports, documents, surveys, books, records, files, papers, or other writings relating to the administration of powers, duties and functions transferred pursuant to this chapter and available to the Gig Harbor Transportation Benefit District shall be made available to the City of Gig Harbor.
- E. All funds, credits, or other assets held in connection with powers, duties, and functions transferred pursuant to this ordinance shall be assigned to the City of Gig Harbor.
- F. Any appropriations or federal grants made out to the Gig Harbor Transportation Benefit District for the purpose of carrying out the rights, powers, functions and obligations authorized to be assumed by the City of Gig Harbor pursuant to this ordinance, on the effective date of this ordinance, shall be credited to the City of Gig Harbor for the purpose of carrying out such transferred rights, powers, functions and obligations.

SECTION 3. TBD Governing Body Abolished. Immediately following the assumption of the TBD by the City, the Gig Harbor Transportation Benefit District Board of Directors is abolished as required by RCW 36.74.030(2).

SECTION 4. Debts and Obligations. The city hereby assumes and agrees to provide for the payment of all of the indebtedness of the transportation benefit district, including the payment and retirement of outstanding general obligation and revenue bonds issued by the transportation benefit district should any exist.

SECTION 5. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional, the invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, clause or phrase of this Ordinance.

SECTION 6. Effective Date. This ordinance shall take effect five days after its publication or the publication of a summary of its intent and contents.

PASSED by the Council and approved by the Mayor of the City of Gig Harbor this ____ of _____, 2021.

CITY OF GIG HARBOR

KIT KUHN, MAYOR

ATTEST/AUTHENTICATED:

By: _____
MOLLY TOWSLEE, CITY CLERK

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____
DANIEL KENNY

FILED WITH THE CITY CLERK: 3/11/21
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO:

**Business of the City Council
City of Gig Harbor, WA**

**Subject: First reading: Amendment To
2021 Budget - Personnel Salary Schedule**

**Proposed Council Action: Adopt Ordinance
after second reading**

Dept. Origin: Finance

Prepared by: David Rodenbach

**For Agenda of: March 22, 2021
Exhibits: Ordinance**

Initial & Date

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

✓✓ 3-15-21
RL 03/11/2021
Per Email 3/12/21

Expenditure Required	NA	Amount Budgeted	NA	Appropriation Required	\$NA
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INFORMATION / BACKGROUND

The salary ranges presented in the 2021 budget for the Teamsters Local Union No. 117 (Police) and Teamsters 117 Non-Supervisory Employees Union have changed due to completion of negotiations and Council's approval of the contracts.

The updated salary ranges are adopted in this amendment. These salaries became effective as outlined in the contracts.

FISCAL CONSIDERATION

At this time it appears the city may be able to absorb additional costs within the current budget as approved. If needed, a budget amendment will be processed in November.

BOARD OR COMMITTEE RECOMMENDATION

N/A

RECOMMENDATION / MOTION

Council adopt the ordinance after second reading.

ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF GIG HARBOR,
WASHINGTON, RELATING TO THE CITY'S 2021 BUDGET,
ADOPTING A REVISED SALARY SCHEDULE TO REFLECT
CHANGES RESULTING FROM LABOR NEGOTIATIONS.**

WHEREAS the City Council adopted the 2021 budget and salary schedule through Ordinance 1449 on December 14, 2020; and

WHEREAS, salary ranges for the Teamsters Local Union No. 117 (Police), Teamsters 117 Non-Supervisory Employees Union and Teamsters 117 Supervisory Employees Union were not yet final as labor negotiations were ongoing at that time; and

WHEREAS, labor negotiations with Teamsters 117 Supervisory Employees Union are still ongoing and are not yet final; and

WHEREAS, negotiations with the Teamsters Local Union No. 117 (Police) and Teamsters 117 Non-Supervisory Employees Union are now complete and collective bargaining agreements are in place; and

WHEREAS, the City desires to amend Ordinance No. 1449 to reflect the actual 2021 salary ranges in Attachment A;

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

Section 1. Attachment "A" of Ordinance 1449, which adopted the 2021 Budget, shall be replaced with the following schedules:

