

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, June 9, 2025 - 5:30 PM
Council Chambers

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

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

CHANGES TO THE AGENDA

PRESENTATIONS

1. **Pride Month Proclamation**
Presented to Maren Wagner, Pride Gig Harbor
2. **Waterfront Alliance Annual Report**
Waterfront Alliance Executive Director Carrienne Ekberg

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

1. **City Council Minutes - May 27, 2025**
2. **Approval of Vouchers: PR check numbers 109000 through 109001, AP check numbers 200136 through 200242, and ACH payments in the amount of \$821,229.09.**
3. **Approval of Payroll: Check numbers 8550, 8551, 8600, 8601 and direct deposit transactions in the amount of \$974,170.10.**
4. **Professional Services Contract - Pavement Maintenance and ADA Improvements**
5. **Resolution 1336 Adopting an Amended Flag Display Policy**

6. Resolution 1337 Adopting the 2025-2029 Commute Trip Reduction Plan

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. Department Updates

PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

EXECUTIVE SESSION: To discuss potential litigation per RCW 42.30.110(1)(i)

ADJOURN

PUBLIC COMMENT & DECORUM

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

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

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

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

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

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

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

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

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

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

WHEREAS, the City of Gig Harbor recognizes and honors the valuable contributions of its lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA+) residents, who strengthen the fabric of our community with their creativity, resilience, and leadership; and

WHEREAS, Pride Month is celebrated each June to commemorate the 1969 Stonewall Uprising in New York City, a pivotal moment in the ongoing movement for LGBTQIA+ rights and equality; and

WHEREAS, Gig Harbor is committed to being a welcoming, inclusive, and affirming place where all people—regardless of gender identity, sexual orientation, race, religion, or background—can live with dignity, safety, and opportunity; and

WHEREAS, local organizations such as Pride Gig Harbor, in partnership with community allies, including but not limited to Moms For Peace and Gig Harbor For Racial Justice, have worked tirelessly to provide resources, education, and celebratory events that foster inclusion, belonging, and visibility for LGBTQIA+ individuals and families; and

WHEREAS, Pride Month serves as an opportunity to celebrate the ongoing progress toward equality, recognize the challenges that remain, and uplift the diverse identities and experiences of the LGBTQIA+ community;

NOW, THEREFORE, I, Mary Barber, Mayor of the City of Gig Harbor, do hereby proclaim June as

Pride Month

in the City of Gig Harbor and urge all residents to reflect on the ongoing struggle for civil rights and to celebrate the contributions that the LGBTQIA+ community continues to make to our city, our state, and our nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Gig Harbor to be affixed this 9th day of June, 2025.





Mayor Mary Barber
City of Gig Harbor

2024

GIG HARBOR WATERFRONT ALLIANCE

IMPACT REPORT

PREPARED & PRESENTED BY

Carrienne Ekberg, Executive Director
Gig Harbor Waterfront Alliance



THE WATERFRONT
Alliance
gig harbor, wa

| WWW.GHDWA.ORG

Gig Harbor Waterfront Alliance

MISSION STATEMENT

The Gig Harbor Downtown Waterfront Alliance is a 501(c)(3) non-profit organization founded in 2008 to unite community and Waterfront District stakeholders to encourage economic vitality and preserve historic character. The Waterfront Alliance is a Nationally Accredited Main Street Organization active in the Washington State Main Street Program.

The Gig Harbor Waterfront Alliance **promotes economic vitality by maintaining a historic waterfront community that attracts diverse businesses and people through collaboration, outreach and activities.**



FIVE YEAR STRATEGIC GOAL



TO CREATE AN ACTIVE WATERFRONT FOR ALL



Meet the Team

 Jill Guernsey President	 Karrie Polinsky Vice President	 Richard Pifer Treasurer	 Tammi Barber Board Member
 Kurt Grimmer Board Member	 Trish Huff Board Member	 Katrina Knutson Board Member	 Bella Martin Board Member
 Jennifer Stiefel Board Member	 Lindsey Stover Secretary Board Member	 Ray Corpuz Board Member	 Pat Schmidt Board Member

Gig Harbor Waterfront Alliance

BOARD OF DIRECTORS

 Carrienne Ekberg Executive Director	 Chelsea Kastelnik Admin Assistant
 Clare Dunis Special Projects & Outreach	 Meg Norris Farmers Market Manager

STAFF

Design Committee Highlights

The Design Committee focuses on enhancing the aesthetic appeal and functionality of the waterfront area, creating a welcoming environment for residents and visitors alike. This includes wayfinding signage, parking and placemaking efforts. **Highlight: In 2024 the committee managed sponsorship of 74 flowers baskets, and a watering team of 45 people as well as researched and designed two new historic home signs.**



FLOWER BASKET
PROGRAM

HISTORIC HOME
SIGNS

POP UP PLANTING
& CLEAN UP



PLACEMAKING
PROJECTS

WAYFINDING &
SIGNAGE



SURVEYS & DATA
COLLECTION

Org & Outreach Committee Highlights

The Org & Outreach Committee is focused on raising awareness about the Alliance, its goals and mission and to attract people and funding to ensure financial needs are met. The committee is also responsible for maintaining a robust volunteer base. **Highlight: In 2024 the committee held their first ever fundraiser, bringing in \$25,000 to support the grant program. The committee also raised \$206,000 under the B&O Tax Credit Program.**

1

**B&O TAX CREDIT
PROGRAM**

2

**ALLIANCE ★
FUNDRAISER**

3

**VOLUNTEER ★
RECRUITMENT &
SUPPORT**

4

**WONDERFRONT
PRIVATE DONOR
PROGRAM**

5

**EVENT
SPONSORSHIPS**

6

**SPONSOR & DONOR ★
APPRECIATION**

Promotions Committee Highlights

The Promotion Committee focuses on creating vibrant events programs that promote the downtown waterfront as the center of commerce, culture, and community for residents and visitors. **Highlight: In 2024 the committee supported the first ever Chowderfest which brought 500 visitors to the district to enjoy Gig Harbor's unique food and beverage scene in a very 'maritime' way.**



CHOWDERFEST /
RESTAURANT WEEK

SIP & STROLL

CHALK THE
HARBOR

TRICK OR TREAT
IN THE HARBOR

SHOP SOCIAL/
GIRLS NIGHT OUT



HOLIDAYS IN THE
HARBOR

Economic Vitality Committee Highlights

The Economic Vitality Committee is focused on strengthening and diversifying economic vitality in the Waterfront District while balancing heritage and community identity.

Highlight: In 2024 the committee gave away \$20,000 in grant money to 17 businesses in the waterfront district for lighting, facade improvements, signage, art murals etc...



**SMALL BUSINESS
GRANT PROGRAM**



**HISTORIC WALKING
TOURS**



**MONTHLY
BUSINESS MEET UP**



**FARMERS MARKET
SUPPORT**

Small Business Grant Program Highlight

In 2024, the Alliance gave \$20,000 in grants to small businesses in the waterfront district and we plan to give away \$18,000 in 2025. **A special thank you to Peninsula Light Co.** who donates \$6,000 annually to support lighting specific grants.

**2024 GRANT RECIPIENT**

HAWKINS-POE

OWNERS | *Jennifer Hawkins Hansen & Charlie Hawkins Floberg*



COMPLETED PROJECT

Nestled in the heart of downtown, Hawkins Poe Real Estate, owned by Jennifer Hawkins Hansen and Charlie Hawkins Floberg, epitomizes a **blend of tradition and modernity**. Their recent purchase and renovation of a historic building in the waterfront district signifies a commitment to preserving the town's historic character while injecting fresh vitality. Having secured an Alliance Grant for a lighted sign as part of their renovation project, **their dedication to community enhancement is evident.**

Their vision extends beyond property to community connectivity. Their building is one of the first to greet residents and visitors as they drive down Pioneer St. towards the heart of the waterfront district. To Jenn and Charlie, **this project wasn't just about aesthetics; it was about creating a welcoming space for friends, clients, and locals to gather**, fostering connections and shared experiences.

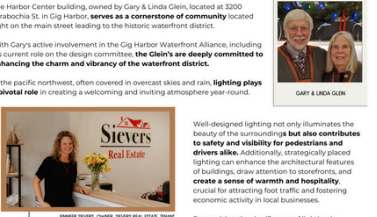
In the waterfront district, lighting isn't just functional—it's transformative. It enhances safety, encourages foot traffic, and fosters a sense of belonging. For Hawkins Poe Real Estate, **illuminating their signage and landscape honors the past while embracing the future.**

The waterfront district is fortunate to count Jenn and Charlie among its business and property owners. **Their dedication to investment** in preserving Gig Harbor's beauty, vibrancy, and charm for generations to come.

**2024 GRANT RECIPIENT**

HARBOR CENTER

OWNERS | *Gary & Linda Klein*



COMPLETED PROJECT

The Harbor Center building, owned by Gary & Linda Klein, located at 3300 Tarabochia St. in Gig Harbor, **serves as a cornerstone of community** located right on the main street leading to the historic waterfront district.

With Gary's active involvement in the Gig Harbor Waterfront Alliance, including his current role on the design committee, **the Kleins are deeply committed to enhancing the charm and vibrancy of the waterfront district.**

In the Pacific Northwest, often covered in overcast skies and rain, **lighting plays a pivotal role** in creating a welcoming and inviting atmosphere year-round.

Well-designed lighting not only illuminates the beauty of the surrounding area but **also contributes to safety and visibility for pedestrians and drivers alike**. Additionally, strategically placed lighting can enhance the architectural features of buildings, draw attention to storefronts, and **create a sense of warmth and hospitality** crucial for attracting foot traffic and fostering economic activity in local businesses.

Recognizing the significance of lighting in promoting community vitality, the Kleins secured a grant to enhance the lighting on their Harbor Center building, **a hub for five local businesses** within the Gig Harbor Waterfront District.

The grant funding allowed for the installation of high-quality, energy-efficient lighting solutions that illuminated the exterior of the Harbor Center building.

By enhancing the visibility and aesthetics of the building, the improved lighting will contribute to a **more vibrant and welcoming streetscape**, inviting residents and visitors to explore the offerings of the businesses housed within.

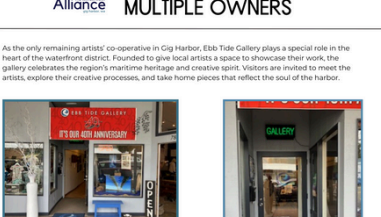
Through their proactive efforts to enhance lighting infrastructure, the Kleins are not only investing in the success of their own property but also in the overall vitality and appeal of the Gig Harbor Waterfront District as a whole.

**2024 GRANT RECIPIENT**

EBB TIDE GALLERY

ALLIANCE OWNER | *Chuck Woodstock*

MULTIPLE OWNERS



COMPLETED PROJECT

As the only remaining artist co-operative in Gig Harbor, Ebb Tide Gallery plays a special role in the heart of the waterfront district. Founded to give local artists a space to showcase their work, the gallery celebrates the region's maritime heritage and creative spirit. Visitors are invited to meet the artists, explore their creative processes, and take home pieces that reflect the soul of the harbor.

Tucked along the scenic stretch of Harborview Drive, Woodstock CTR Gallery, owned by Chuck Woodstock's has become a beloved part of Gig Harbor's waterfront district over the past four years. Known for its striking photography of the harbor and Washington's diverse landscapes, the gallery draws visitors from across the country and beyond.

With the help of a grant from the Waterfront Alliance, Chuck transformed a once-dark corner of the district into a warm, inviting space. New path lighting now guides guests from the street to the gallery, while soft landscape lighting highlights the beautiful trees that frame the property. The glow extends into the night, offering a peaceful, well-lit experience for evening strollers and passersby.

For Chuck, this project was about more than lighting; it was about connection. The improvements sparked a full property upgrade and a renewed commitment to the vitality of the waterfront. His hope is that these efforts will foster a stronger sense of community, encouraging more residents from across Gig Harbor to support the businesses that make the district so unique.

With the help of a grant from the Waterfront Alliance, Ebb Tide Gallery enhanced both its signage and exterior lighting—two key elements for a space nestled between two boutique neighborhoods. The new lighting brightened a previously dim alcove, making the entrance more welcoming and visible, while signage helps distinguish the gallery as its own vibrant destination.

As another season of community events approaches, from the Maritime Festival to the Canoe and Kayak Races, Ebb Tide Gallery is ready to welcome both new and returning visitors. Their continued presence adds color, creativity, and connection to Gig Harbor's dynamic waterfront.

**2024 GRANT RECIPIENT**

WOODSTOCK GALLERY

ALLIANCE OWNER | *Chuck Woodstock*



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**2024 GRANT RECIPIENT**

HERITAGE DISTILLING CO.

ALLIANCE OWNERS | *The Stiefel Family*



COMPLETED PROJECT

Her event, titled the Starfish Scavenger Hunt, is focused on youth in the local community and **encourages families to explore the waterfront**, its businesses and parks during a typically quieter time.

Kids from Voyager Elementary created approximately 250 colorful city starfish, which will be hidden in outdoor spaces between March through end of year for participants to find and keep. Parents were encouraged to post photos on social media, **promoting community engagement and exploration.**

Events in small towns, no matter their size, are **essential for building community cohesion** and driving local economies. They bring residents together, fostering a sense of belonging and pride, while also attracting visitors.

Stitch-O-Roo received a small grant from the Alliance to help fund the Starfish Scavenger Hunt. Grants such as these empower businesses to actively contribute to the community's vitality and economic development.

By providing funding for such events, the Alliance Grant program **encourages creativity and innovation among local entrepreneurs**, while recognizing the effort and changing some of the cost to showcase the Gig Harbor waterfront district's unique character and charm.

Moreover, **investing in events strengthens the sense of pride and ownership among residents**, ultimately contributing to the long-term sustainability and prosperity of the waterfront district.

In a city filled with competing storefronts, a well-designed and prominently displayed sign serves as a beacon and landmark, guiding potential customers and adding a welcoming feel to the district as a whole.

**2024 GRANT RECIPIENT**

STITCH-O-ROO

OWNER | *Jenny Czaplewski*



COMPLETED PROJECT

Jenny Czaplewski, the owner of Stitch O-Roo & Art Too, a local sewing and art studio in the waterfront district, came up with a **Kan-Kan aimed to boost foot traffic** in Gig Harbor's waterfront district during Restaurant Week in March.

Her event, titled the Starfish Scavenger Hunt, is focused on youth in the local community and **encourages families to explore the waterfront**, its businesses and parks during a typically quieter time.

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**2024 GRANT RECIPIENT**

LOCAL WHIMSY

OWNERS | *Cassie Dickens & Salena Ausburn*



COMPLETED PROJECT

If you haven't been to Local Whimsy yet, you are in for a treat! Founded by Cassie Dickens and Salena Ausburn, this unique retail store was born from a **desire to create a space where community members could discover unique, locally crafted products and plants** while indulging in hand-on activities in the kind of store that makes you want to grab a coffee and a few friends, hang out and explore a curated selection of quality, on-trend items perfect for all ages.

Despite being open for less than a year, Local Whimsy has quickly established itself as an anchor in the waterfront district. Central to their success is their commitment to fostering community connections through workshops and activities tailored to all ages and interests. From crafting sessions to gardening workshops, Local Whimsy provides a space **where creativity flourishes, and memories are made.**

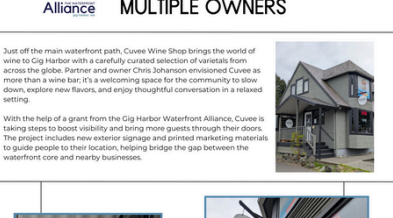
As part of the Alliance Grant Program, Local Whimsy received funding to help cover the cost of their new business sign. Signage isn't just about visibility; it's a vital tool for local, small businesses like Local Whimsy to **establish their presence, attract foot traffic, and communicate their identity** to passersby.

In a city filled with competing storefronts, a well-designed and prominently displayed sign serves as a beacon and landmark, guiding potential customers and adding a welcoming feel to the district as a whole.

**2024 GRANT RECIPIENT**

CUVÉE WINE SHOP

ALLIANCE MULTIPLE OWNERS



COMPLETED PROJECT

Just off the main waterfront path, Cuvée Wine Shop brings the world of wine to Gig Harbor with a carefully curated selection of varietals from across the globe. Partner and owner Chris Johnson envisioned Cuvée as more than a wine bar; it's a welcoming space for the community to slow down, explore new flavors, and enjoy thoughtful conversation in a relaxed setting.

With the help of a grant from the Gig Harbor Waterfront Alliance, Cuvée is taking steps to boost visibility and bring more guests through their doors. The project includes new exterior signage and printed marketing materials to guide people to their location, helping bridge the gap between the waterfront core and nearby businesses.

For Chris and the team, it's about creating stronger connections, both within the neighborhood and across the broader Gig Harbor community. They look forward to hosting more events and continuing to collaborate with the Alliance to support a vibrant, inclusive waterfront district where everyone feels at home.

**2024 GRANT RECIPIENT**

GIG HARBOR AUTOMOTIVE

OWNERS | *Brian & Jen Smith*



COMPLETED PROJECT

Gig Harbor Automotive is an **essential cornerstone** of the waterfront district in Gig Harbor. Since 2008, Brian and Jen Smith have guided this small shop, **providing critical services in automotive repairs and maintenance**. Their convenient location offers easy access for both locals and visitors, ensuring reliable and timely car care.

What distinguishes Gig Harbor Automotive is not only their technical proficiency but also the **welcoming feeling you get when you walk in the door**, making the car care experience a pleasant one.

Whether just passing by or dropping your car off for service, you know you'll be greeted with a friendly wave and smile.

Recognizing the importance of art in community enhancement, Gig Harbor Automotive has been named a recipient of the 2024 Alliance Small Business Grant.

Art murals aren't just eye-catching and appealing; they **serve as a visual expression of a small town's unique identity**. Culture, values, and vision for all to see. These one-of-a-kind artworks not only enhance the aesthetic appeal of the community but also **foster a sense of belonging and pride** among residents, making the town more inviting and memorable for visitors.

Gig Harbor Automotive's mural art project is estimated to be completed in the summer of 2025.