Attachment A

2021 Salary Schedule Executive Positions

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
City Administrator	\$154,137	\$161,844	\$169,937	\$178,433	\$187,355
City Attorney	\$141,258	\$148,321	\$155,737	\$163,524	\$171,700
Chief of Police	\$132,949	\$139,596	\$146,576	\$153,905	\$161,600
Finance Director	\$124,639	\$130,871	\$137,415	\$144,286	\$151,500
Public Works Director	\$124,639	\$130,871	\$137,415	\$144,286	\$151,500
Community Development Director	\$124,639	\$130,871	\$137,415	\$144,286	\$151,500
Human Resources Director	\$118,657	\$124,590	\$130,819	\$137,360	\$144,228
Police Lieutenant	\$118,657	\$124,590	\$130,819	\$137,360	\$144,228
Assistant City Attorney	\$97,219	\$102,080	\$107,184	\$112,543	\$118,170
City Clerk	\$89,325	\$93,791	\$98,481	\$103,405	\$108,575

2021 Salary Range Non-Represented Non-Supervisory Personnel

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Assistant City Clerk	\$73,945	\$76,349	\$78,830	\$81,392	\$84,037	\$86,768	\$89,588	\$92,500
Human Resources Assistant	\$50,566	\$52,210	\$53,906	\$55,658	\$57,467	\$59,335	\$61,263	\$63,254

2021 Salary Range Police Personnel

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
Police Sergeant	\$8,349	\$8,766	\$9,205	\$9,665	
Police Officer	\$6,322	\$6,638	\$6,970	\$7,318	\$7,684

**2021 Salary Range Supervisory Personnel

Job Title	Minimum	Maximum
City Engineer	\$8,247	\$10,309
Information Systems Manager	\$8,247	\$10,309
Building Official / Fire Marshal	\$7,896	\$9,870
Parks Manager	\$7,322	\$9,153
Principal Planner	\$7,322	\$9,153
Tourism & Communications Director	\$7,142	\$8,928
Court Administrator	\$7,088	\$8,860
Public Works Superintendent	\$7,051	\$8,814
Wastewater Treatment Plant Supervisor	\$7,051	\$8,814

**Contract currently under negotiations.

2021 Salary Range
Non-Supervisory Personnel

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Senior Engineer	\$91,707	\$94,688	\$97,765	\$100,943	\$104,223	\$107,610	\$111,108	\$114,719
Associate Engineer	\$84,810	\$87,566	\$90,412	\$93,350	\$96,384	\$99,517	\$102,751	\$106,090
Project Engineer	\$84,810	\$87,566	\$90,412	\$93,350	\$96,384	\$99,517	\$102,751	\$106,090
Senior Accountant	\$84,593	\$87,342	\$90,180	\$93,111	\$96,137	\$99,262	\$102,488	\$105,819
Senior Planner	\$84,543	\$87,291	\$90,128	\$93,057	\$96,081	\$99,204	\$102,428	\$105,757
Field Supervisor	\$74,759	\$77,189	\$79,697	\$82,288	\$84,962	\$87,723	\$90,574	\$93,518
Construction Supervisor	\$74,759	\$77,189	\$79,697	\$82,288	\$84,962	\$87,723	\$90,574	\$93,518
Senior WWTP Operator	\$70,384	\$72,671	\$75,033	\$77,472	\$79,990	\$82,589	\$85,273	\$88,045
GIS Coordinator	\$68,867	\$71,105	\$73,416	\$75,802	\$78,265	\$80,809	\$83,435	\$86,147
Payroll / Benefits Administrator	\$68,679	\$70,911	\$73,216	\$75,596	\$78,052	\$80,589	\$83,208	\$85,913
Associate Planner	\$67,644	\$69,843	\$72,113	\$74,456	\$76,876	\$79,375	\$81,954	\$84,618
Construction Inspector	\$65,999	\$68,144	\$70,358	\$72,645	\$75,006	\$77,444	\$79,961	\$82,559
Building Inspector/Plans Reviewer	\$65,999	\$68,144	\$70,358	\$72,645	\$75,006	\$77,444	\$79,961	\$82,559
Executive Assistant	\$65,014	\$67,127	\$69,308	\$71,561	\$73,887	\$76,288	\$78,767	\$81,327
Mechanic	\$63,821	\$65,895	\$68,037	\$70,248	\$72,531	\$74,889	\$77,322	\$79,835
WWTP Operator	\$62,965	\$65,011	\$67,124	\$69,305	\$71,558	\$73,883	\$76,285	\$78,764
Engineering Technician	\$62,452	\$64,482	\$66,577	\$68,741	\$70,975	\$73,282	\$75,663	\$78,122
Building Maintenance Technician	\$61,950	\$63,963	\$66,042	\$68,188	\$70,404	\$72,692	\$75,055	\$77,494
Information Systems Assistant	\$61,092	\$63,078	\$65,128	\$67,244	\$69,430	\$71,686	\$74,016	\$76,422
WWTP Collection Systems Tech II	\$58,894	\$60,809	\$62,785	\$64,825	\$66,932	\$69,107	\$71,353	\$73,672
Assistant Planner	\$58,707	\$60,615	\$62,585	\$64,619	\$66,719	\$68,888	\$71,126	\$73,438
Permit Coordinator	\$58,707	\$60,615	\$62,585	\$64,619	\$66,719	\$68,888	\$71,126	\$73,438
Community Services Officer	\$58,186	\$60,077	\$62,029	\$64,045	\$66,127	\$68,276	\$70,495	\$72,786
Finance Technician	\$57,239	\$59,100	\$61,020	\$63,003	\$65,051	\$67,165	\$69,348	\$71,602
Utility Billing Technician	\$57,239	\$59,100	\$61,020	\$63,003	\$65,051	\$67,165	\$69,348	\$71,602
Planning Technician	\$56,944	\$58,794	\$60,705	\$62,678	\$64,715	\$66,818	\$68,990	\$71,232
Community Development Assistant	\$55,662	\$57,471	\$59,339	\$61,268	\$63,259	\$65,315	\$67,438	\$69,629
Public Works Assistant	\$55,662	\$57,471	\$59,339	\$61,268	\$63,259	\$65,315	\$67,438	\$69,629
Police Services Specialist	\$48,135	\$49,699	\$51,315	\$52,982	\$54,704	\$56,482	\$58,318	\$60,213
Court Clerk	\$47,484	\$49,027	\$50,621	\$52,266	\$53,965	\$55,719	\$57,529	\$59,399
Custodian	\$47,317	\$48,855	\$50,443	\$52,082	\$53,775	\$55,522	\$57,327	\$59,190
Public Works Clerk	\$47,287	\$48,824	\$50,411	\$52,049	\$53,741	\$55,487	\$57,291	\$59,153
Community Development Clerk	\$47,287	\$48,824	\$50,411	\$52,049	\$53,741	\$55,487	\$57,291	\$59,153
Laborer	\$44,932	\$46,392	\$47,900	\$49,457	\$51,064	\$52,724	\$54,437	\$56,207

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Maintenance Technician	\$55,245	\$57,041	\$58,894	\$60,809	\$62,785	\$64,825	\$66,932	\$69,107	\$71,353	\$73,672

The parties agree to continue the combination of Maintenance Technician I and II ranges. Employees will not be able to exceed the mid-range of this classification until they have been with the City for at least 5 years and have achieved goals, licenses and/or certifications. This classification requires a CDL Class B license with a Tanker Endorsement. Employees who do not have this required license must obtain it within 18 months.

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance is 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, clause or phrase of this Ordinance.

Section 3. 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.

PASSED by the City Council and approved by the Mayor of the City of Gig Harbor this ____ day of April, 2021.

CITY OF GIG HARBOR

Mayor Kit Kuhn

ATTEST/AUTHENTICATED:

Molly M. Towslee, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

FILED WITH THE CITY CLERK: 03/11/21
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO:



Business of the City Council City of Gig Harbor, WA

Subject: First Reading of Ordinance Adopting Ancich Waterfront Park Overwater Structures

Proposed Council Action: Consider adoption of an ordinance establishing new rules for the Ancich Waterfront Park overwater structures at the second reading.