**2024 GRANT RECIPIENT**

B'S BAGELS

OWNER | *Brittany Ewin*



COMPLETED PROJECT

Brittany Ewin, owner of B's Bagels in Gig Harbor, has become a **well known friendly face within the community** since opening her doors just over a year ago. She brings a little bit of the East Coast west by crafting small batches of **hand-rolled New York-style bagels** in a cozy and inviting environment six days a week.

Beyond just serving bagels, what sets this establishment apart is its role as a community hub. Whether you're waiting in line, chatting with a neighbor, or reconnecting with an old friend ahead of you, **B's Bagels fosters meaningful connections that strengthen community bonds**, serving as a cherished place at a beloved local Gig Harbor institution.

As a recipient of the 2024 Alliance Small Business Grant, Brittany is always thinking about her community and how she can make a positive, lasting impact. With the grant funding, **she plans to enhance the facade and curb appeal** of her establishment, transforming the outside into a more inviting space for locals and visitors alike.

The project was completed in **May of 2024**, and rejuvenated the storefront of B's Bagels, **attracting more foot traffic and bolstering economic vitality**. By investing in the aesthetic charm of her business and the surrounding area, Brittany is not only enhancing the visual appeal of the neighborhood but also contributing to its overall vibrancy and livability for years to come.

**2024 GRANT RECIPIENT**

HARBORNEST

OWNER | *Amy Flippo*



COMPLETED PROJECT

Amy Flippo, a local realtor and proud owner of Harbornest, is a **pillar of community support** and someone who loves to bring people together. Stepping into her store, visitors are greeted with a warm embrace that beckons them to sink into the inviting comfort of her leather couch and linger. In addition to offering meticulously curated collections of men's and women's fashion alongside home goods, Amy and her team **regularly host events that spotlight other small businesses** and build community engagement.

Amy's small business plays a vital role in the Gig Harbor waterfront's landscape. By offering a space for local businesses to thrive, she contributes to the vibrant character of the area and encourages shopping and foot traffic during evening hours, adding to the district's local commerce.

In a testament to her commitment to enhancing community spaces, Amy Flippo has been named one of the first recipients of the 2024 Alliance Small Business Grant. With this grant, she plans to **elevate the ambience and curb appeal** of Harbornest by enhancing its exterior lighting. This improvement not only adds to the aesthetic charm of the area but also encourages shopping and foot traffic during evening hours, adding to the district's local commerce.

Amy's initiative highlights her unwavering commitment to enriching the cultural landscape of the Gig Harbor waterfront while prioritizing **unparalleled customer service** and care. This dedication ensures that every visitor to her store experiences a **memorable and delightful encounter**, making Harbornest a destination worth returning to time and time again.

**2024 GRANT RECIPIENT**

FOR THE LOVE OF SPICE

ALLIANCE OWNER | *Windy Rayne*



COMPLETED PROJECT

In the heart of Gig Harbor's waterfront, For the Love of Spice is more than a wine bar; it's a gathering place for neighbors, food lovers, and local businesses alike. Owner Windy Rayne founded the space after building a loyal following at the local Farmers Market, where high demand for her flavorful offerings and culinary ideas inspired her to open a permanent location.

Windy created For the Love of Spice with a simple but powerful vision: to bring people together over good wine, great food, and shared stories. Inside, guests can explore a rotating selection of wines, learn cooking tips from Windy herself, and enjoy evenings of conversation centered around travel, ingredients, and community.

With support from the Waterfront Alliance, For the Love of Spice was able to purchase essential refrigeration equipment and repairing their menu boards, ensuring the guest experience. The new equipment helps ensure that both wine and small plates are served at their best, whether during a casual afternoon sip or a special evening tasting event.

For the Love of Spice adds warmth, flavor, and a welcoming to Gig Harbor's vibrant waterfront, and Windy's passion for helping people feel comfortable in the kitchen shines through every glass poured and every recipe shared.

**2024 GRANT RECIPIENT**

HARBOR HISTORY MUSEUM

ALLIANCE EXEC. DIRECTOR | *Stephanie Lile*



COMPLETED PROJECT

Nestled along the shoreline, the Harbor History Museum offers a window into Gig Harbor's rich maritime heritage. Under the leadership of Executive Director Stephanie Lile, the museum works to preserve and share the stories that define the region—from boat building and fishing to farming, logging, and the early days of transportation.

Thanks to the support from the Gig Harbor Waterfront Alliance Grant, the museum has improved visibility with new exterior lighting that helps guide visitors to its entrance and highlights its place within the growing "Museum District." These enhancements make the museum a more welcoming and recognizable destination for both locals and tourists.

With the recent debut of their Maritime Gallery, the Harbor History Museum continues its mission to educate, inspire, and connect the community through the stories of the past. The museum is proud to be a part of the waterfront district, keeping Gig Harbor's history alive for generations to come.



Click here to see all the grant program story boards.

By the Numbers

Below is a summary of some of amazing numbers the Alliance logged in 2024! We couldn't do any of these things without the support of our sponsors, donors, partners, volunteers, businesses and the community.

10

of
community
programs &
events

41,274

of
program &
event
attendees

17

of B&O Tax
Credit Donors

\$20k

amount of
grant funds
given

138

of
businesses
supported

326

of
volunteers

19

of business
sponsorships

56

Wonderfront
private donors

6

of new
businesses
opened

3,032

of volunteer
hours logged

17

of grants given
to small
businesses



Thank You to Our **Volunteers**

In 2024, our **volunteer force** **grew from 263 to 326** dedicated individuals who contributed an incredible **3,032 hours of service**—equating to **\$101,572** in value.

These passionate volunteers played a vital role in making our events successful, from the Farmers Market and Holidays in the Harbor to Chalk the Harbor and Trick or Treat. Behind the scenes, they assisted with office prep, ensuring every event ran smoothly.



326 # of volunteers

3,032 # of hours



Staff

With only two full-time and two part-time staff, there is no way we could accomplish all the events and programs we put on without the dedication and hard work of our incredible volunteers.

\$101,572

The total value in dollars of volunteer time spent supporting the Alliance in 2024.

www.independentsector.org

Just a few of our **Events & Programs**

Hosting events and programs is just one piece of the Gig Harbor Waterfront Alliance’s mission, but it **plays a vital role in keeping our historic waterfront thriving**. Events bring people together, drive foot traffic to local businesses, and showcase the unique charm of our city. Beyond the fun and celebration, **they create lasting connections between residents, visitors, and businesses, reinforcing a sense of place and community pride.**



CHOWDERFEST
ALONG GIG HARBOR'S WATERFRONT

500 attendees enjoyed shopping, dining and exploring the waterfront district.
35 participating restaurants & retailers.



SHOP
SOCIAL

800 attendees enjoyed special shopping and dining deals during this holiday kick off.
44 participating restaurants, retailers & service businesses.



RESTAURANT WEEK
ALONG GIG HARBOR'S WATERFRONT

12 participating restaurants offered special menus and deals during this week-long culinary celebration.



sip&stroll

600 attendees enjoyed wine tasting and small bites throughout the district.
43 restaurants, retailers & service businesses participated in the event.



BASKETS & BANNERS
ALONG GIG HARBOR'S WATERFRONT

75 flower baskets sponsored.
43 watering volunteers, spent 245 hours over the summer watering the flower baskets along Harborview Drive from May - Sept.



CHALK
THE HARBOR
ALONG GIG HARBOR'S WATERFRONT

1,200 estimated attendees.
Free community activity that brought people to chalk, as well as shop, drink and dine along the waterfront.



GIG HARBOR
WALKING TOURS
ALONG THE HISTORIC WATERFRONT

Over **200 people** enjoyed **free weekly walking tours** on Wednesdays and Saturdays between June-Aug.



TRICK OR TREAT

An estimated **1,500** ghost, goblins and witches (aka attendees) enjoyed this event. **35 participating locations** handed out candy and put together fun, interactive displays during this free community event.

2024 SPOTLIGHT EVENT

HOLIDAYS IN THE HARBOR

In partnership with Visit Gig Harbor, several thousand families enjoyed free photos with Santa as well as access to free lighted photo displays at Donkey Creek Park during the month of December.





2025 SPOTLIGHT PROJECT



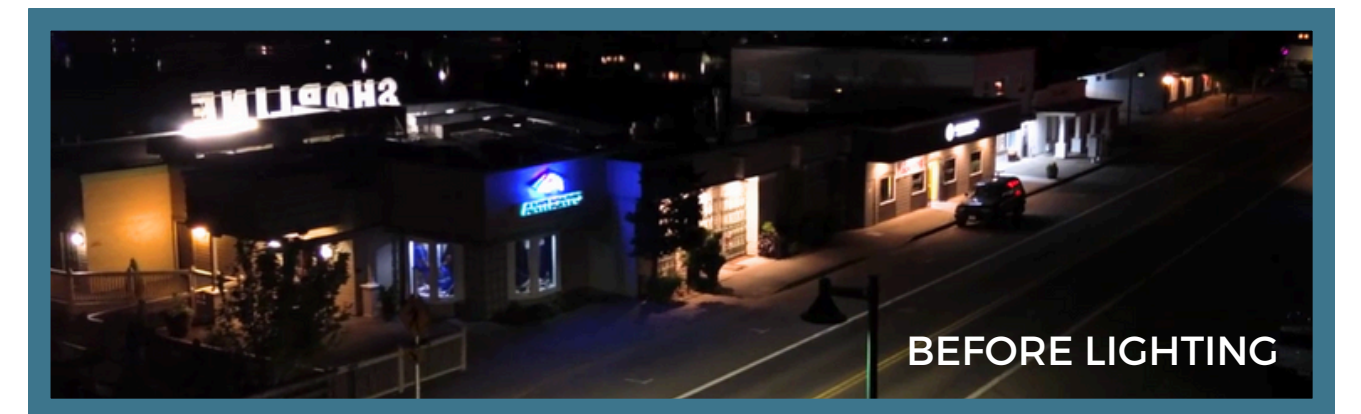
Finholm District Lighting Project



Recognizing the need to enhance this vital dining district, we joined forces with Outdoor Lighting Perspectives South Sound and four committed property owners to execute this project.

The vision was clear: to create a visually unified and well-lit streetscape by adding cohesive roofline lighting to five consecutive buildings.

This collaborative effort aimed to improve safety, visibility, and the overall atmosphere of the Finholm District, making it even more inviting and vibrant.



Facts & Figures Waterfront Farmers Market

The **2024 season was one of growth and community**, with a 15% increase in attendees from 2023. The vendor count rose by 5%, with an average of 41 vendors per market and a total of 73 unique vendors participating throughout the season. The 2024 season goals focused on attracting diverse vendors, qualifying as a true farmers market, providing access to Food Access Programs, aligning Kids Corner activities with the market theme, and improving traffic flow.

23

of live musicians who played over the course of the 12 week season

66%

sales from farms & food processors

921

of volunteer hours crucial to market success

\$409,036

Vendor sales increased by 18%, reaching \$409,036. The total Alliance income, generated from vendor fees, sponsorships, and food access administration, amounted to \$36,673.

34,324

of people who visited the Farmers Market during the June - Sept season, averaging 2,994 per market.



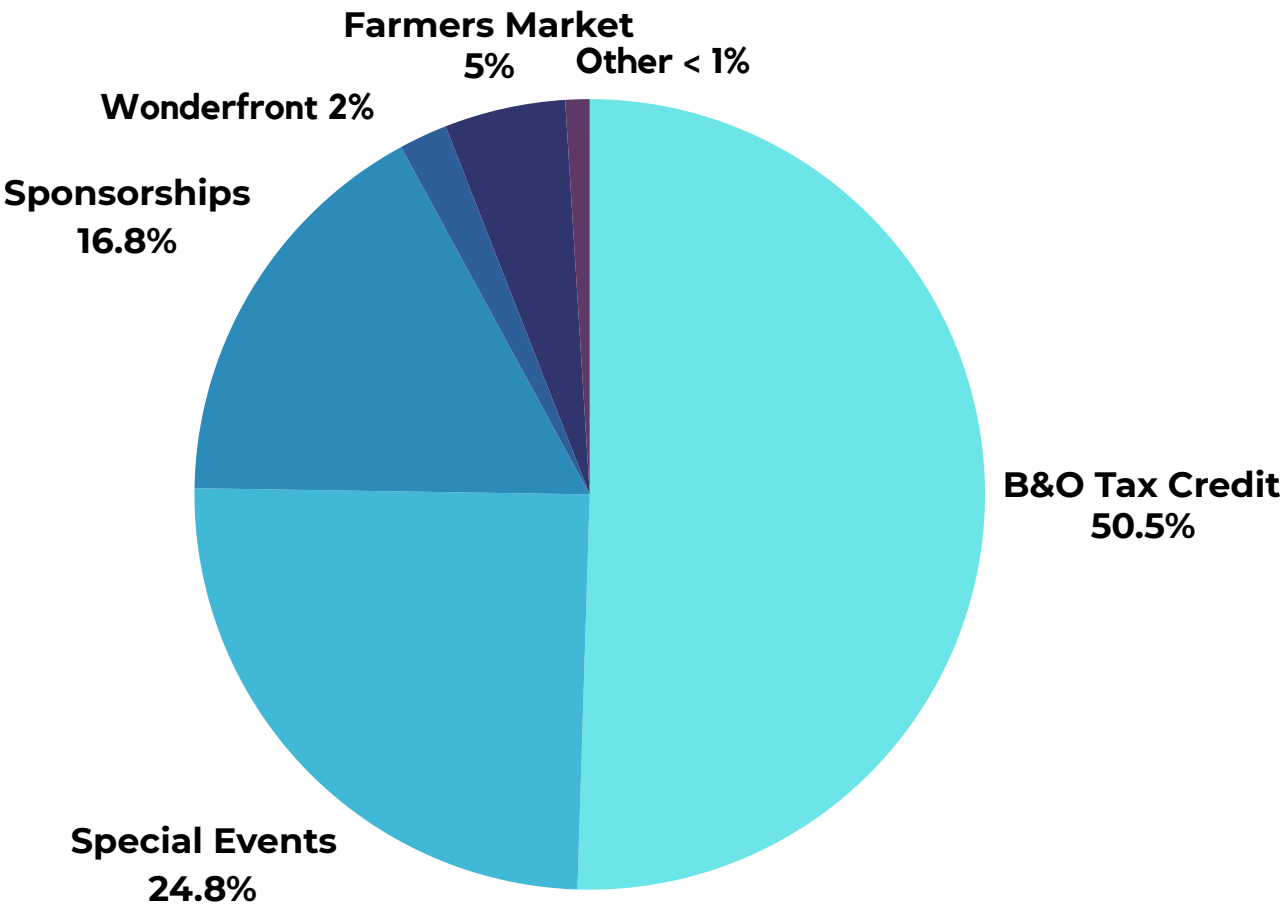


Financial Highlights

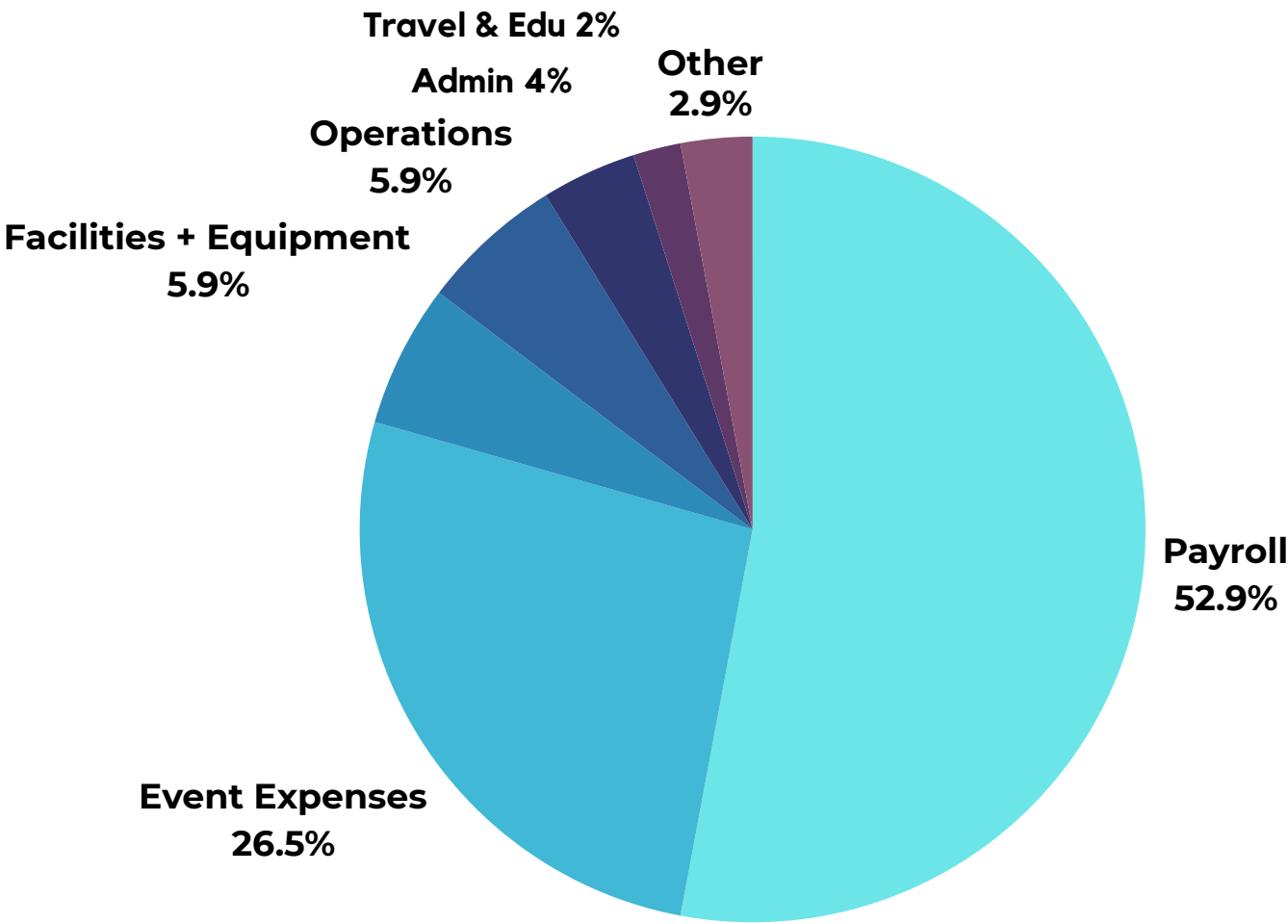
In 2024, the Gig Harbor Waterfront Alliance’s funding primarily came from the Main Street Tax Credit Incentive Program (B&O tax credits), sponsorships, and participant fees from our events. These sources allowed us to host impactful programs, support small businesses, and strengthen our district.