Dept. Origin: Public Works

Prepared by: Jeff Langhelm, PE *JK*
Public Works Director

For Agenda of: March 22, 2021

Exhibits: Draft Ordinance

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Department Head:

Initial &
Date

13-16-21 JK
Ad 03/16/2021
email 3/16/21

Expenditure Required	\$0	Amount Budgeted	\$ 0	Appropriation Required	\$ 0
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INFORMATION/BACKGROUND

As you know, the City's Ancich Waterfront Park has been constructed in phases and provides new access between the land and water for commercial fishing operators and the general public wanting to launch nonmotorized watercraft. These phases include the reconstruction of three overwater structures consisting of the Ancich Pier, Ancich Netshed, and Jerkovich Pier that will stimulate the local economy through improving access to and from vessels for commercial fishing operators and providing additional water-related recreation and heritage related activities.

Despite the City's public overwater structures being located adjacent to and included as City parks, the structures require specialized rules that are not covered by existing rules established for City Parks under GHMC 9.24. The proposed ordinance establishes these specialized rules and provides a mechanism for enforcement. Once the rules for the Ancich overwater structures have been adopted, the City may then begin providing operators of commercial fishing vessels the authorizations necessary to use these structures.

This version of the ordinance reflects many updates based on recent conversations with City Council at the February 8 council meeting and the March 4 study session. This version also incorporates comments from both Chief Busey and the City Attorney.

As future phases of Ancich Waterfront Park are completed (e.g. Community Paddler's Dock and Commercial Fishing Homeport Dock) additional rules will be developed to accommodate those new facilities.

FISCAL CONSIDERATION

None.

BOARD OR COMMITTEE RECOMMENDATION

This ordinance was not presented to the Public Works Committee but has been reviewed by City Council at their February 8 council meeting and March 4 study session.

RECOMMENDATION/MOTION

Consider adoption of an ordinance establishing new rules for the Ancich Waterfront Park overwater structures at the second reading.

ORDINANCE NO. 14xx

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, ADDING NEW CHAPTERS 8.25, 8.26 AND 8.27 ADOPTING REGULATIONS FOR THREE SPECIFIC CITY OVERWATER STRUCTURES AT ANCICH WATERFRONT PARK; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City's Ancich Waterfront Park, guided by Resolution No. 949, has been constructed in phases and provides new access between the land and water for commercial fishing operators and the general public wanting to launch nonmotorized watercraft; and

WHEREAS, these phases include the reconstruction of three overwater structures consisting of the Ancich Pier, Ancich Netshed, and Jerkovich Pier that will stimulate the local economy through commercial fishing use, tourism, and heritage related activities; and

WHEREAS, these three overwater structures are located in the City's historic working waterfront, require specialized rules that are not covered by existing rules established for City Parks under GHMC 9.24 and the City Council desires to codify regulations regarding use of these structures; and

WHEREAS, these regulations may need to be amended as the City further develops the next phases of Ancich Waterfront Park. Now, therefore,

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

Section 1. Chapter 8.25 - Added. A new chapter 8.25 entitled "Public Pier – Ancich Pier" is added to the Gig Harbor Municipal Code to read as follows:

8.25.010 Public use.

The Ancich Pier (Pier), located at approximately N 47° 20' 04", W 122° 35' 12", is part of the city of Gig Harbor's Ancich Waterfront Park extends over the waters of Gig Harbor for the use and enjoyment of commercial fishing operators and the general public, with limitations set forth in this chapter.

8.25.020 Definitions.

For the purposes of this chapter, the definitions listed under this section shall be construed as specified in this section:

"Commercial Fishing Vessel" is a type of watercraft that is currently licensed for commercial fishing by a state government or a federally recognized Indian tribe and is actively used for the purposes of commercial fishing.

“Commercial Fishing Operator” is the user of a commercial fishing vessel who has received authorization from the city to use the Pier under a properly executed Ancich Pier Use Authorization form.

“User,” also known as an operator, is the person responsible for, or in control of, watercraft at the Pier.

“Watercraft,” also known as a vessel or boat, includes every description of watercraft on the water used or capable of being used as a means of transportation on the water, other than a seaplane. However, it does not include inner tubes, air mattresses, and small rafts or flotation devices or toys customarily used by swimmers.

8.25.030 Moorage by commercial fishing operators

Only Commercial Fishing Operators may moor watercraft to the Pier.

8.25.040 Alcoholic beverages prohibited.

There shall be no alcoholic beverages consumed on the Pier.