As we look ahead, our goal is to diversify income sources by expanding our Wonderfront Partnership Program and building stronger collaborations with local community and civic organizations. By broadening our financial foundation, we can ensure long-term sustainability and continue making a meaningful impact on Gig Harbor’s waterfront.

Total Income



Total Expenses



THANK YOU TO OUR
SPONSORS & DONORS

 SPONSORS



 **MAIN STREET TAX CREDIT INCENTIVE
PROGRAM DONORS**



 **WONDERFRONT PARTNERS
(PRIVATE DONORS)**

- | | | |
|-------------|--------------|------------------|
| Gail H. | Conrad E. | Karyn D. |
| Larry B. | Trish H. | Lindsey K. |
| Bethany N. | Ray C. | Kendra P. |
| Paul K. | Laura S. | Gary G. |
| Nancy J. | Sandra N. | Nichole S. |
| JD F. | Susan B. | Tom and Karen H. |
| Isabella M. | Julie C. | Mary G. |
| Stacy G. | Cathay B. | Kristie L. |
| David W. | Gayle D. | Diane M. |
| Laura H. | Lynn S. | Vicky A. |
| Jeni W. | Mary B. | Richard P. |
| Jill G. | Annie A. | |
| Charles W. | Joy G. | |
| Karrie P. | Pam P. | |
| Pat S. | Jeri F. | |
| Marilyn H. | Lindsey S. | |
| Stacy P. | Carol K. | |
| Jami W. | Lauren H. | |
| John F. | Jennifer C. | |
| Shannon R. | Marti A. | |
| Jennifer S. | Donald M. | |
| Kurt G. | Carrienne E. | |
| Kim S. | | |

2025 & BEYOND

FUTURE PLANS

We have a few exciting new initiatives coming in 2025, and we can't wait to share a sneak peek of what's ahead! From enhancing our downtown streetscape with new placemaking projects and public art installations to expanding our events and community partnerships, and hosting the 2025 WA Main Street statewide conference, we're always looking for ways to make the Gig Harbor waterfront more vibrant and welcoming.

1

CONTINUE SMALL BUSINESS GRANT PROGRAM

Our goal is to continue to grow and expand the Small Business Grant Program, giving back to the small businesses in our district.

3

EXPANDED CHALK THE HARBOR (AUGUST 2025)

Expanding the event to include local artist showcases, hands-on demonstrations and interactive community art pieces in order to celebrate art and community.

2

EXPANDED WALKING TOURS (STARTING IN 2025)

By adding a year-round tour, our goal is to encourage visitors to enjoy the waterfront all-year round!

★
4

WA MAIN STREET PLACES CONFERENCE (OCTOBER 8-10TH 2025)

Bringing 350 Main Street and historic preservation specialists to Gig Harbor for this statewide conference.

How You **CAN HELP**

1 Continue championing policies that protect small businesses – Help ensure that new taxes or regulations don't create unintended burdens for our waterfront entrepreneurs.

2 Prioritize small business support in city planning and budgeting – Maintain strong investment in programs that directly benefit local businesses, tourism, and economic vitality.

3 Advocate for a comprehensive wayfinding and signage plan – Help residents and visitors better navigate the waterfront district and discover its many small businesses.

4 Stay engaged with our work – Attend Alliance events, share our mission publicly, and encourage others to volunteer or get involved.

5 Seek innovative solutions for transportation and parking – Explore alternative transportation options and enhance accessibility to make visiting the waterfront easier for everyone.



6 Be vocal ambassadors for Main Street – Your voices carry weight; use them to promote the importance of local business, heritage, and placemaking in Gig Harbor.



Thank You

MAILING ADDRESS:

PO Box 771
Gig Harbor WA 98335

PHONE:

253-514-0071

WEBSITE:

www.ghdwa.org



For additional information or to learn more about how you can get involved with the Alliance, scan the QR code below to visit our website. We look forward to hearing from you!



MINUTES
GIG HARBOR CITY COUNCIL MEETING
Tuesday, May 27, 2025 - 5:30 PM
Council Chambers

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

PLEDGE OF ALLEGIANCE: Led by Girl Scout Troop 40137

LAND ACKNOWLEDGMENT

CHANGES TO THE AGENDA

PRESENTATIONS

1. Red Cross Trophy Presentation for Battle of the Badges Blood Drive
2. Oath of Office - Police Officer Skylar Doktor
3. Police Department Accreditation

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA Councilmember Storset removed Item #3 from the consent agenda.

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

VOTE: Unanimously approved.

MOTION: Move to approve Resolution 1334 with an amendment to remove the provision for displaying flags under 12 inches in length (Rodenberg/Storset).

VOTE: Motion passed 6-1 (Woock opposed).

1. City Council Minutes: May 1, 12, and 15, 2025
2. Approval of Vouchers: Check numbers 108509 through 108037 and ACH payments in the amount of \$1,394,735.31
3. Resolution 1334 Amending the City's Flag Display Policy
4. Resolution 1355 Authorizing Canfield Single-Family Residence Sewer and Water Utility Extension Agreements
5. Confirmation of the appointment of Deborah Breneman and Suzanne Gillman to the Arts Commission (Terms Expiring March 31, 2028)

MAYOR'S REPORT Mayor Barber reported on:

- Croatia Day on May 31
- Pride Month in June

CITY ADMINISTRATOR'S REPORT City Administrator Knutson reported on:

- Police department accreditation
- Retirement Reception for Chief Busey on June 23

1. Department Updates

BUSINESS ITEMS

- 1. Professional Service Contract for Cushman Trail Phase 2 Geotech Services** Parks Manager Jennifer Haro introduced the contract.

MOTION: Move to authorize the mayor to execute a professional services contract with HWA GeoSciences, Inc. for a geotechnical assessment for Cushman Trail Phase 2 in an amount not to exceed \$14,883 (Woock/Coronado).

VOTE: Unanimously approved.

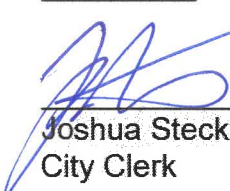
PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS Councilmember Rodenberg on attending the senior center task force meeting with Councilmember Stone and the opening of the farmers' market. Councilmember Stone reported on attending the senior center task force meeting, observing Memorial Day, and police accreditation. Councilmember Woock reported on Jeni Listens on June 10 and attending a CEPAP meeting. Councilmember Coronado reported on attending the Puget Sound Regional Council's annual meeting.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

ADJOURN The meeting adjourned at 6:48 p.m.



Joshua Stecker, CMC
City Clerk



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

Meeting Date: June 9, 2025

SUBJECT: Professional Services Contract - Pavement Maintenance and ADA Improvements

SUBMITTED BY: Associate Engineer Steven Demmer

DEPARTMENT: Public Works

PHONE: 253-530-7076

SUGGESTED MOTION: Move to authorize the mayor to execute a professional services contract with Parametrix in an amount not to exceed \$460,000.00.

BACKGROUND INFORMATION: This project will design full-road-width grind and asphalt inlay along two segments of city streets. One segment includes Soundview Drive between Hollycroft Street and Erickson Street. The other segment includes 38th Avenue between the city limits and 41st street. This project will design at least one new RRFB between the 5900 and 6100 block of Soundview Drive. This project will also include minor stormwater design, traffic calming along Soundview Drive, and signal loop replacement at the intersection of Hollycroft Street and Olympic Drive. All required ADA pedestrian facilities along the project corridor will be brought into compliance with current ADA standards.

The Pavement Maintenance and ADA Improvements on Soundview Drive and 38th Avenue are identified as Street Capital Objectives 3 and 5 for the 2025/2026 budget cycle, respectively. Soundview Drive is also funded through Water Capital Objective 4 due to the city's 2024 Soundview Drive watermain project. To gain economy of scale and to reduce impact on the residents of Gig Harbor in this area of town, Public Works staff and the consultant team will give special attention to minimizing impacts to the public during construction and mitigating for speeding through design of permanent traffic calming features.

FISCAL CONSIDERATION: The Budget allocations for these projects are as follows:

Expenditure Required: \$ 460,000	Amount Budgeted: \$ 620,000	Appropriation Required: \$ 0
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ATTACHMENTS:

1. COGH Prof Serv Contract_PaveMaint_G&O

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

**PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
PARAMETRIX**

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

RECITALS

WHEREAS, the City is presently engaged in Pavement Maintenance and ADA Improvements and desires that the Consultant perform services necessary to provide the following consultation services; and

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

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

TERMS

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

2. Payment.

A. The City shall pay the Consultant an amount based on time and materials, not to exceed Four Hundred Sixty Thousand Dollars and No Cents, (\$460,000) for the services described in Section 1 herein. This is the maximum amount to be paid under this Agreement for the work described in **Exhibit A – Scope of Work**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant's staff and billing rates shall be as described in **Exhibit B – Schedule of Rates and Estimated Hours**. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibit A** or bill at rates in excess of the hourly rates shown in **Exhibit B**, unless the parties agree to a modification of this Contract, pursuant to Section 17 herein.

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

3. Duration of Work. The City and the Consultant agree that work will begin on the tasks described in **Exhibit A** immediately upon execution of this Agreement. The parties agree that the work described in **Exhibit A** shall be completed by December 31, 2026; provided however, that additional time shall be granted by the City for excusable days or extra work. Further, the parties may extend the duration of this Agreement consistent with the terms of Section 17 below.

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

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

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

7. Indemnification.

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

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

8. Insurance.

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

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

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

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

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

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

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

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

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

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

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

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

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

11. Records.

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

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

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

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

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

14. Resolution of Disputes and Governing Law.

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

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

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

CONSULTANT:
Parametrix
ATTN: Cindy Clark
1019 38th Ave Ste. 100
Puyallup, WA 98374

City of Gig Harbor
ATTN: Steven Demmer, PE
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335
253-851-6170

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

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

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

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its: _____

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

City of Gig Harbor
Pavement Maintenance and ADA Improvements
Soundview Drive (Hollycroft Street to Erickson Street) and 38th Avenue
(City Limits to 41st Street)

Introduction

This project is to provide design engineering services to the City of Gig Harbor for the improvement of the roadway pavement and pedestrian access along the Soundview Drive corridor from the Olympic Village shopping center to Erickson Street, Hollycroft Street from Hollycroft Wye NE to Soundview Drive, Olympic Drive south of the Hollycroft Street intersection, and along the 38th Avenue corridor from the city limits to 41st Street. In addition to the maintenance and improvement of the pavement within the project area the project will include the development of two (2) RRFB crossings and minor utility adjustments.

A preliminary estimated schedule, preliminary drawing list, and graphical depiction of the proposed topographic survey area are included at the end of this scope. The proposed budget is included in Exhibit B.

Task 01 – Project Management

Objectives

The objective of this task is to provide overall project management of the consultant contract with the City of Gig Harbor.

Approach

The following activities will be performed:

- Prepare Quality Management Plan and meet with City to review.
- Track the project budget and schedule using Parametrix in-house tools to verify that progress is keeping pace with spending.
- Update project schedule and provide to City, as needed.
- Weekly internal design team meetings.
- Bi-weekly status meetings with the City of Gig Harbor to provide design updates, gather City input, and maintain an issues list to document project design decisions.
- Prepare monthly invoices and progress letters for services performed by the consultant team.
- Prepare written correspondence as needed to document project management issues and/or concerns.

Deliverables

Deliverables for this task include:

- Draft and final Quality Management Plan (pdf)
- Miscellaneous correspondence to document project management issues (pdf)
- Bi-weekly status meeting summaries (pdf)
- Monthly progress reports enclosed with invoices (pdf)

Assumptions

Assumptions for this task include:

- Budget assumes 19 bi-weekly status meetings which will be held virtually, last 30 minutes, and be attended by two (2) Parametrix staff.
- Invoices and progress reporting provided to the City will be broken down by task.

Task 02 – Topographic Survey

Objectives

Parametrix will perform a topographic survey for selected areas along the project site, as described within this scope of work and as shown in the attached survey markup, to supplement the topographic survey provided by the City of Gig Harbor.

Approach

The following activities will be performed:

- The field survey will set and measure horizontal control necessary for mapping, establish vertical control, and locate visible evidence of, including but not limited to, the following improvements:
 - Concrete joints in the sidewalk, curb, and roadway panels.
 - Curbs
 - Sidewalks/paths
 - Pavement delineation between concrete and asphalt
 - Roadway channelization
 - Storm drainage and storm drain structures, including upstream and downstream structures
 - Water valve boxes including measurement down to top of nut and water meters
 - Electrical power poles, vaults, handholes and associated surface features
 - Signal poles, junction boxes, service/controller cabinets, detection loops, and pedestrian push buttons
 - Communication utility pedestals, handholes and vaults
 - Natural gas valves

- Cable or fiber optic pedestals
 - Street lighting
 - Fire hydrants
 - Signage
 - Overhead wires, guy wires
 - Underground utility location paint marks set by APS (the utility locate subconsultant)
 - Significant trees with drip lines (6-inch or larger as measured 4 1/2 feet above the ground, or as required by the Client)
 - Fences and gates
 - Retaining walls
 - ADA ramps and adjacent grades
- Parametrix will provide invert elevations and pipe sizes for existing storm structures shown in the attached survey markup.
 - Parametrix will prepare the new topographic data as a standalone AutoCAD file that will be used in the design of the proposed improvements. Parametrix will utilize raw survey data to compile a triangulated integrated network (TIN) surface for use in design. At the intersection of Olympic Dr and Hollycroft St Parametrix will verify the right of way lines in the CAD file provided by the City by performing research online with at the Pierce County Auditor's website, verifying measurements, deed descriptions and comparing the file with recorded plats and surveys.

Deliverables

Deliverables for this task include:

- An electronic drawing file of the additional topographic survey in AutoCAD Civil 3D 2024 format in one drawing file with 1-foot contours in the mapping area, and right-of-way, road centerline, and parcel lines within the vicinity of the topographic mapping limits (dwg)
- Topographic survey of the mapped area (pdf)
- Updated TIN surface for use in design (dwg)

Assumptions

Assumptions for this task include:

- Parametrix will work with City staff to identify areas requiring ROEs as necessary. Parametrix will be provided reasonable access to all areas requiring survey, including necessary rights of entry (ROEs).
- For safety reasons, Parametrix personnel are not permitted to enter enclosed utility structures. These structures will be detailed and inventoried only to the extent feasible from the surface.
- All electronic mapping standards will be based on Parametrix drafting standards unless specified otherwise.

- Unless otherwise specified by the client, horizontal datum shall be NAD 83/11 Washington Coordinate System, North Zone, and vertical datum shall be NAVD88.

Task 03 – Utility Locates (APS)

Objective

Locate and mark utilities for inclusion in the topographic survey within the areas shown in the attached survey markup.

Approach

Refer to the attached scope and fee from APS.

Deliverables

Refer to the attached scope and fee from APS.

Assumptions

Refer to the attached scope and fee from APS.

Task 04 – Site Investigation and Analysis

Objectives

Parametrix will perform a site walk with City staff and develop a list of additional information needed from the City of Gig Harbor.

Approach

The following activities will be performed:

- Review existing topographic survey provided by City of Gig Harbor.
- Perform a site walk with City staff to identify the desired location of paving limits, areas requiring full depth replacement, traffic calming implementation locations, and alternative overlay treatments.
- Develop a list of additional existing conditions information needed for the design. This may include items such as GIS data, as-builts, previous project bid documents, and recent bid tabs.
- One site visit to inventory the signal conduit and wiring at the Olympic/Hollycroft signal.

Deliverables

Deliverables for this task include:

- Additional existing conditions data request (email)
- Site walk summary (pdf)

Assumptions

Assumptions for this task include:

- Site walk will be attended by up to three Parametrix staff and will require a total of up to four hours, including two hours of travel.
- Additional existing conditions data will be provided within three (3) weeks.

Task 05 – Geotechnical Investigation and Analysis (HWA)

Objectives

HWA will perform site investigation and analysis required to prepare and provide the Pavement Reconstruction Recommendations Report.

Approach

The following activities will be performed:

- Perform visual assessment of the alignment and mark the locations of up to 6 pavement cores. Arrange utility locates.
- Subcontract preparation of Traffic Control Plans (TCPs). Submit TCPs to City for approval.
- Perform 6-inch diameter pavement coring at up to 6 locations.
- Shallow handholes will be excavated through each pavement core hole to depths of about 2-3 feet, or refusal. Soil samples will be obtained for laboratory testing.
- Cores will be backfilled with gravel and patched with Aquaphalt cold patch compacted in lifts to match existing HMA lift thickness.
- Perform Falling Weight Deflectometer (FWD) testing at approximately 25-foot spacings in each travel lane of 38th Ave within the project bounds.
- Prepare a draft report presenting the results of pavement coring, laboratory testing, and FWD testing, along with our pavement reconstruction recommendations. Pavement reconstruction recommendations will be based on the subgrade modulus and traffic loading and may result in a section less than the standard section.
- Finalize report based on review comments.

Deliverables

Deliverables for this task include:

- Draft and Final Pavement Reconstruction Recommendations Report

Assumptions

Assumptions for this task include:

- WSDOT standard plans will be acceptable for fieldwork TCPs.
- Locations where the standard TCPs are proposed will be provided.

- City will provide traffic data for pavement engineering. This will include traffic counts and percent heavy vehicles.

Task 06 – 30% Design

Objectives

This task will include the development of design plans and opinion of probable cost (OPC) to the 30% milestone. The 30% design will serve as the basis of design for the subsequent 90% design phase.