8.25.050 Fueling, repairing, and maintaining of Watercraft.

There shall be no fueling, repairing, or maintaining of watercraft while moored to, or located on the Pier.

8.25.060 Motorized vehicles.

Only Commercial Fishing Operators may operate motorized vehicles on the Pier.

8.25.070 General public use.

The general public may use the Pier for enjoyment but shall not interfere or inhibit the use of the Pier by a Commercial Fishing Operator. Commercial fishing operators may, for short duration, restrict portions of the Pier for safety reasons, during mechanical evolutions that present an identifiable danger to others.

8.25.080 Queuing of watercraft

Any watercraft queued at the Pier shall be allowed access based on their place in the queue and may access the Pier in the order in which Commercial Fishing Operators arrive at the Pier.

8.25.090 Commercial activity.

Any commercial activity conducted by users from the Pier shall only be performed by Commercial Fishing. Retail sales can only be performed by vendors who maintain a current business or peddler's license from the City and any other required state or local license.

8.25.100 Storage - Restrictions

Users shall not store for any watercraft or commercial fishing gear or equipment on or over the grated surfaces of the Pier for a period exceeding 15 minutes.

8.25.110 Penalties and remedies.

A. Violations of this chapter shall be deemed a public nuisance under RCW 35.21.955 and in violation of the safety, health, morals and general welfare of the city.

B. Such remedies given by law for the prevention and abatement of nuisances shall apply hereto.

C. Appropriately located signs shall inform users of the Pier of the requirements expressed in this chapter and shall be deemed notice as warning of impoundment by violations.

D. Violation of any portion of this chapter is an infraction and subject to a penalty of \$100.00 as provided in GHMC 1.16.010D. Each calendar day on which a violation of this chapter occurs shall constitute a separate civil infraction. Said violation shall be just cause for the violating watercraft to be cabled to the dock or removed to another City property to ensure compliance with this chapter. Upon proper notice in accordance with subsections F and G of this section, the violating watercraft shall be impounded.

E. For the purposes of this chapter, the fact that a watercraft has been so left beyond the permissible time periods without permission of the police department is prima facie evidence of abandonment.

G. The city and its local law enforcement officials may take immediate possession of and impound any vessel or watercraft when such vessel or watercraft, either without vessel registration displayed or where parties claiming ownership to said watercraft are not known, are found in violation of this chapter; provided, the city shall post signs in a conspicuous manner on or near Ancich Pier which notify the public that vessels moored in violation of the City's requirements shall be removed or impounded by the City.

H. Within five days of the impoundment of violating watercraft, the city shall notify by registered or certified letter said owner, if known, of the impoundment of the watercraft, the redemption procedure and the opportunity for hearing to contest the propriety of impoundment. If the owner of the watercraft is not known, publication of the watercraft's description, make, model, size, and color, plus details of impoundment, redemption

procedure and the opportunity for hearing to contest the propriety of impoundment within a newspaper of general and local readership shall constitute sufficient notice.

I. After 30 days of receipt of the registered or certified mail or publication in a general and local newspaper providing notice of the impoundment, the city shall hold for sale the impounded watercraft. Proceeds of the sale shall be applied to the towing and storage fees incurred through impoundment and any excess shall be deposited in the city treasury.

Section 2. Chapter 8.26 - Added. A new chapter 8.26 entitled "Public Netshed – Ancich Netshed" is added to the Gig Harbor Municipal Code to read as follows:

8.26.010 Public use.

The Ancich Netshed (Netshed), located at approximately N 47° 20' 03", W 122° 35' 13", is part of the city of Gig Harbor's Ancich Waterfront Park extends over the waters of Gig Harbor for the use and enjoyment of commercial fishing operators and the general public, with limitations set forth in this chapter.

8.26.020 Definitions.

For the purposes of this chapter, the definitions listed under this section shall be construed as specified in this section:

"Commercial Fishing Vessel" is a type of watercraft that is currently licensed for commercial fishing by a state government or a federally recognized Indian tribe and is actively being operated for the purposes of commercial fishing.

"Commercial Fishing Operator" is the user of a commercial fishing vessel who has received authorization from the city to use one or more of the Netshed under a properly executed Ancich Netshed Use Authorization form.

"User," also known as an operator, is the person responsible for, or in control of, watercraft making use of the Netshed.

"Watercraft," also known as a vessel or boat, includes every description of watercraft on the water used or capable of being used as a means of transportation on the water, other than a seaplane. However, it does not include inner tubes, air mattresses, and small rafts or flotation devices or toys customarily used by swimmers.

8.26.030 Alcoholic beverages prohibited.

There shall be no alcoholic beverages consumed in the Netshed.

8.26.040 Fueling, repairing, and maintaining of watercraft.

There shall be no fueling, repairing, or maintaining of watercraft in the Netshed.

8.26.050 Motorized vehicles.

Only Commercial Fishing Operators may operate motorized vehicles in the Netshed.

8.26.060 General public use.

When the Netshed doors are open, the general public may enter the Netshed but shall not interfere or inhibit the use of the Netshed by a Commercial Fishing Operator. Commercial fishing operators may, for short duration, restrict portions of the Netshed for safety reasons, during mechanical evolutions that present an identifiable danger to others.

8.26.070 Queuing of commercial fishing operators.

Any Commercial Fishing Operator queued at the Netshed shall be allowed access based on their place in the queue and may access the Netshed in the order in which users arrive at the Netshed.

8.26.080 Commercial activity.

Any commercial activity conducted by users from the Netshed shall only be performed by Commercial Fishing Operators. Retail sales can only be performed by vendors who maintain a current business or peddler's license from the City and any other required state or local license.

8.26.090 Penalties and remedies.

A. Violations of this chapter shall be deemed a public nuisance under RCW 35.21.955 and in violation of the safety, health, morals and general welfare of the city.

B. Such remedies given by law for the prevention and abatement of nuisances shall apply hereto.

C. Appropriately located signs shall inform users of the Netshed of the requirements expressed in this chapter and shall be deemed notice as warning of impoundment by violations.

D. Violation of any portion of this chapter is an infraction and subject to a penalty of \$100.00 as provided in GHMC 1.16.010D. Each calendar day on which a violation of this chapter occurs shall constitute a separate civil infraction. Said violation shall be just cause for the violating watercraft to be cabled to the dock or such property to be removed to another City property to ensure compliance with this chapter. Upon proper notice in accordance with subsections F and G of this section, the violating watercraft shall be impounded.

E. For the purposes of this chapter, the fact that a watercraft or other property has been so left beyond the permissible time periods without permission of the police department is prima facie evidence of abandonment.

F. When watercraft with proper license plates or vehicle registration displayed are found in violation of this chapter, the registered owner shall be notified by certified or registered mail that such watercraft is in violation of this chapter and that after 24 hours of receipt of the certified or registered mail notice, the violating watercraft will be impounded by the police department of the city.

G. When watercraft without proper license plates or vehicle registration displayed are found in violation of this chapter and parties claiming ownership to said watercraft are not known, notice of violation of this chapter shall be affixed in a prominent portion to the watercraft stating that 72 hours subsequent to the affixation of such notice of violation the watercraft will be impounded by the police department of the city.

H. Within five days of the impoundment of violating watercraft, the city shall notify by registered or certified letter said owner, if known, of the impoundment of the watercraft, the redemption procedure and the opportunity for hearing to contest the propriety of impoundment. If the owner of the watercraft is not known, publication of the watercraft's description, make, model, size, and color, plus details of impoundment, redemption procedure and the opportunity for hearing to contest the propriety of impoundment within a newspaper of general and local readership shall constitute sufficient notice.

I. After 30 days of receipt of the registered or certified mail or publication in a general and local newspaper providing notice of the impoundment, the city shall hold for sale the impounded watercraft. Proceeds of the sale shall be applied to the towing and storage fees incurred through impoundment and any excess shall be deposited in the city treasury.

Section 3. Chapter 8.27 - Added. A new chapter 8.27 entitled "Public Pier – Jerkovich Pier - is added to the Gig Harbor Municipal Code to read as follows:

8.27.010 Public use.

The Jerkovich Pier (Pier), located at approximately N 47° 20' 02", W 122° 35' 10", is part of the city of Gig Harbor's Ancich Waterfront Park extends over the waters of Gig Harbor Bay for the use and enjoyment of commercial fishing operators and the general public, with limitations set forth in this chapter.