Approach

The following activities will be performed:

- Prepare 30% plans, including,
 - Cover Sheet
 - General Notes, Legend, and Abbreviations
 - Alignment and Survey Control Plan
 - Pavement Improvement Plans
 - Channelization Plans
 - Signal Modification Plan
 - RRFB Layout Plan
- Prepare 30% opinion of probable cost corresponding to the 30% plans.
- Prepare up to two (2) concept exhibits showing proposed traffic calming measures.
- Evaluate traffic calming alternatives and review with City of Gig Harbor staff.
- Prepare draft special provisions.
- Perform quality control (QC) review, in accordance with the project's specific Quality Management Plan, of the 30% documents and revise the documents to address the comments.
- Meet with City of Gig Harbor Staff to review the 30% documents, if needed.

Deliverables

Deliverables for this task include:

- Traffic Calming Exhibits (pdf)
- 30% Plans (pdf)
- 30% CADD Base Files (dwg)
- 30% OPC (MS Excel and pdf)
- 30% Special Provisions (word and pdf)

Assumptions

Assumptions for this task include:

- CADD base files will be provided at the 30% milestone solely for the purpose of utility coordination.
- Pavement improvements will consist primarily of grind and inlay with full depth replacement on 38th Avenue and on Soundview Drive for approximately 200 linear feet from the Cushman Trail crossing to the intersection with Olympic Drive.
- All design work will conform to City of Gig Harbor 2018 Public Works standards. Should interim updates be released during the project Parametrix will work with the City to incorporate them into the project as applicable.
- The City will specify the design vehicle that applies to each intersection.
- The City will lead all franchise utility coordination (if required).
- Plans will be prepared at 22"x34" and will show improvements in plan view at scale 1"=20'.
- The City's title block will be used for plan sheets.
- Roadway profiles will not be included in the design or plan set.
- Curb ramp layouts will be included in the 30% plans however, curb ramp grading will not be prepared for the 30% milestone.
- Driveways will not be considered for ADA improvements.
- Traffic calming evaluation may include medians, permanent radar feedback signs, restriping of lanes to reduce width and/or add bike lanes, and raised crosswalks. This scope assumes an effort commensurate to the traffic calming methods described. Should traffic calming measures requiring a higher level of design effort than those listed in this scope be evaluated at the direction of the City an amendment to the contract may be required.
- Two (2) traffic calming review meetings will happen prior to the submission of the 30% milestone set such that the selected traffic calming measures can be reflected on the 30% milestone. These meetings are assumed to be held virtually and will be attended by up to three (3) Parametrix staff and will last one (1) hour each.
- This task includes minor adjustment of the existing stormwater management system which may include the adjustment of rims to finished grade and the relocation of structures outside of pedestrian paths. Improvements to the stormwater management system are not included in this task but are included in Task 08.
- The design may include up to two (2) replacements of bus pullouts with curb, gutter, sidewalk and a bus pad. These are anticipated to occur near 5995 Soundview Dr and the intersection of Soundview Dr and 61st St Ct. Any benches or bus shelters will be provided by Pierce Transit and are not included within this scope. This scope does not include the improvement of the pedestrian circulation system on the east side of Soundview Dr.
- OPC will be based on recent bid tabulations and the WSDOT unit bid analysis database.
- 30% review meeting will be held virtually and will be attended by up to three (3) Parametrix staff and will last two (2) hours.
- The City of Gig Harbor will provide comments on the 30% documents within three (3) weeks of receipt of documents and will compile comments into a single document.

- City will conduct all stakeholder coordination, including but not limited to interaction with Pierce Transit and Peninsula School District.

Task 07 – 90% Design

Objectives

This task will include the development of design plans, specifications, and OPC to the 90% milestone.

Approach

The following activities will be performed:

- Revise the plans based on the 30% comments
- Prepare 90% plans, including,
 - Cover Sheet
 - General Notes, Legend, and Abbreviations
 - Alignment and Survey Control Plan
 - Site Preparation Plans
 - Pavement Improvement Plans
 - Detailed Curb Ramp Grading Plan
 - Channelization and Signage Plans
 - Civil Details Sheet
 - Signal Modification Plan
 - RRFB Layout Plans
 - Signal and RRFB Schedules and Details Sheets
 - Traffic Control Plans
- Prepare 90% OPC corresponding to the 90% plans.
- Prepare 90% special provisions
- Assist the City with the preparation of 90% front end specifications
- Prepare colorized plan view of the project extents to be used by the City of Gig Harbor in public engagement efforts.
- Meet with City staff to review traffic control strategy and lessons learned from previous water main improvements project.
- Prepare a Draft Stormwater Management Memo.
- Meet with City staff to review comments on the Draft Stormwater Management Memo.
- Prepare a Final Stormwater Management Memo.

- Perform quality control (QC) review, in accordance with the project's specific Quality Management Plan, of the 90% documents and revise the documents to address the comments.
- Meet with City of Gig Harbor Staff to review the 90% documents.

Deliverables

Deliverables for this task include:

- 90% Plans (pdf)
- 90% OPC (MS Excel and pdf)
- 90% specifications (MS Word and pdf)
- Colorized Plan View (pdf)
- Draft Stormwater Management Memo (pdf)
- Final Stormwater Management Memo (pdf)

Assumptions

Assumptions for this task include:

- Detailed Curb Ramp Grading Plans will be shown at 1"=5' scale.
- This scope of work assumes the design of 25 curb ramps, design of additional curb ramps may require an amendment to this contract.
- Property restoration will match existing conditions and will be shown on the pavement improvement plans.
- No improvements will extend beyond existing City right-of-way.
- Applicable City standard details will be included in plan set. Applicable WSDOT standard plans will not be shown on plan sheets; rather, the plan sheets will include reference to all applicable WSDOT Standard details.
- Special provisions will follow WSDOT format and will be based on the 2025 WSDOT Standard Specifications.
- Example contract front end documents will be provided to Parametrix for project-specific modification.
- The traffic signal at the intersection of Olympic and Hollycroft is assumed to be retained as an induction loop detector system with the loops being reinstalled in a lower lift of asphalt as a part of the pavement maintenance in the intersection. Push buttons at this intersection are also assumed to be replaced and adjusted to PROWAG/WSDOT/MUTCD compliant locations as a part of this scope of work. No other signal improvements or upgrades are required for this project. Should improvements to any of the other existing signals be determined necessary, a contract amendment may be required.
- No permitting with or review by WSDOT is anticipated and is therefore excluded from this scope.

- Unmarked pedestrian crossings located at multi-directional ramps will be restricted with proposed signage, as a part of this project, but will not be restricted with the construction of physical barriers.
- No structural engineering is required for this project. No wall design or construction is included in this project. Should walls be determined necessary to complete these improvements, a contract amendment may be necessary.
- This scope of work does not include any traffic analysis or environmental documentation. If these items become necessary for any reason, a contract amendment may be required.
- The project will be designed in accordance with the 2025 Gig Harbor Stormwater Management and Site Development Manual but will not trigger requirements for flow control or water quality treatment. The project is assumed to trigger minimum requirements 1-5. This scope assumes that bioretention, permeable pavement, and dispersion will not be feasible to meet minimum requirement 5.
- Preparation of the Stormwater Pollution Prevention Plan (SWPPP) will be done by the contractor at time of construction and is not included in this scope of work. The Special Provisions and OPC will reflect this.
- This task includes minor adjustment of the existing stormwater management system which may include the adjustment of rims to finished grade and the relocation of structures outside of pedestrian paths. Improvements to the stormwater management system are not included in this task but are included in Task 08.
- The project will not require design of sanitary sewer mains, water mains, or other utility main work. Design of utility mains is not included in this scope of work. Design of incidental utility work including raising existing structures to grade and relocations of hydrants or meters that conflict with the proposed improvements is included.
- Retaining walls greater than 4 feet in total height will not be required for the construction of the project. Structural design of retaining walls is not included in this scope of work.
- Traffic control strategy meeting will be held virtually and will be attended by up to three (3) Parametrix staff and will last one (1) hour.
- 90% review meeting will be held virtually and will be attended by up to three (3) Parametrix staff and will last two (2) hours.
- The City of Gig Harbor will provide comments on the 90% documents within three (3) weeks of receipt of documents and will compile comments into a single document.

Task 08 – Final PS&E

Objectives

This task will include the development of draft and final bid ready plans, specifications, and estimate.

Approach

The following activities will be performed:

- Prepare draft bid plans

- Prepare draft bid OPC
- Prepare draft bid specifications
- Perform quality control (QC) review, in accordance with the projects specific Quality Management Plan, of the draft bid documents and revise the documents to address the comments.
- Provide draft bid documents to City staff for review.
- Update documents to final status based on City of Gig Harbor comments and provide to City for advertisement.
- Prepare digital AutoCAD files to City of Gig Harbor.

Deliverables

Deliverables for this task include:

- Draft PS&E (MS Word, MS Excel, and pdf)
- Final PS&E (MS Word, MS Excel, and pdf)
- Final CAD design files (dwg)

Assumptions

Assumptions for this task include:

- AutoCAD and PDF files of all drawings and documents will be provided via FTP site for the bid set deliverable.
- The City of Gig Harbor will provide comments on the draft bid documents within 2 weeks of receipt of documents and will compile comments into a single document.

Task 09 – Bid Support

Objectives

This task will include supporting the City of Gig Harbor, as needed, throughout the public bidding process.

Approach

The following activities will be performed:

- Provide response for up to four (4) bidder questions, as necessary.
- Assist the City in preparing up to two (2) bid addenda, as necessary, to clarify the contract documents.

Deliverables

Deliverables for this task include:

- Written responses to bidder questions, as required (MS Word or email)
- Draft bid addenda, as required (MS Word and pdf)

Assumptions

Assumptions for this task include:

- City of Gig Harbor will serve as primary point of contact throughout the bidding process.
- The City will be responsible for tasks associated with printing bid documents, document distribution, bid advertisement, addenda distribution, plan holder administration, bid evaluation, bid tabulation, etc.
- This scope assumes 42 hours of effort associated with this task, should additional support be required an amendment to this contract may be required.
- Construction support services are not included in this contract and are understood to be contracted separately at a later date.
- The City will finalize and sign the draft bid addenda. Parametrix will stamp and sign addenda that require the design efforts by the engineer of record (EOR).

Task 10 – MEF Documentation

Objectives

This task will include the development of Maximum Extent Feasible (MEF) documentation for curb ramp design elements not satisfying ADA accessibility criteria. This work will be completed on an as needed basis.

Approach

The following activities will be performed:

- Develop MEF documentation for the out of compliance curb ramp design elements not satisfying ADA accessibility criteria.
- Meet with City to review draft documentation and prepare final documents

Deliverables

Deliverables for this task include:

- Draft and final MEF technical memorandum (pdf)

Assumptions

Assumptions for this task include:

- This scope assumes 44 hours of effort associated with this task and assumes MEF documentation being prepared for 12 curb ramps, should additional support be required an amendment to this contract may be required.
- Task is assumed run concurrently with Task 05.

Task 11 – Additional Storm Design

Objectives

This task will include the analysis and design of stormwater management improvements that extend beyond those required by the project in an effort to assist in meeting the citywide stormwater management requirements.

Approach

The following activities will be performed:

- Prepare alternatives analysis for additional stormwater improvements that extend beyond those required by the project.
- Attend one (1) alternatives analysis review meeting with City staff to determine the preferred storm alternative to be developed.
- Develop design of selected stormwater management alternative.
- Prepare the water quality and flow control portions of a Draft Stormwater Management Memo.
- Meet with City staff to review comments on the Draft Stormwater Management Memo.
- Prepare the water quality and flow control portions of a Final Stormwater Management Memo.

Deliverables

Deliverables for this task include:

- Alternatives Analysis (pdf)
- Water Quality Treatment and Flow Control Portion of the Draft Stormwater Management Memo (pdf)
- Water Quality Treatment and Flow Control Portion of the Final Stormwater Management Memo (pdf)

Assumptions

Assumptions for this task include:

- Effort assumes the alternatives analysis will review water quality treatment options and will utilize proprietary water quality treatment systems located within the public right of way.
- The selected stormwater management alternative will be reflected in the construction plans described in Task 04. The development of additional plan sheets are not included within this scope of work however, additional detail sheets are included.
- Alternatives analysis review meeting will be held virtually and will be attended by up to three (3) Parametrix staff and will last one (1) hour.
- This scope does not include an analysis of the larger stormwater system and will be limited to storm design within the project limits.
- Task is assumed to run concurrently with Task 04.

Task 12 – Management Reserve

A total of \$52,003.87 has been included in the fee estimate for this project to accommodate unforeseen project changes or additional design effort not included in this scope of work. At the time additional services are required, Parametrix will provide a detailed scope of work and fee estimate. Parametrix will not proceed with the work until the City of Gig Harbor has provided written authorization.

Preliminary Estimated Schedule

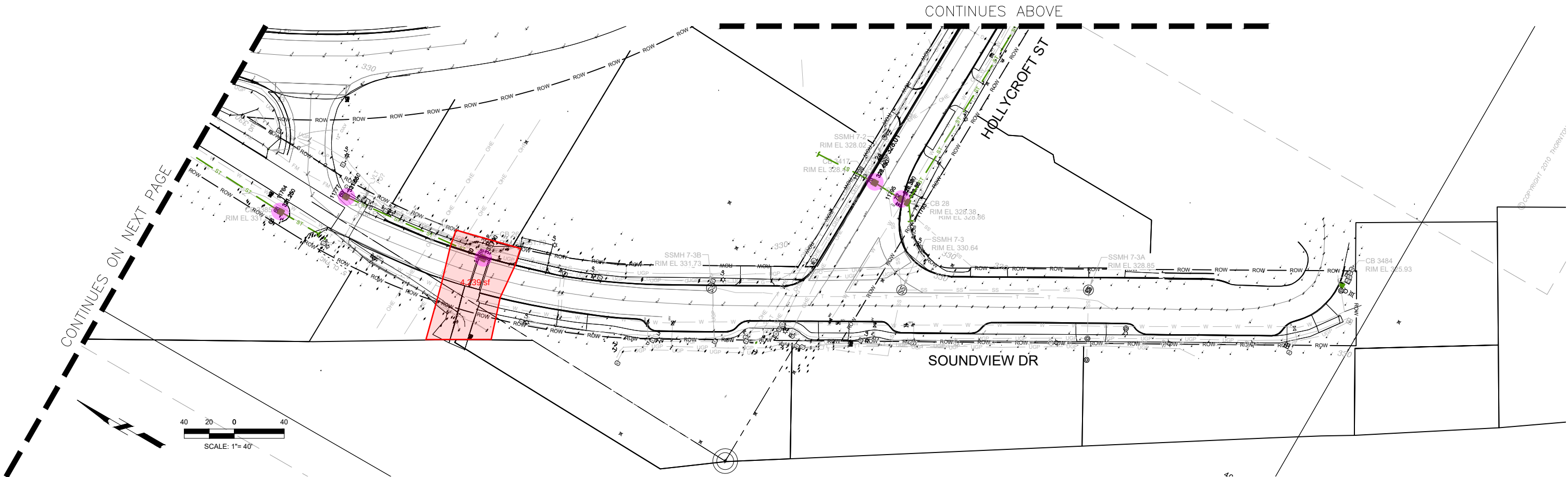
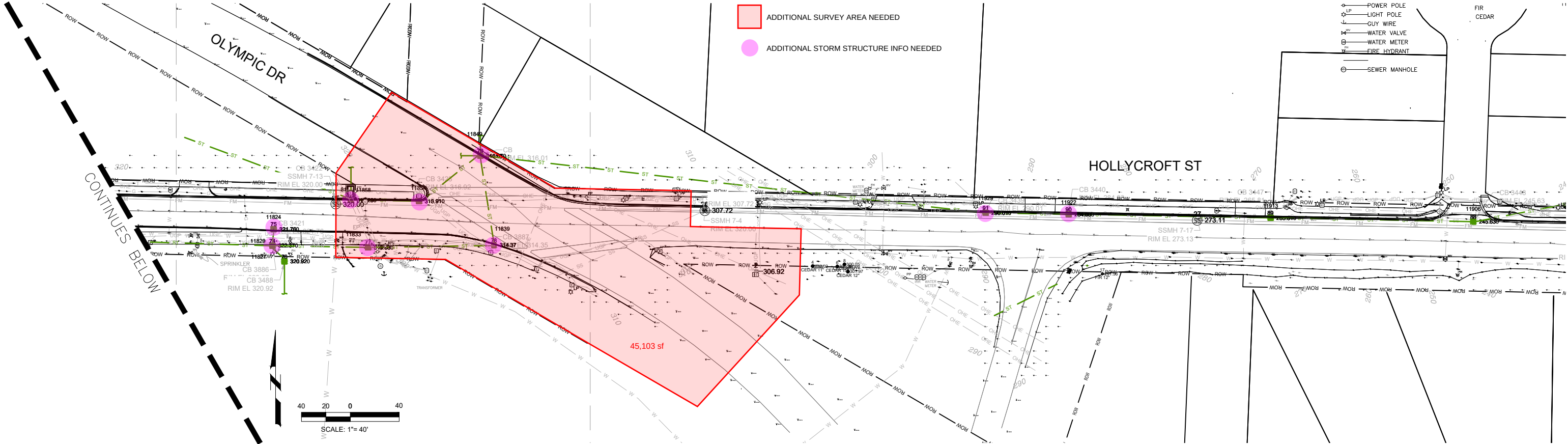
Parametrix will begin work immediately upon receipt of notice to proceed from the City. Parametrix will proceed according to the preliminary estimated schedule shown below. Factors beyond Parametrix's control may also require schedule modifications.