8.27.020 Definitions.

For the purposes of this chapter, the definitions listed under this section shall be construed as specified in this section:

“Commercial Fishing Vessel” is a type of watercraft that is currently licensed for commercial fishing by a state government or a federally recognized Indian tribe and is actively being operated for the purposes of commercial fishing.

“Commercial Fishing Operator” is the user of a commercial fishing vessel who has received authorization from the city to use one or more of the Pier under a properly executed Jerkovich Pier Use Authorization form.

“User,” also known as an operator, is the person responsible for, or in control of, watercraft at the Pier.

“Watercraft,” also known as a vessel or boat, includes every description of watercraft on the water used or capable of being used as a means of transportation on the water, other than a seaplane. However, it does not include inner tubes, air mattresses, and small rafts or flotation devices or toys customarily used by swimmers.

8.27.030 No moorage.

No watercraft may moor to the Pier.

8.27.040 Storage - Restrictions

Users shall not store for any watercraft or commercial fishing gear or equipment on or over the grated surfaces of the Pier for a period exceeding 15 minutes.

8.27.050 Alcoholic beverages prohibited.

There shall be no alcoholic beverages consumed on the Pier.

8.27.060 Fueling, repairing, and maintaining of Watercraft.

There shall be no fueling, repairing, or maintaining of watercraft located on the Pier.

8.27.070 Motorized vehicles.

Only Commercial Fishing Operators may operate motorized vehicles on the Pier.

8.27.080 General public use.

The general public may use the Pier for enjoyment but shall not interfere or inhibit the use of the Pier by a Commercial Fishing Operator.

8.27.090 Commercial activity.

Any commercial activity conducted by users from the Pier shall only be performed by Commercial Fishing Operators. Retail sales can only be performed by vendors who maintain a current business or peddler's license from the City and any other required state or local license

8.27.100 Penalties and remedies.

A. Violations of this chapter shall be deemed a public nuisance under RCW 35.21.955 and in violation of the safety, health, morals and general welfare of the city.

B. Such remedies given by law for the prevention and abatement of nuisances shall apply hereto.

C. Appropriately located signs shall inform users of the Pier of the requirements expressed in this chapter and shall be deemed notice as warning of impoundment by violations.

D. Violation of any portion of this chapter is an infraction and subject to a penalty of \$100.00 as provided in GHMC 1.16.010D. Each calendar day on which a violation of this chapter occurs shall constitute a separate civil infraction. Said violation shall be just cause for the violating watercraft to be cabled to the dock or removed to another City property to ensure compliance with this chapter. Upon proper notice in accordance with subsections F and G of this section, the violating watercraft shall be impounded.

E. For the purposes of this chapter, the fact that a watercraft has been so left beyond the permissible time periods without permission of the police department is prima facie evidence of abandonment.

G. The city and its local law enforcement officials may take immediate possession of and impound any vessel or watercraft when such vessel or watercraft, either without vessel registration displayed or where parties claiming ownership to said watercraft are not known, are found in violation of this chapter; provided, the city shall post signs in a conspicuous manner on or near Jerkovich Pier which notify the public that vessels moored in violation of the City's requirements shall be removed or impounded by the City.

H. Within five days of the impoundment of violating watercraft, the city shall notify by registered or certified letter said owner, if known, of the impoundment of the watercraft, the redemption procedure and the opportunity for hearing to contest the propriety of impoundment. If the owner of the watercraft is not known, publication of the watercraft's description, make, model, size, and color, plus details of impoundment, redemption

procedure and the opportunity for hearing to contest the propriety of impoundment within a newspaper of general and local readership shall constitute sufficient notice.

I. After 30 days of receipt of the registered or certified mail or publication in a general and local newspaper providing notice of the impoundment, the city shall hold for sale the impounded watercraft. Proceeds of the sale shall be applied to the towing and storage fees incurred through impoundment and any excess shall be deposited in the city treasury.

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

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

PASSED by the Council and approved by the Mayor of the City of Gig Harbor, this _____ day of _____, 2021.

CITY OF GIG HARBOR

Mayor Kit Kuhn

ATTEST/AUTHENTICATED:

Molly M. Towslee, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

Daniel Kenny

FILED WITH THE CITY CLERK: 03/16/21
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO: 14xx