Work Element	Completed By
Notice to Proceed	June 09, 2025
Site Walk with City Staff	June 12, 2025
Topographic Survey Update	July 07, 2025
30% Plans and Estimate to City of Gig Harbor	August 15, 2025
30% Review Meeting with City of Gig Harbor	September 05, 2025
90% Plans, Specifications, and Estimate to City of Gig Harbor	November 14, 2025
90% Review Meeting with City of Gig Harbor	December 05, 2025
Draft Bid Set to City of Gig Harbor	December 26, 2025
Final Bid Set to City of Gig Harbor	February 02, 2026
Bid Advertisement	March 02, 2026
Bid Opening	March 24, 2026

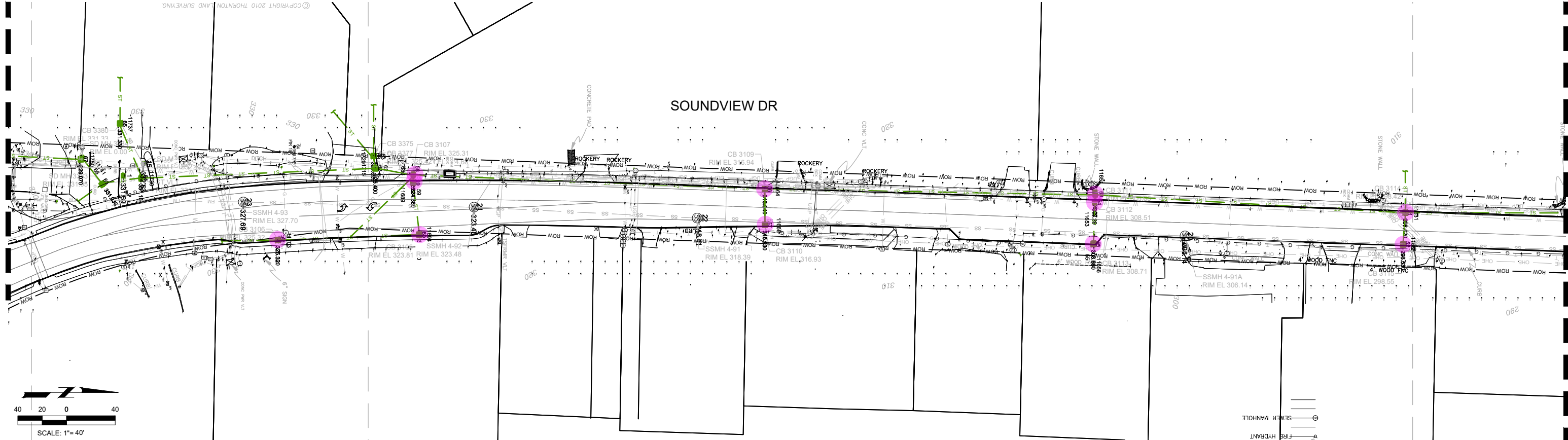
Preliminary Drawing List

Sheet No.	Drawing No.	Sheet Title	30%	90%	Final
1	GN01	Cover Sheet	X	X	X
2	GN02	Notes, Legend, and Abbreviations	X	X	X
3	GN03	Alignment and Survey Control Plan	X	X	X
4	GN04	Alignment and Survey Control Plan	X	X	X
5	SP01	Site Preparation Plan - Hollycroft Street		X	X
6	SP02	Site Preparation Plan - Soundview Drive		X	X
7	SP03	Site Preparation Plan - Soundview Drive and Olympic Drive		X	X
8	SP04	Site Preparation Plan - Soundview Drive		X	X
9	SP05	Site Preparation Plan - Soundview Drive and Hunt Street		X	X
10	SP06	Site Preparation Plan - Soundview Drive		X	X
11	SP07	Site Preparation Plan - Soundview Drive and 38th Avenue		X	X
12	PV01	Pavement Improvement Plan - Hollycroft Street	X	X	X
13	PV02	Pavement Improvement Plan - Soundview Drive	X	X	X
14	PV03	Pavement Improvement Plan - Soundview Drive and Olympic Drive	X	X	X
15	PV04	Pavement Improvement Plan - Soundview Drive	X	X	X
16	PV05	Pavement Improvement Plan - Soundview Drive and Hunt Street	X	X	X
17	PV06	Pavement Improvement Plan - Soundview Drive	X	X	X
18	PV07	Pavement Improvement Plan - Soundview Drive	X	X	X
19	PV08	Pavement Improvement Plan - 38th Avenue	X	X	X
20	CR01	Curb Ramp Detail Plan - Hollycroft Street and Olympic Drive		X	X
21	CR02	Curb Ramp Detail Plan - Hollycroft Street and Olympic Drive		X	X
22	CR03	Curb Ramp Detail Plan - Soundview Drive and Hollycroft Street		X	X
23	CR04	Curb Ramp Detail Plan - Soundview Drive and Cushman Trail		X	X
24	CR05	Curb Ramp Detail Plan - Soundview Drive and Olympic Drive		X	X
25	CR06	Curb Ramp Detail Plan - Soundview Drive and Olympic Drive		X	X
26	CR07	Curb Ramp Detail Plan - Soundview Drive and Hunt Street		X	X
27	CR08	Curb Ramp Detail Plan - Soundview Drive and Hunt Street		X	X
28	CR09	Curb Ramp Detail Plan - Soundview Drive and Islandview Court		X	X
29	CR10	Curb Ramp Detail Plan - Soundview Drive and Anne Marie Court		X	X
30	CR11	Curb Ramp Detail Plan - Soundview Drive and Soundview Court		X	X
31	CR12	Curb Ramp Detail Plan - Soundview Drive and Erickson Street		X	X
32	CH01	Channelization Plan - Hollycroft Street	X	X	X
33	CH02	Channelization Plan - Soundview Drive	X	X	X
34	CH03	Channelization Plan - Soundview Drive and Olympic Drive	X	X	X
35	CH04	Channelization Plan - Soundview Drive	X	X	X
36	CH05	Channelization Plan - Soundview Drive and Hunt Street	X	X	X
37	CH06	Channelization Plan - Soundview Drive	X	X	X
38	CH07	Channelization Plan - Soundview Drive and 38th Avenue	X	X	X
39	CD01	Civil Details		X	X
40	EL01	Signal Modification Plan	X	X	X
41	EL02	RRFB Layout Plan	X	X	X
42	EL03	Signal and RRFB Schedules and Details Sheet		X	X
43	TC01	Traffic Control Plan		X	X
44	TC02	Traffic Control Plan		X	X
45	TC03	Traffic Control Plan		X	X
46	TC04	Traffic Control Plan		X	X
47	TC05	Traffic Control Plan		X	X
48	TC06	Traffic Control Plan		X	X
49	TC07	Traffic Control Details		X	X

Topographic Survey Area

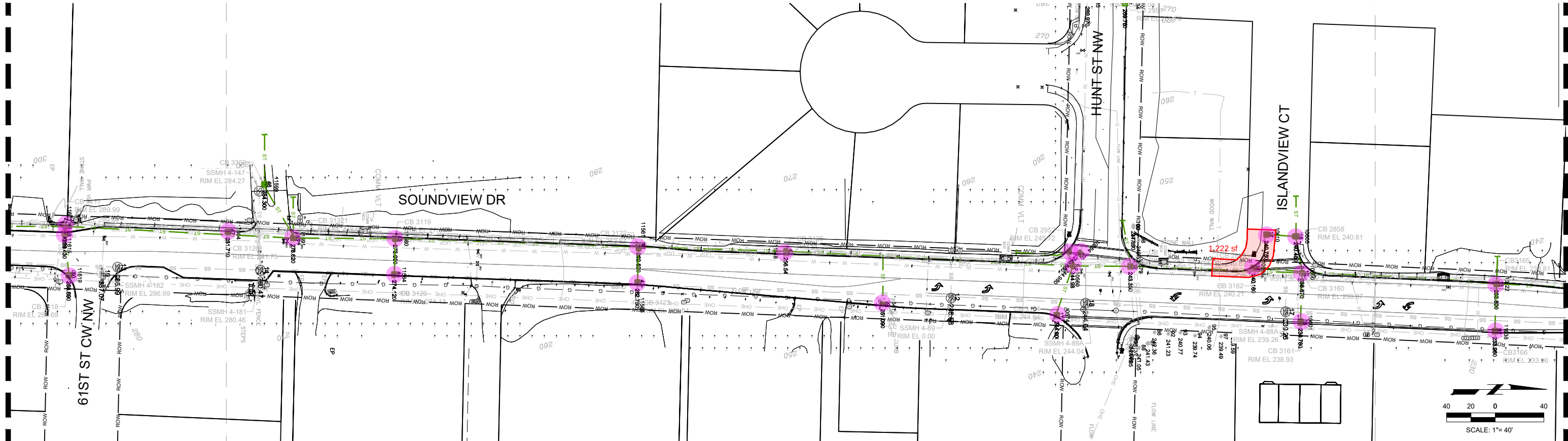


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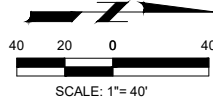
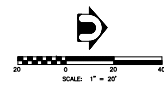


Exhibit B: Schedule of Rates and Estimated Hours

Project Cost Estimate
Gig Harbor Pavement Maintenance & ADA Improvements Project
Pavement Investigation
Gig Harbor, Washington



HWA Ref: 2025-105
Date: 22-Apr-25
Prepared By: CEW/BKH

Scope of Work

Perform visual assessment of the alignment and mark the locations of 6 pavement cores. Arrange utility locates.
 Subcontract preparation of Traffic Control Plans (TCPs). Submit ROW permit and TCPs to City for approval.
 Perform pavement coring at 6 locations. Pavement cores will be backfilled with gravel and patched with Aquaphalt cold patch compacted in lifts to match existing pavement thickness.
 Shallow handholes will be excavated through each pavement core hole to depths of about 2-3 feet, or refusal. Soil samples will be obtained for laboratory testing.
 Prepare photographic logs of pavement cores and assign laboratory testing.
 Perform Falling Weight Deflectometer (FWD) testing at approximately 25-foot spacings in each travel lane of 38th Ave within the project bounds.
 Testing to consist of three drops at each location. GPS readings will be taken at each test location.
 Analyze FWD data and generate maps of normalized deflections and subgrade resilient modulus values.
 Perform engineering analyses related to pavement reconstruction using traffic data provided by the Client.
 Prepare a draft letter report presenting the results of pavement coring and FWD testing and our recommendations for pavement reconstruction.
 Finalize report based on review comments.

ESTIMATED HWA LABOR:

WORK TASK DESCRIPTION	PERSONNEL & 2025 HOURLY RATES							TOTAL HOURS	TOTAL AMOUNT
	Engr. VIII \$96.00	Engr. III \$50.00	Geol. III \$41.00	Geol. II \$34.00	CAD \$36.00	Contracts \$50.00	Lab Tech III \$39.00		
Project Coordination / Setup /Invoicing	2					2		4	\$292
Site Visit/Mark Explorations/Call Locates	6	6						12	\$876
Subcontract TCPs, Prepare ROW Permit & Submit to City for Approval			4					4	\$164
Perform Pavement Coring			12	12				24	\$900
Prepare Photographic Pavement Core Logs and Assign Lab Testing	2		4					6	\$356
Perform FWD testing		8						8	\$400
FWD Analyses / Generate Maps & Plots	4	12						16	\$984
Pavement Engineering Analyses	8	4						12	\$968
Prepare Draft Letter Report	8	12			4			24	\$1,512
Prepare Final Letter Report	2							2	\$192
Project Management / Correspondence	2							2	\$192
DIRECT SALARY COST (DSC):	34	42	20	12	4	2	0	114	\$6,836

GEOTECHNICAL LABORATORY TEST SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Combined Grain Size Distribution	2	\$140	\$280
Atterberg Limits	2	\$250	\$500
LABORATORY TOTAL:			\$780

ESTIMATED DIRECT EXPENSES:

Mileage @ IRS Rate (\$0.7/mile)	\$385
GPS Rental (\$75/day)	\$75
Pavement Core Charge (\$80/Core)	\$480
FWD Rate (\$1000/hr)	\$2,000
Traffic Control Plans	\$250
Traffic Control for Fieldwork	\$5,000
Laboratory Testing	\$780
TOTAL DIRECT EXPENSES:	\$8,970

PROJECT TOTALS AND SUMMARY:

Direct Salary Cost (DSC)	\$6,836
OH @ 1.8724*DSC	\$12,800
Fee at 30% DSC	\$2,051
Total Labor	\$21,687
Direct Expenses	\$8,970
GRAND TOTAL:	\$30,657

Assumed Conditions:

- All hours and items are estimated, and may be shifted between tasks within the limits of the total budget at the discretion of HWA's project manager.
- ROW permit will be provided at no cost to HWA.
- WSDOT standard plans will be acceptable for fieldwork TCPs.
- Client will provide traffic data for pavement engineering.



Applied Professional Services, Inc.

43530 SE North Bend Way
North Bend, WA 98045

“Solutions that exceed expectations”

Date	Project Address/Job Number:	Services Performed For:
4/24/2025	3 Sites in Gig Harbor Islandview CT & Soundview DR Olympic DR & Hollycraft Soundview DR & Cushman Trail	Parametrix
		Justin Emery
	Design Survey Locating	JEmery@parametrix.com 253-785-3028

Scope of Work

- A. APS, Inc. will employ all industry and best practices to designate and mark the known conductible and/or non-conductible utilities within the project boundaries.
- B. APS, Inc. will sweep the area, after the known utilities have been marked, to attempt to identify any unknown or abandoned utilities.
- C. The project boundaries are defined by civil drawings or maps provided by the Client.
- D. **Conductible Utility Locating** refers to conductible (*metallic*) utilities only.
- E. **Non-Conductible Utility Locating** refers to non-conductible (*non-metal*) utilities only. This is generally for sewer & storm facilities only, or sewer & storm video inspection.
- F. **GPR Utility Locating** refers to Ground Penetrating Radar, used to find non-metallic utilities such as concrete, PVC, or polyethylene water mains, USTs, and other anomalies.

Cost Estimate

LABOR DESCRIPTION	HOURS	RATE	AMOUNT
RM™ Conductible Locating	24	\$135.00	\$3,240.00
Non-Conductible	0	\$245.00	\$0.00
RM™ GPR	8	\$190.00	\$1,520.00
		Labor Est. Total	\$4,760.00

EXHIBIT B

Client: City of Gig Harbor
Project: Pavement Maintenance and ADA Improvements
Soundview Drive (Hollycroft Street to Erickson Street) 38th Avenue (City Limits to 41st Street)
Project No: 234-2750-852

Project No: 234-2750-852

				Cirillo, Andrew	Podgorski, Shannon	Kendall, Marc	Crofoot, Josephine	Nair, Ajay	Hendricks, Jinger	Anderson, Jenna	Emery, Justin	Van Cleave, Ken	Sharpe, Steven	Printz, Whitney	Bearson, Jeff	Bravo, Colston	Lucas, Amanda	Gamon, Marci	Cooley, Juliann	
				Senior Engineer Project Manager	Senior Engineer Project Engineer	Senior Engineer Traffic Engineer	Engineer II Civil Designer	Engineer III Traffic Designer	Planner IV Graphics	Senior Consultant QA/QC	Survey Supervisor	Sr. Surveyor	Technical Lead	Project Coordinator	Surveyor III	Surveyor I	Publications Supervisor	Senior Project Control Specialist	Senior Project Accountant	
Cost Rates:				\$ 81.73	\$ 62.50	\$ 84.09	\$ 43.58	\$ 45.30	\$ 50.29	\$ 94.28	\$ 67.68	\$ 50.08	\$ 46.81	\$ 34.60	\$ 50.00	\$ 27.00	\$ 46.71	\$ 53.20	\$ 40.00	
Billing Rates:				\$ 248.02	\$ 189.66	\$ 255.18	\$ 132.25	\$ 137.47	\$ 152.61	\$ 286.10	\$ 205.39	\$ 151.97	\$ 142.04	\$ 105.00	\$ 151.73	\$ 81.93	\$ 141.75	\$ 161.44	\$ 121.38	
Task	Description	Labor Dollars	Labor Hours																	
1	Project Management	\$ 31,168.21	149	58	24	24	19	-	-	-	-	-	-	-	-	-	-	17	7	
2	Topographic Survey	\$ 16,772.44	131	-	-	-	-	-	-	-	4	4	40	3	40	40	-	-	-	
3	Utility Locates (APS)	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4	Site Investigation and Analysis	\$ 11,365.06	51	9	17	21	-	4	-	-	-	-	-	-	-	-	-	-	-	
5	Geotechnical Investigation and Analysis (HWA)	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6	30% Design	\$ 86,610.10	467	23	124	100	144	60	-	16	-	-	-	-	-	-	-	-	-	
7	90% Design	\$ 136,159.50	769	41	214	114	258	98	16	16	-	-	-	-	-	-	12	-	-	
8	Bid PS&E	\$ 47,881.24	253	22	85	38	68	18	-	14	-	-	-	-	-	-	8	-	-	
9	Bid Support	\$ 8,444.52	42	6	12	12	6	6	-	-	-	-	-	-	-	-	-	-	-	
10	MEF Documentation	\$ 10,048.44	48	6	26	12	-	-	-	-	-	-	-	-	-	-	4	-	-	
11	Additional Storm Design	\$ 18,427.92	108	12	48	-	48	-	-	-	-	-	-	-	-	-	-	-	-	
12	Management Reserve	\$ 52,003.87	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Labor Totals:				2,018	177	550	321	543	186	16	46	4	4	40	3	40	40	24	17	7
Totals:				\$ 418,881.30	\$ 43,899.54	\$ 104,313.00	\$ 81,912.78	\$ 71,811.75	\$ 25,569.42	\$ 2,441.76	\$ 13,160.60	\$ 821.56	\$ 607.88	\$ 5,681.60	\$ 315.00	\$ 6,069.20	\$ 3,277.20	\$ 3,402.00	\$ 2,744.48	\$ 849.66
Subconsultants																				
Applied Professional Services, Inc. (Task 3)		\$ 5,236.00																		
HWA Geosciences, Inc. (Task 5)		\$ 33,722.70																		
Subconsultants Total:		\$38,958.70																		
All subconsultants are shown with 10% markup																				
Other Direct Expenses																				
Mileage (\$0.70 per mile)		\$ 560.00																		
Survey Equipment (\$200/Use)		\$ 1,600.00																		
Other Direct Expenses Total:		\$2,160.00																		
Project Total				\$460,000.00																



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

Meeting Date: June 9, 2025

SUBJECT: Resolution 1336 Adopting an Amended Flag Display Policy

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to approve Resolution 1336

BACKGROUND INFORMATION: On May 27, the city council approved an amended flag display policy under Resolution 1334. The adopted policy incorporated the following changes:

- The US flag is authorized to fly on the new flagpole at Stinson and Pioneer.
- The Gig Harbor Police Department flag and the flags of Washington State and the United States are allowed to be displayed on stanchions within the police department. The flags have traditionally been on display in the PD but were omitted from the prior policy.
- The US flag is authorized to be displayed seasonally from streetlights and utility poles. This is a tradition that was omitted from the previous policy.

Decision on a proposed revision to authorize flags under 12" long to be displayed for special events or seasonally was deferred until discussion at a study session. This would allow for small decorative flags to be used in parks and facilities to mark special occasions and holidays.

At the May 29 city council study session, council directed staff to prepare a new resolution that authorized the display of small US flags seasonally or for special events.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Resolution 1336
-

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

RESOLUTION 1336

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING A FLAG DISPLAY POLICY

WHEREAS, the city council adopted Resolution 1291 on September 11, 2023, to memorialize a policy regarding which flags are displayed and when and how flags are flown or lowered to half-staff inside and outside of city facilities; and

WHEREAS, the city council declares that the flagpoles and other city infrastructure included in this policy are not intended to serve as a forum for free expression by the public, but rather as a non-public forum for displaying flags as required by law and for the expression of the city's official government speech, or both; and

WHEREAS, the city council desires to amend the flag display policy to include flag displays at the Welcome Plaza located at the intersection of Stinson Avenue and Pioneer Way and within the Gig Harbor Police Department.

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

Section 1. The display policy as set forth the in Exhibit A is hereby adopted.

Section 2. Resolution 1334 is hereby repealed.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 9th day of June, 2025.

Mary K. Barber
Mayor

Attest:

Joshua Stecker, CMC
City Clerk

City of Gig Harbor Flag Display Policy

Flags Allowed to be Displayed

It is the intent of this policy to provide guidance for the display of the following flags at city owned or operated facilities within the City of Gig Harbor:

- A. The flag of the United States as defined in [4 U.S.C. 1](#).
- B. The flag of the state of Washington as defined in RCW [1.20.010](#).
- C. The National League of Families' Prisoners of War/Missing in Action (POW-MIA) flag as defined in [36 U.S.C. 902](#).
- D. The Pride flag
- E. The Puyallup Tribe of Indians flag
- F. The Gig Harbor Police Department flag
- G. Sister city flags

All flags shall be displayed in compliance with the flag code as defined in [4 U.S.C. 1](#). Any flag not identified in this policy may not be displayed on city owned or operated facilities.

Time and occasions for display

- A. The flag of the United States shall be displayed on all days at the following locations:
 - 1. On a flagpole outside of the front doors of the Civic Center
 - 2. On the flagpole at Skansie Brothers Park
 - 3. On the flagpole at Kenneth Leo Marvin Veterans Memorial Park;
 - 4. On the flagpole at the Welcome Plaza located at the intersection of Stinson Avenue and Pioneer Way
 - 5. On a stanchion in council chambers
 - 6. On a stanchion within the Gig Harbor Police Department

In addition, the flag of the United States may be displayed seasonally on street lights and utility poles, at the discretion of the mayor. United States flags measuring less than 12" in length may be displayed for special events or seasonally in city parks and facilities, at the discretion of the mayor.

- B. The flag of the state of Washington shall be displayed on all days at the following locations:
 - 1. On a flagpole outside of the front doors of the Civic Center
 - 2. On a stanchion in council chambers
 - 3. On a stanchion within the Gig Harbor Police Department
- C. On the dates designated in RCW 1.20.017, the National League of Families' POW-MIA flag shall be displayed at the following locations:
 - 1. On a flagpole outside of the front doors of the Civic Center beneath the flag of the United States.

2. On the flagpole at Kenneth Leo Marvin Veterans Memorial Park beneath the flag of the United States.

If the designated day falls on a Saturday or Sunday, then the POW-MIA flag will be displayed on the preceding Friday. If the designated day is a city holiday, then the flag will be displayed starting on the last business day preceding the holiday and will be removed on the next business day following the holiday.

- D. The Pride flag shall be displayed on a flagpole outside of the front doors of the Civic Center during the month of June, except that the Pride flag shall not be displayed on the same flagpole as the flag of the United States, unless no other flagpole is available. The Pride flag shall also be displayed on a stanchion in council chambers during the month of June. The specific Pride flag displayed by the city should be consistent with the Pride flag displayed at the State Capitol.
- E. The Puyallup Tribe of Indians flag shall be displayed on a stanchion in council chambers during the months of October and November.
- F. The Gig Harbor Police Department flag shall be displayed on a stanchion within the Gig Harbor Police Department.
- G. Flags of Gig Harbor's sister cities may be displayed at the discretion of the mayor during official visits from sister city delegations.

Display of Flags during Municipal Court Proceedings

The municipal court judge retains the discretion to remove any flag from council chambers during municipal court proceedings, except for the flags of the United States and the state of Washington, in accordance with Washington state court general rules.

Display of Flags at Half-Staff

Flags on the flagpole outside of the Civic Center, on the flagpole at Skansie Brothers Park, on the flagpole at Kenneth Leo Marvin Veterans Memorial Park, and on the flagpole at the Welcome Plaza located at the intersection of Stinson Avenue and Pioneer Way shall be lowered to half-staff in accordance with any direction issued by the governor of the state of Washington, with the provision that the raising and lowering of flags shall occur during regular business hours.

In addition, the mayor may direct flags to be lowered to half-staff in recognition of events of local significance.



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

Meeting Date: June 9, 2025

SUBJECT: Resolution 1337 Adopting the 2025-2029 Commute Trip Reduction Plan

SUBMITTED BY: Senior Planner Jeremy Hammar

DEPARTMENT: Community Development

PHONE: (253) 853-7606

SUGGESTED MOTION: Move to approve Resolution 1337.

BACKGROUND INFORMATION: In 1991, the State of Washington adopted its Commute Trip Reduction (CTR) law. The law's intent is to reduce traffic congestion and air pollution by shifting drive-alone commutes to other modes. Today, more than 1,000 worksites take part in the CTR program statewide and the program is well known nationally as an example of impactful Transportation Demand Management (TDM).

The law requires local jurisdictions to adopt ordinances detailing requirements for employers to implement employee commute trip reduction programs that encourage the reduction of the number of trips and miles people drive alone to work. In 2011, the city adopted ordinance 1215, codified by Gig Harbor Municipal Code chapter 10.28, which provided these requirements for employers within the city limits.

The update brings the city into compliance with state and regional mandates under the CTR Efficiency Act, aligns with the city's 2024 Comprehensive Plan, and the goals of regional transit agencies.

FISCAL CONSIDERATION: N/A

ATTACHMENTS:

1. Resolution 1337
 2. Resolution 1337 Exhibit A
-

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

RESOLUTION 1337

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING THE CITY OF GIG HARBOR COMMUTE TRIP REDUCTION PLAN UPDATE.

WHEREAS, the Washington State Legislature passed the Commute Trip Reduction (CTR) law in 1991 to improve air quality, reduce traffic congestion and minimize energy consumption through employer-based programs under jurisdictional oversight; and

WHEREAS, the Washington State Legislature amended the law in 2007, adopting the CTR Efficiency Act, codified in RCW 70.94.521 through 551, which requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce single occupant vehicle commute trips; and

WHEREAS, the city's commute trip reduction program is set forth in Gig Harbor Municipal Code (GHMC) chapter 10.28; and

WHEREAS, the local CTR plan shall be updated in order to establish new four-year targets and program strategies and update other elements as needed; and

WHEREAS, Washington State Department of Transportation reviewed and approved the City of Gig Harbor's Draft CTR Plan on April 17, 2025;

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

Section 1. Adoption The City of Gig Harbor Commute Trip Reduction Four-Year Plan Update 2025-2029, attached hereto as Exhibit "A", is hereby adopted.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 9th day of June, 2025.

Mary K. Barber
Mayor

Attest:

Joshua Stecker, CMC
City Clerk

Gig Harbor Commute Trip Reduction Four-Year Plan Update: 2025–2029

June 4, 2025



Contents

Abbreviations	v
Benefits of CTR	1
1. Local Land Use and Transportation Context and Objectives	2
2. How the CTR Program Will Help Achieve Gig Harbor's Land Use and Transportation Objectives	5
3. How the CTR Program Will Help Achieve Gig Harbor's Environmental Objectives	5
4. How the CTR Program Will Help Achieve Regional and State Objectives	5
Performance Targets	10
5. CTR Performance Targets	10
6. Base Values for Each Performance Target	10
7. Method Used to Determine the Base Value for Each Target	10
8. How Gig Harbor Will Measure Progress Toward Each Target	10
9. CTR-Affected Worksites in Gig Harbor	10
10. Performance Targets for Each CTR-Affected Worksite	10
11. List the Base Value for Each Site	11
Services and Strategies	12
12. Services and Strategies Gig Harbor Will Use to Achieve CTR Targets	12
13. How Gig Harbor's Services and Strategies Will Support CTR-Affected Employers	13
14. Barriers Gig Harbor Must Address to Achieve CTR Targets	14
15. The Transportation Demand Management Technologies Gig Harbor Plans to Use to Deliver CTR Services and Strategies	14
16. Gig Harbor's Local CTR Ordinance	15
17. Gig Harbor's Financial Plan	15
18. Gig Harbor's Implementation Structure	16
19. Gig Harbor's Implementation Schedule	17
20. The CTR Plan for Gig Harbor Employees	17
21. How the CTR Plan for Gig Harbor Employees Contributes to the Success of the Overall Plan	18
Alignment with Plans	18
22. Transit Agencies That Provide Service in Gig Harbor	18
23. Transit Plans Reviewed While Developing this Plan	18

24. How This CTR Plan Supports the Transit Plan(s)	18
25. Comprehensive Plan Updates Needed and When They Will Be Made.....	19
Engagement	20
26. Stakeholder Engagement	20
27. Vulnerable Populations Considered	31
28. Engagement Focused on Vulnerable Populations	32
29. List employers' suggestions to make CTR more effective.....	33
30. Describe results of engagement focused on vulnerable populations that will be provided for use in comprehensive plan and transit plan updates.	34
Regional Transportation Planning Organization CTR Plan Review	35

Tables

1	2025–2029 CTR Financial Plan for Pierce County and the Cities of DuPont, Fife, Gig Harbor, Lakewood, Puyallup, Sumner, and University Place
2	Likely Revenue Sources for Funding CTR Plan
3	Anticipated CTR Projects and Actions

Abbreviations

ACS	American Community Survey
Census	U.S. Census Bureau
City	[full city name here]
Comprehensive Plan	[full title of comprehensive plan here]
County	[full county name here]
CTR	commute trip reduction
DSHS	Washington State Department of Social and Health Services
ETC	Employee Transportation Coordinator
JBLM	Joint Base Lewis-McChord
MIC	Frederickson Regional Manufacturing/Industrial Center
ORCA	One Regional Card for All
PSRC	Puget Sound Regional Council
RTPO	regional transportation planning organizations
SOV	single-occupancy vehicle
SR	State Route
State	State of Washington
WTP	Washington State Transportation Plan

Benefits of CTR

The CTR legislation was developed with the purpose of improving air quality, traffic congestion, and expanding access to options for alternative transportation. These core tenets of the program identify global benefits that work to benefit all the residents of Pierce County, as well as those in adjacent jurisdictions. The program can also be used to address a variety of transportation and environmental issues that are specific to Pierce County, the region, and the state as a whole. The core tenets are summarized as follows:

- **Cost to Fuel Motor Vehicles**

- Washington citizens currently spend approximately \$2 billion on vehicle fueling and transportation. This contributes to high costs per household, as well as congestion and greenhouse gas emissions for the region.¹ The CTR Program will ideally help the County meet the goal of reducing the costs associated with motor vehicle fuel and emissions.

- **Promotion of Partnerships**

- The CTR Program encourages partnerships between businesses, individuals, and government as they work together to solve transportation challenges.

- **Meeting State of Washington (State) and County Greenhouse Gas Goals**

- The Pierce County Greenhouse Gas Reduction Plan calls for a reduction in emissions below 45 percent of 2015 levels by 2030. The CTR Program will ideally help the County meet this goal.
- In 2020, the Washington Legislature established new targets for greenhouse gas emissions to address climate change. According to the law, the state must achieve the following reductions:
 - By 2020, emissions should be reduced to levels equivalent to those in 1990.
 - By 2030, emissions should be 45% lower than 1990 levels.
 - By 2040, emissions should be 70% lower than 1990 levels.
 - By 2050, emissions should be 95% lower than 1990 levels, aiming for net zero emissions.

- **Public Health and Environmental Goals**

- The CTR Program helps to address environmental and public health concerns such as air pollution, natural area depletion, and various environmental impacts caused by congestion, expanding and building new roadways, and additional vehicle parking.

¹ Commute Trip Reduction explained. Commute Trip Reduction Explained | Pierce County, WA - Official Website. (n.d.). <https://www.piercecountywa.gov/2215/Commute-Trip-Reduction-Explained>

1. Local Land Use and Transportation Context and Objectives

The purpose of this section is to outline the existing and planned land use and transportation infrastructure that impacts Gig Harbor's ability to successfully reduce drive-alone trips.

a. Setting In Gig Harbor as It Is Today or Will Be in the Near Future

Gig Harbor lies along the shore of the Puget Sound within Pierce County, situated alongside State Route 16, which connects the city to Pierce County and other regional destinations via the Tacoma Narrows Bridge. Embracing its maritime roots, Gig Harbor proudly identifies as the Maritime City and spans a land area of 5.95 square miles. As of the 2022 Census, the population of Gig Harbor was recorded at 11,917 residents.

b. Features of Land Use and Transportation Facilities and Services that Affect Commuters

Land Use Features that Affect Commuters

Gig Harbor is characterized by a diverse mix of land uses, ranging from residential neighborhoods to commercial, recreation, and employment centers. As part of the Comprehensive Plan, Gig Harbor has designated five Centers of Local Importance (CoLIs) compact and mixed-use hubs that prioritize pedestrian-oriented development. The CoLIs attract a significant volume of travel across different modes and serve the commercial needs of Gig Harbor and the Key Peninsula areas. These CoLIs play a crucial role in shaping the character and functionality of Gig Harbor, providing a diverse range of services, housing options, and gathering places for residents and visitors alike.

The five CoLIs include:

Westside – Westside serves as a local and regional retail gathering place, featuring Gig Harbor's highest intensity commercial development. It combines mixed-use spaces and multi-family residential housing. Notable establishments include restaurants, groceries, shops, a theater, banks, and a medical facility.

Kimball – encompasses higher density residential area, low-income, and senior housing; a branch of Tacoma Community College; Gig Harbor Civic Center; Pierce Transit Park and Ride; and a hotel – all of which increase pedestrian use in the area.

Downtown – a central gathering place for the community with seasonal events, shops and restaurants, parks, easy pedestrian access, and seasonal transit service.

Finholm – small activity node is located by the Bay and features restaurants, a convenience store, and retail establishments. Surrounding the area are single-family homes.

Gig Harbor North – a commercial hub that caters to the retail needs of the surrounding region. It is home to major retailers like Costco, Home Depot, Target, and various fast-food restaurants. Additionally, the St. Anthony's Hospital, the YMCA, and higher density

single-family residential developments are present. The CoLI is intersected by the Cushman Trail, facilitating non-motorized connectivity to the city and region.

Transportation Facilities and Services that Affect Commuters

Gig Harbor's street network is comprised of roadways with varying vehicle capacity and accommodations for other modes of transportation. Gig Harbor's street network is an essential backbone that connects all users to local and regional facilities. The city lacks a grid layout, leading to limited connectivity. This can be attributed to the area's topography, past development patterns which have led to cul-de-sacs, private drives, dead ends, and other missing links within residential areas. Gig Harbor is also bisected down the middle by SR 16 which increasingly results in through traffic and congestion in the city particularly during instances of increased congestion on SR 16.

Pierce Transit and Sound Transit provide bus-based transit service in Gig Harbor. Transit service between Gig Harbor and Tacoma is not easily accessible to many Gig Harbor residents. Route 595 caters to peak-period, weekday-only commuters with regular 9-to-5 jobs in Downtown Tacoma or Downtown Seattle. This limited schedule does not adequately serve individuals who have reverse commutes, work non-traditional hours, or otherwise need transit to access daily needs. There is a need for more frequent and reliable transit options, which the 2024 Comprehensive Plan aims to begin addressing.

Pierce Transit is in the process of updating its long-range plan, which will have an impact on transit services in Gig Harbor. The city will actively collaborate with Pierce Transit to advocate for enhanced service and ensure that the community's needs are prioritized in future improvements.

c. Whether and How Commuting Patterns Have Changed in the Past Few Years

The COVID-19 pandemic stimulated remote work, resulting in broad changes in commuters' choice of transportation mode.

However, workers experienced these changes differently. Many industries couldn't transition to remote work because of the nature of their work and the need for employees to be physically present in the workplace. As such, employers prioritized remote work to varying degrees. These differences disrupted established mobility services including rideshare, micro-transit, transit, and fee-based parking.

Mobility trends underway before the pandemic also continued, including changes to mobility services and patterns around the suburbanization of poverty, housing affordability, climate change and resilience, racism, inequity, advances in technology, aging population, and aging infrastructure.

Jurisdictions throughout the state continue to experience the shift in mobility patterns in different ways and their ability to monitor and respond to these changes affects the type of transportation services they provide. Moving forward, the need for multimodal commuting options persists

despite the rise in remote work. Congestion, transportation-related emissions, and mobility access remain critical issues for Washington's communities, environment, and economy.

d. The Most Important Land Use and Transportation Objectives from Plans that Commute Trip Reduction Most Directly Affects

CTR directly affects land use and transportation objectives adopted by the City's Comprehensive Plan. Strategies and policies implemented as part of this CTR Plan help support the Comprehensive Plan objectives by encouraging residents and workers to use the alternative transportation modes that new development is designed to incorporate. The most prominent examples include the following:

Gig Harbor Land Use Policies

- **LU-4.3** Allow and provide public services that meet the needs of the local community in a neighborhood.
- **LU-10.1** Support the development of non-motorized connections between residential neighborhoods, community destinations, and other compatible uses with sidewalks, paths, bike lanes, and other facilities.
- **LU-10.3** Ensure connections between non-motorized transportation systems and current and future transit facilities
- **LU-10.4** Coordinate non-motorized transportation infrastructure improvements to promote a continuous network for the city.

Gig Harbor Transportation Policies

- **TE-1** Create a transportation system that is inviting and accessible for all community members,
- encouraging public health through active transportation.
- **TE-2** Promote and plan for a transportation system that is smart, efficient, and achievable.
- **TE-3** Provide a transportation system that is effective in connecting centers to the regional transportation system.

e. Critical Aspects of Land Use and Transportation that Should Be Sustained and Key Changes that Should Be Considered to Improve Commute Trip Reduction's Contribution to the Land Use and Transportation Objectives Referenced

Critical Aspects of Land Use and Transportation that Should Be Sustained

Pierce transit currently operates bus services for commuters in Gig Harbor. Maintaining and expanding these systems is crucial for the success of a CTR program. The Pierce County Comprehensive Plan identifies Centers of Municipal Importance (COMIs) as priority for focusing growth.

Gig Harbor has identified the following areas as Centers of Local Importance (CoLIs)

- Westside
- Gig Harbor North
- Downtown
- Finholm
- Kimball

Key Changes that Should Be Considered

Continuing to invest in active transportation infrastructure and additional public transportation options in these areas will help to increase livability, maintain sustainability, and support transportation goals for Gig Harbor commuters and residents. The City should also continue efforts towards rideshare programs for major employers, as this can increase the amount of higher-occupancy vehicle trips made by commuters.

2. How the CTR Program Will Help Achieve Gig Harbor's Land Use and Transportation Objectives

a. How and to What Extent the CTR Program Will Help Gig Harbor Achieve the Land Use and Transportation Objectives Referenced in Question 1

The relevant goals outlined in the 2024 Comprehensive Plan are closely aligned with the objectives and programmatic elements of the CTR program. The County's focus on promoting alternative modes of transit and setting employment center-specific targets is, in many cases, directly supported by the CTR program. By prioritizing transportation investments that reduce drive-alone rates, the City creates more opportunities for employees to benefit from CTR incentive provided by their employers.

3. How the CTR Program Will Help Achieve Gig Harbor's Environmental Objectives

a. How the CTR Program Will Support Gig Harbor's Greenhouse Gas Emission Reduction Efforts

Fewer vehicles on the roads mean less fuel consumption and fewer greenhouse gases. The CTR program aims to reduce vehicle use and promote sustainable transportation options through a combination of transportation options and support of telecommuting and flexible work schedules.

b. How the CTR Program Will Support Gig Harbor's Environmental Objectives in addition to Greenhouse Gas Emission Reductions

By fostering a culture of environmental responsibility through educational components and incentives, the CTR program can raise awareness and encourage employees to adopt other sustainable practices, such as reducing waste and conserving energy. In general, a CTR

program aligns with broader environmental objectives by improving air and water quality, enhancing public health, preserving natural resources, and supporting sustainable development.

4. How the CTR Program Will Help Achieve Regional and State Objectives

State and regional objectives are clearly laid out in the 2022 [Regional Transportation Plan](#) and the [2018 Washington State Transportation Plan \(WTP\)](#).

The 2022 Regional Transportation Plan, prepared by the Puget Sound Regional Council (PSRC), emphasizes climate, equity, access to transit, safety, and mobility. Direct objectives include the following:

- Increased transit-oriented development
- Increased nonmotorized transportation
- Decreased travel times when taking transit
- Increased service times and services
- Access to health and wellness destinations
- Affordable transportation options
- Microtransit/micromobility
- Increased connectivity for pedestrians

The 2018 WTP similarly emphasizes economic vitality, preservation, safety, mobility, environment and health, and stewardship. Direct objectives include:

- Continue the ongoing practice of integrating safety into infrastructure design and system operations for all modes of travel and work to ensure the safety of those who operate and maintain the transportation system
- Support efforts to increase reliable multimodal travel for people and goods in communities across the state, recognizing that the diverse nature of places, needs, and opportunities statewide require equally diverse strategies applicable to those communities
- Encourage the design and development of communities that make walking and biking more viable for more people and increase opportunities for active travel for all ages
- Align investments with desired performance outcomes to get the greatest mobility and safety benefit from existing infrastructure and services at the least cost to the traveling public, which may require revisiting existing funding programs to better align with the kinds of projects that offer cost-effective solutions

By promoting alternatives to SOV trips, the CTR program directly addresses goals such as increased transit-oriented development, enhanced access to health and wellness destinations, and decreased travel times when taking transit. Moreover, initiatives within the CTR framework, such as incentivizing microtransit/micromobility and improving pedestrian connectivity, align with objectives related to affordable transportation options and increased connectivity for pedestrians.

a. The Local, Regional, and State Benefits that Would Be Gained If Gig Harbor Achieves the CTR Targets

By addressing key objectives outlined in regional and state transportation plans, the potential advantages of successful CTR implementation are significant. From reducing greenhouse gas emissions in highway-adjacent communities to promoting nonmotorized transportation and improving transit service quality, CTR induced benefits contribute to broader goals of sustainability, accessibility, and mobility. Furthermore, aligning with the overarching aim of increasing multimodal travel across communities, the CTR program can be a strategic tool to meet diverse transportation needs while fostering a more resilient and connected transportation network.

Local, Regional, and State Benefits

- Decrease in greenhouse gas emissions, especially for highway-adjacent communities: the County, region, and State have goals to decrease greenhouse gas emissions. Every reduction in SOV trips contributes to a decrease in emissions.
- Increase in nonmotorized transportation: the Regional Transportation Plan and 2024 Comprehensive Plan both emphasize increases in nonmotorized transportation via walking, biking, or rolling. CTR incentives and infrastructure can help to improve this.
- Increased service: both the County and region have objectives that are centered around increasing service. Implementation of the CTR Plan can help to further this goal by providing additional demand for transit services, increasing coordination between employers and transit agencies, and adding outreach and education.
- The WTP emphasizes efforts to increase multimodal travel; implementing CTR is an inherent effort to increase multimodal travel across communities. The implementation of the program would provide a benefit in meeting this objective.

b. Adjacent CTR-Affected Cities and Counties.

Adjacent CTR-affected counties include the following:

- Unincorporated Pierce County

c. The Top Few Cross-Border and Regional Transportation Issues that Affect Gig Harbor

Congestion

Congestion poses a significant challenge across the region, with Pierce County bearing a heavy burden. The extensive daily influx of trips to and from JBLM, on top of the increase of trips generated from population growth, commute trips from Thurston County into Pierce County, and from Pierce County into King County, significantly exacerbates traffic congestion, resulting in widespread delays on the state highway system and interstate system. This congestion not only disrupts the daily lives of residents and workers but also adversely affects air quality both locally and across the broader region. Moreover, escalating congestion levels carry the risk of overflowing onto local roads, compounding the challenges faced by residents and exacerbating traffic-related issues.

Transit Connectivity and Access

Public transit accessibility remains a challenge across various areas within Pierce County and the wider region. Despite ongoing initiatives to enhance funding, improve access, and expand route networks, certain parts of Pierce County continue to face connectivity issues, both internally and externally. During outreach efforts, participants identified multiple barriers to taking transit, including a lack of reliability and safety as well as the limited reach of transit routes.

Bicycling Infrastructure

A strong theme heard by staff at CTR-related outreach events is a desire for more and safer bicycling infrastructure like designated bike lanes and bike paths separated from the street.

d. The Strategies Gig Harbor, Adjacent Cities and Counties, and the Region Have Agreed to Use to Address the Top Issues Described in Section 4c

Gig Harbor's Transportation goals:

- 1) Inviting and accessible, encouraging public health through active transportation.

Gig Harbor's transportation network will provide safe and complete connections for all users, making active transportation modes like walking and biking reasonable options in all areas of the city.

- 2) Smart, efficient, and achievable.

The City will plan a transportation system that efficiently accommodates growth.

- 3) Effective in connecting center to the regional transportation system.

Gig Harbor will prioritize transportation projects that connect and support strong, vibrant centers, as well as investments that connect the city to the region.

- 4) Sustainable over time, both financially and environmentally

The City considers the full costs of planning, permitting, construction, and maintenance in its transportation investment decision, as well as how these investments impact the environment.

- 5) Understood by the community.

The City's transportation planning process and investment decisions are well-understood by the community. The City actively coordinates with a broad range of groups to develop and ensure operation of the transportation system.

Congestion

Gig Harbor works in conjunction with WSDOT and Pierce County to improve its road infrastructure.

As Gig Harbor grows, it is important to understand how this citywide and regional growth will impact Gig Harbor's transportation system. In addition to evaluating how intersections perform during current PM peak hours, the Gig Harbor travel demand model was used to

forecast traffic volumes for 2029 and 2044, offering a clearer picture of future vehicle congestion.

A detailed analysis of the traffic volume forecast and associated policies are included in the updated 2024 transportation element.

Transit Connectivity and Access

While Gig Harbor does not directly provide transportation services, the City is always looking for opportunities to support transportation options. Lakewood supports regional planning efforts through Pierce Transit bus connections.

Pierce County helps residents and commuters access transit by providing information on transit route planning, supporting a ride buddy program and ride classes, making available free ORCA

cards loaded with transit fares, providing safety gear, educating on ways to combine bicycling and transit, asking employers to provide their employees with transit subsidy programs, promoting a rideshare month campaign with prizes, and coordinating with transit agencies to promote their services and products.

The County plans to develop a multi-family housing sustainable transportation toolkit. This toolkit will show developers and property managers of multi-family developments how to incorporate transit fare programs into their resident package along with providing bike racks and spaces for teleworkers. Through this CTR Plan, Comprehensive Plan, and other planning efforts with the departments of Parks and Recreation and Human Services, the County will coordinate with the transit agencies on land use development, community needs and transit service.

Active Transportation Infrastructure

Gig Harbor updated its Non-Motorized Transportation Plan (NMTP) in 2018. The 2018 NMTP known as “Gig on the Go” includes a public survey to inform planners how people currently use non-motorized transportation options in the city as well as improvements users would like to see in Gig Harbor’s non-motorized transportation network.

Performance Targets

5. CTR Performance Targets

a. Performance Targets That Reflect Only CTR-Affected Worksites

Weighted average drive-alone rate of 60 percent or less for CTR-affected worksites at the jurisdictional level.

b. Additional Performance Targets

No additional performance targets are designated for this CTR Plan.

6. Base Values for Each Performance Target

a. The Baseline Number

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026-,2028 and 2030 survey results.

7. Method Used to Determine the Base Value for Each Target

a. The Source for Each Base Value Listed

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026,2028 and 2030 survey results.

8. How Gig Harbor Will Measure Progress Toward Each Target

a. The Method Used to Measure Progress for Each Target

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026, 2028 and 2030 survey results.

9. CTR-Affected Worksites in Gig Harbor

a. List of CTR-Affected Worksites

City of Gig Harbor – 3510 Grandview Street

St. Anthony Hospital – 11567 Canterwood Blvd NW

10. Performance Targets for Each CTR-Affected Worksite

a. Performance Targets Established during the 2023–2025 Survey Cycle

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026, 2028 and 2030 survey results.

11. List the Base Value for Each Site

a. Base Values Established during the 2023–2025 Survey Cycle

A base value will be established during the 2023-2025 survey cycle.

Services and Strategies

12. Services and Strategies Gig Harbor Will Use to Achieve CTR Targets

Gig Harbor will offer employer and commuter services through the Ride Together Pierce program, a one-stop-shop for sustainable transportation information and services.² Ride Together Pierce provides services that help businesses in Pierce County implement commute options programs and make sustainable transportation options easy for riders to access.

Free Services for Employers:

- Employee commute options program development and analysis assistance.
- Employee Transportation Coordinator (ETC) training.
- Employer network and learning opportunities.
- Survey tools, marketing materials, and assistance with the state-required biennial survey of employee commuting habits.
- Marketing materials such as posters, brochures, and sample email messages.
- As needed, transcribed or trans-created materials in languages other than English.
- Campaign toolkit with directions, promotion tips, marketing materials, and sample emails. The campaigns will promote the use of sustainable modes such as Bike Month in May.
- Access to employee trip-tracking data to monitor program efforts and issue program benefits such as subsidies.
- Online library of employer support services such as best-practice tip sheets.
- Online telework toolkit for businesses and managers.
- Co-host worksite transportation fairs with ETCs.
- Carpool and vanpool ride-share matching and formation assistance.
- Emergency Ride Home program that will provide sustainable transportation commuters a ride home by taxi, Lyft, or Uber. Commuters can request a prepaid e-code or be reimbursed for their trip, up to \$100 per trip and up to three trips per year.
- Quarterly ETC recognition on the Ride Together Pierce website.
- Best Commuter Business leadership program to honor top-performing employer commute options programs.

Free Services for Residents:

² <https://www.ridetoggetherpierce.com/>

- Mode-based campaigns with incentives to encourage the use of sustainable modes. Participants will receive first-time user tips for getting started, motivational communication, and notices of opportunities to connect with other sustainable commuters through Ride Together Pierce social media channel.
- Resources to help plan sustainable commute trips to save on personal commuting costs and reduce climate footprint.
- Travel mode information that explains each mode and first-time user guides.
- Online telework toolkit for teleworkers.
- Trip-tracking calendar that will allow users to log their trips to earn participation badges, view pollution and personal cost savings, join team challenges, enter campaign prize drawings, and earn employer program benefits.
- Emergency Ride Home program that will provide sustainable transportation commuters a ride home by taxi, Lyft, or Uber. Commuters can request a prepaid e-code or be reimbursed for their trip, up to \$100 per trip and three trips per year.
- Opportunities to receive commuter assistance or safety items such as helmets, gear with reflective material, and umbrellas.
- Opportunities to participate in transit and bicycle riding classes, bicycle rides, or transit field trips.

13. How Gig Harbor's Services and Strategies Will Support CTR-Affected Employers

Ride Together Services and Strategies

Ride Together Pierce assists employers with developing effective strategies and programs that support CTR and help their employees choose sustainable transportation practices.

- **These services will support CTR-affected employers in the following ways:**
 - Help businesses meet their sustainable goals and climate action visions and missions.
 - Survey results can be used to identify the commute plans that best suit employees' needs and to help employers develop their own CTR plans.
 - Funding rideshare events and campaigns will provide a community of awareness that will support the CTR actions of individual employers.
 - The services and strategies will be provided free of cost to the employer, not requiring them to budget for these services.
 - Customized support and tools can be piloted by the employer, allowing for program modifications and final implementation of successful programs with no financial risk by the employer.

- Fulfilling request for free translated materials will help them provide information to non-English or limited English speakers at no additional cost to the employer.
- Employers can take advantage of other employee events such as a benefit fair to present commute options information.
- Implementing a commute options program and providing an Employee Transportation Coordinator to serve as liaisons between businesses and the Pierce County, facilitates ongoing support for transportation plans and improves future CTR strategies and services.
- Providing employees with commute option benefits such as transit subsidies and HOV parking may reduce the costs associated with providing parking spaces or increase client parking.
- Employer commute options programs, which help to reduce the rate of solo driving; support the economy and environment; and effectively reduce traffic congestion, air pollution, and fuel consumption, which help business operations for all companies.

14. Barriers Gig Harbor Must Address to Achieve CTR Targets

a. How Gig Harbor Will Address the Barriers

Gig Harbor is a small jurisdiction with only two affected businesses and very few barriers. The barriers which have been identified by the public.

Lack of transit options

The city has been working with Pierce Transit to identify opportunities for increased service within the city. Pierce Transit's Runner program has been made available to Gig Harbor as a new option for on-demand trips. Transit accessibility and effectiveness has been made a priority in the 2024 periodic comprehensive plan update.

15. The Transportation Demand Management Technologies Gig Harbor Plans to Use to Deliver CTR Services and Strategies

Through Ride Together Pierce, Gig Harbor will offer the following transportation demand management technologies to deliver CTR services and strategies:

- A website that offers CTR information for residents, commuters, and employers. There will be first-time guides for sustainable transportation modes, and links to services such as ride-share matching and transit route planning.
 - The website will host an employer portal for turnkey materials to promote commute options services to their employees, campaign mode materials, and training videos for ETCs.
 - The website will house a comprehensive Telework Tool for businesses, managers, and teleworkers. The toolkit will provide the resources needed to establish a policy, training

for how to manage in a telework setting, and answer frequently asked questions about teleworking.

- The website will have a Contact Us form that will be monitored by the Ride Together Pierce team.
- Host a trip-tracking calendar that will allow people to record their trips, watch their environmental and cost savings, earn achievement badges, join team challenges, and view team results live as trips are logged.
 - The trip calendar will track campaign statistics and will include a prize entry form.
- Management of the Emergency Ride Home program to allow sustainable commute users to request an e-voucher for a Lyft or Uber ride home from their worksite. Users who pay the taxi, Lyft, or Uber provider directly, can submit a reimbursement claim for the trip expense.
- Provide trip planning through the Ride Together Pierce ride management tool. The user can input their origin and destination and the tool will provide trip suggestions for carpooling, vanpooling, transit, bicycling and walking.
 - Promote transit trip planning tools that will suggest routes, times, and fares for the Pierce, King, Kitsap, and Snohomish regions.
- Provide matching services for ride-sharing through the Ride Together Pierce ride management tool for joining or forming carpools and vanpools. Users can enter their home origin and work destination, hours, and days worked to request potential matches.
- Communicate programs and services through the Ride Together Pierce community newsletter email distribution list.

16. Gig Harbor's Local CTR Ordinance

[Chapter 10.28 GHMC](#)

17. Gig Harbor's Financial Plan

a. The Estimated Average Annual Costs

Through a contract with Ride Together Pierce, Pierce County administers CTR programs and services for the CTR-affected cities listed in Table 1 below, as well as for Unincorporated Pierce County. As such, CTR funding for these jurisdictions is considered as a whole, except for each jurisdiction's Employee Commute Options Program. Explanatory notes for each activity follow.

Table 1: 2025–2029 CTR Financial Plan for Pierce County and the Cities of DuPont, Fife, Gig Harbor, Lakewood, Puyallup, Sumner, and University Place

Activity	Estimated Average Annual Cost
Employer Engagement	\$410,000
Performance Reporting	\$12,000
Administration and Agency Coordination	\$26,000

Activity	Estimated Average Annual Cost
Commute Trip Reduction Plan Development	\$21,000
Pierce County Employee Commute Options Program*	\$92,000
Estimated Annual Total	\$561,000

Note: Estimated average annual cost is based on 2024 grant funding levels.

*Indicates a jurisdiction-specific cost. All others are collective under Ride Together Pierce.

- **Employer Engagement** includes training ETCs, conducting networks, providing technical assistance, and reviewing employer CTR plans.
- **Performance Reporting** includes worksite surveys and program reports.
- **Administration** includes identifying worksites, financial and program management, involvement in comprehensive regional transportation and transit planning, transportation demand management technical assistance to capital projects, and collaboration with community-based organizations.
- **Commute Trip Reduction Plan Development** includes consultant fees and staff charges.

b. The Likely Funding Sources, Public and Private, to Implement the Plan

Table 1—Likely Revenue Sources for Funding CTR Plan

Source of Revenue	Estimated Average Annual Revenue
Pierce County	\$57,000
Gig Harbor	
Washington State Department of Transportation CTR Formula Funds	\$75,000
Congestion Mitigation and Air Quality Federal Competitive Grant Funds	\$337,000
Total	\$561,000

*Indicates a jurisdiction-specific funding source. All others are collective under Ride Together Pierce.

18. Gig Harbor's Implementation Structure

a. Who Will Conduct the Activities Listed in the Plan

The CTR-affected Cities of DuPont, Fife, Gig Harbor, Lakewood, Puyallup, Sumner, and University Place contract with Pierce County for CTR program administration. It is expected that the cities will continue contracting during the 2025–2029 plan years. Within the County, the Planning and Public Works department will be responsible for plan implementation.

b. Who Will Monitor Progress on the Plan

The Pierce County Planning and Public Works department, with staff from the CTR-affected cities, will monitor the progress of the CTR Plan.

19. Gig Harbor’s Implementation Schedule

Table 2—Anticipated CTR Projects and Actions

1st Biennium July 2025–June 2027	2nd Biennium July 2027–June 2029
• Provide commute and other employee transportation services to Gig Harbor employees. • Provide employer support services such as networking opportunities, mode campaigns with incentives, marketing materials, ride-share matching assistance, transportation fair and event support, transit trip planning, Emergency Ride Home program, quarterly recognition, and Best Commuter Business leadership program. • Identify CTR-affected and voluntary worksites. • Train and provide technical assistance to ETCs. Provide opportunities for their continued learning of best practices. • Provide access to quarterly and annual CTR program reporting tools and training on how to complete the reporting process. • Review employer quarterly and annual CTR program reports. • Provide access to the survey tool and training on how to complete the survey process. Review survey results. • Conduct financial and administrative program management of the CTR Plan. • Engage in local, regional and state CTR planning and collaborate CTR efforts with local agencies.	• Provide commute and other employee transportation services to Gig Harbor employees. • Provide employer support services such as networking opportunities, mode campaigns with incentives, marketing materials, Emergency Ride Home program, quarterly recognition, and Best Commuter Business leadership program. • Identify CTR-affected and voluntary worksites. • Train and provide technical assistance to ETCs. Provide opportunities for their continued learning of best practices. • Provide access to quarterly and annual CTR program reporting tools and training on how to complete the reporting process. • Review employer quarterly and annual CTR program reports. • Provide access to the survey tool and training on how to complete the survey process. Review survey results. • Conduct financial and administrative program management of the CTR Plan. • Engage in local, regional, and state CTR planning and collaborate CTR efforts with local agencies. • Undertake development activities for 2029–2033 four-year CTR plan.

20. The CTR Plan for Gig Harbor Employees

a. Services, Programs, Information, and Other Actions Gig Harbor Put in Place to Help Employees Reduce Their Drive Alone Commute Trips

The elements of the Commute Trip Reduction Program include:

- Emergency Ride Home
- Compressed work schedules

- Flex Schedules
- Telework
- Participation in Regional CTR events
- Assistance for employees from City's CTR representative.

21. How the CTR Plan for Gig Harbor Employees Contributes to the Success of the Overall Plan

a. How the Plan for Gig Harbor Employees Reinforces the Success of the Jurisdiction Plan

The actions included in the Gig Harbor's commute options employee program indicate the city's commitment to the goals of the CTR Plan. The Gig Harbor's employee program is similar to the worksite programs of other CTR-affected employers. Thus, they create a mutually reinforcing community focused on CTR efforts. Employers know that the city is involved and committed to CTR along with them. The regular forums for ETCs foster relationships through sharing experiences and best practices and provide a place for mutual problem-solving and support. This strengthens the program at all affected sites in Pierce County

Alignment with Plans

22. Transit Agencies That Provide Service in Gig Harbor

- Pierce Transit

23. Transit Plans Reviewed While Developing this Plan

- [Pierce Transit Development Plan](#) 2023-2028

24. How This CTR Plan Supports the Transit Plan(s)

CTR plans play a crucial role in supporting transit initiatives by encouraging employees to choose public transit options for their daily commutes. By providing incentives, subsidies, and informational campaigns, CTR programs promote transit usage among commuters. Specifically:

- **Smart, efficient, and achievable transportation system:**

1. Promote transportation investments that support transit and pedestrian oriented land use patterns and provide alternatives to single-occupant automobile travel.
2. Partner with local and regional transit agencies to ensure a minimum transit level of service based on stop amenities and pedestrian access facilities.

- **Effective in connecting centers to regional transportation system:**

1. Work with Pierce Transit to satisfy local travel needs, particularly between residential areas, the CoLLs, and major commercial areas along SR 16.
2. Work with Pierce Transit to locate Pierce Transit Park & Ride lots in areas which are accessible to transit routes and local residential collectors, but which do not unnecessarily congest major collectors or arterial roads or SR 16 interchanges.

25. Comprehensive Plan Updates Needed and When They Will Be Made

Safety

Several representatives of community-based organizations (see the interview list in #26a below) interviewed during the CTR planning process highlighted safety as a primary concern for riding the bus, commuter train, and light rail. Interviewees revealed that fear of criminal activity, coupled with inadequate infrastructure such as inaccessible sidewalks and poorly lit, unsheltered bus stops, significantly discourages transit ridership. Safety apprehension extended beyond transit to active mobility methods such as walking, biking, and rolling. Many organizations emphasized the urgent need for protective measures such as designated bike lanes, interconnected trail systems, roadway designs conducive to reduced speeds, and enhanced sidewalk infrastructure to address these safety challenges.

Community-based organizations emphasized that workers are forced to travel long distances because it is too expensive to live near their workplaces. Organizations interviewed stressed the importance of providing affordable housing near employment centers and along transit corridors.

As part of the 2024 Comprehensive Plan update, the City's designated centers of local importance are identified as priority areas for focusing growth.³ These centers will see increased housing and prioritized infrastructure development and their locations will correlate with areas of planned transit investment. These updates support and encourage transit-oriented development.

³ *Ibid* p.4

Engagement

26. Stakeholder Engagement

Pierce County offered a series of engagement activities featuring CTR topics leading up to and continuing throughout development of this CTR Plan. Broadly, CTR engagement activities included:

- Tabling at community events, 2022–2023
- Meetings with employers, city staff, transit agencies, and the Pierce County Senior Counsel for Tribal Relations, 2023–2024
- Online open house and surveys, spring 2024
- Community-based organization interviews, spring 2024
- Public comments on the draft CTR Plan, summer 2024

a. Who did we talk to?

Community Members/Pierce County Residents

- Tabling Events
 - Communities in Bethel/Spanaway, Fife, Key Peninsula, Lakewood, Orting, Parkland, Prairie Ridge, Puyallup, South Hill, Sumner, Tacoma, University Place, and unincorporated Pierce County
- Online Community Member Survey
 - Pierce County residents and workers
- Commute Trip Reduction Online Open House, Phases 1 and 2
 - Respondents living and working in Auburn, Bonney Lake, Buckley, Carbonado, DuPont, Eatonville, Edgewood, Lakewood, Puyallup, Tacoma, University Place, unincorporated Pierce County, Fife, Fircrest, Gig Harbor, Milton, Orting, Roy, Ruston, South Prairie, Steilacoom, Sumner, and Wilkeson.
- Commute Trip Reduction Plan Public Comment Period and Questionnaire
 - Respondents living and working in Auburn, Bonney Lake, DuPont, Eatonville, Lakewood, Puyallup, Tacoma, University Place, unincorporated Pierce County, Fife, Fircrest, Gig Harbor, Orting, Steilacoom, and Sumner (179 responses)

Employers, City Staff, Tribal Relations, and Transit Agencies

- **Employee Transportation Coordinator Network Event**
 - Cities of DuPont, Fife, Gig Harbor, and Tacoma; AGEISS; Apex Companies; Clover Park Technical College; Washington State Department of Social and Health Services (DSHS) Child Study and Treatment Center; Greater Lakes Mental Healthcare; InfoBlox; Kaiser Permanente Washington; Pacific Lutheran University; Pierce County; Pierce Transit; Sekisui Aerospace; Sound Transit; Tacoma-Pierce Health Department; University of Washington Tacoma; and Virginia Mason Franciscan Hospital
- **Partner Visioning Meeting**
 - Cities of DuPont, Fife, Gig Harbor, and Tacoma; Climate Pierce County; Clover Park Technical College; DSHS Child Study and Treatment Center; Downtown On the Go;

ForeverGreen Trails; JBLM Madigan Army Medical Center; Kaiser Permanente Washington; Pierce County; Pierce Transit; Second Cycle; Toray Composite Materials America; and University of Washington Tacoma

- **Pierce County Senior Counsel for Tribal Relations Interview**
 - Informational emails with requests to meet were sent to Puyallup, Muckleshoot, Nisqually, and Squaxin Tribes
- **Employer Interviews**
 - DSHS Child Study and Treatment Center, Toray Composite Materials America, MultiCare Health System, and Virginia Mason Franciscan Hospital
- **Transit Agency Outreach/Interviews**
 - Pierce Transit, Intercity Transit, and Sound Transit
- **Employer Workshop**
 - The Boeing Company, City of DuPont, City of Fife, City of Gig Harbor, City of Lakewood, City of Sumner, City of Tacoma, City of University Place, Clover Park Technical College, Department of Social and Health Services, Kaiser Permanente, MultiCare Health System, Pacific Lutheran University, Pierce County, Pierce Transit, Red Dot Corp. Tacoma-Pierce County Health Department, Umpqua Bank, Washington Military Department

Community-Based Organizations

- Interviews with ForeverGreen Trails, YMCA of Pierce and Kitsap Counties, and Tacoma-Pierce Health Department

Pierce County Transportation Advisory Commission

- CTR Plan presentation and comment collection

b. When did we talk to them?

Community Members/Pierce County Residents

- **Tabling Events:** Tree Giveaway 3/21/2022 and 3/25/2023; South Sound Sustainability Expo 4/16/2022; Spring Garden Fest 5/21/2022; Parkland National Night Out 8/2/2022; Trails Conference 9/29/2022; Summer Brain Health Event 10/8/2022; Thriftapalooza 11/5/2022 and 3/25/2023; South Hill Library 12/12/2022; Safe Streets 4/25/2023, 5/1/2023, 5/17/2023, 6/9/2023, 6/17/2023, 7/25/2023, and 7/28/2023; Orting Library Climate Change Display 5/2/2023; Pipeline Trail Party 5/20/2023; Kids Kraze 6/10/2023; Lakewood Summer Fest 7/15/2023.
- **Online Community Member Survey:** February–April 2024.
- **Commute Trip Reduction Online Open House:** April–May 2024.

Employers, City Staff, Transit Agencies

- **ETC Network Event:** 10/17/2023.
- **Partner Visioning Meeting:** 1/19/2024.
- **Pierce County Senior Counsel for Tribal Relations Interview:** 3/8/2024.
 - Information emails sent to Puyallup, Muckleshoot, Nisqually, and Squaxin Island tribes, 3/15/24 and 5/3/24

- **Employer Interviews:** MultiCare Health System and Virginia Mason Franciscan Hospital 5/6/2024; DSHS Child Study and Treatment Center 5/7/2024; Toray Composite Materials America 5/15/2024.
- **Transit Agency Outreach and Interviews:** April 2024.

Community-Based Organizations

- **Interviews:** ForeverGreen Trails 3/19/2024; Tacoma-Pierce Health Department 4/1/2024; YMCA of Pierce and Kitsap Counties 4/18/2024.

Pierce County Transportation Advisory Commission

- **CTR Plan Presentation:** 5/23/2024.

Pierce County Residents and Workers (Online Open House and Surveys)

- **Online Open House and Survey:** Spring 2024.

c. What did they have to say?

Tabling Events

Pierce County-area residents and workers provided feedback on the county transportation system and CTR at outreach tables hosted by Pierce County staff. The following is a summary of comments received at tabling events grouped by the event location.

- **Bethel/Spanaway**
 - Provide electric buses and dedicated bus lanes.
 - Provide a more walkable environment.
 - Encourage carpooling.
- **Fife**
 - Create public transportation routes that serve working-class and poor communities.
 - Improve safety on transit systems.
 - Offer vouchers for low-income, disabled, homeless, vulnerable community members.
 - Provide carpooling incentives.
- **Key Peninsula**
 - Add more transit routes and make them more accessible to communities.
 - Bring electric buses to Key Peninsula.
 - Improve walking conditions in Key Peninsula.
- **Lakewood**
 - Provide shuttles to Clover Park Technical College.
 - Improve ADA transit options for Clover Park Technical College and throughout Pierce County.
 - Improve transit service to outlying areas of Pierce County.
 - Separate sidewalks from the road for walking and biking in Ruston.
 - Install moving sidewalks.
- **Orting**
 - Install more streetlights.
 - Add more bike lanes and sidewalks.
- **Parkland**
 - Improve accessibility for riders with disabilities.

- Make neighborhoods more walkable.
- Provide low-cost transit passes for low-income residents.
- **Bonney Lake**
 - Bring public transportation to Bonney Lake.
 - Encourage residents to walk and bike to destinations in Bonney Lake and improve walking and biking infrastructure.
 - Encourage carpooling to work from Bonney Lake.
 - Encourage residents to run multiple errands in one trip to reduce overall trips.
- **Puyallup**
 - Provide new transportation modes such as high-speed rail and water taxis.
 - Extend light rail and Sounder service.
- **South Hill**
 - Provide a public transportation system that is easy to use and accessible to all by 2030.
 - Provide more infrastructure and community green space to support walking.
- **Sumner**
 - Provide more outreach classes and information in Spanish.
- **Tacoma and Unincorporated Pierce County**
 - Add bike lanes to Pearl Street.
 - Provide high-speed rail.
 - Improve accessibility for ADA transit riders.
 - Add more transit stops and increase the transit service area.
 - Provide electric bikes for low-income residents.
 - Provide more sidewalks and bike lanes.
 - Provide more transportation options for elderly residents.
- **University Place**
 - Improve biking and walking conditions in rural areas.
 - Add more bike paths and space for biking.

Community Member Survey

Pierce County, in collaboration with the Ride Together Pierce program, conducted an online survey to collect information about commuter habits and gather feedback on potential sustainable and affordable commuting options. This survey was distributed to Ride Together Pierce newsletter subscribers, promoted on Ride Together Pierce’s social media sites, and available on the Ride Together Pierce website. The survey received 74 responses from residents across Pierce County. Key themes include the following:

Public Transportation: Many respondents indicated that more direct and frequent transit service, transit stops located closer to home, and amenities such as bus shelters would encourage them to ride transit.

Bicycle Infrastructure and Education: Respondents indicated that providing improved bike infrastructure, such as dedicated bike lanes, and improving roadway safety would encourage commuting by bike. A few respondents expressed interest in programs focused on bike safety education and safe route planning.

Incentives: Several respondents identified financial incentives such as cash, gifts, or point-based reward programs as a motivation to try alternatives to drive-alone trips.

Vanpools/Carpools: Although respondents expressed a willingness to try carpooling and vanpooling, they identified difficulty forming vanpool/carpool groups and a need for flexible vanpool/carpool timing as deterrents.

Telecommuting: Several respondents noted they would choose to work from home if their office policy allowed.

Land Use: Some respondents noted a desire to live closer to their workplace if there were affordable housing available and that living closer to work would improve the likelihood that they would try alternatives to drive-alone trips.

Safety: Safety was identified as a major deterrent for choosing sustainable commute options. In addition to feeling unsafe while biking, some respondents mentioned concerns about the safety of public transportation. Additionally, one respondent noted that they avoid carpooling due to their distrust of the driving abilities of other people.

Commute Trip Reduction Online Open House

Following the online community member survey, Pierce County hosted an online open house that described what could be included in each section of the 2025–2029 CTR Plan and asked respondents to provide comments and additional input on commuting preferences and barriers. There were 238 respondents to the survey embedded in the online open house. Key themes of the feedback provided are summarized below:

Changes in Commuting Patterns: Most respondents shared that, despite an increase in working from home, they have observed significant increases in congestion and travel time during their commutes, and several shared that there are more cars driving on side streets and through neighborhoods. Multiple respondents shared that they have observed that driving behavior has become more dangerous and they do not feel safe on the road when driving, biking, or walking. Many respondents noted that several bus routes have been eliminated or reduced and remaining routes are more challenging to access.

Public Transportation: Several respondents expressed interest in expanded public transportation options, such as more frequent Sounder trains or access to light rail. Multiple respondents emphasized the importance of expanded service locations, routes, and times, as well as faster and more reliable service. They also noted a desire for more local service rather than a focus on regional travel. Additionally, respondents appreciated on-demand runner systems, transit cars that can be hailed by a smart phone app in areas where bus service is not available, and would like to see these services improved and expanded. Respondents also expressed a desire for infrastructure, such as benches or shelters, at bus stops.

Active Mobility: Multiple respondents cited the lack of safe bicycle and pedestrian infrastructure as a deterrent to choosing these modes, noting they would like to see dedicated, protected bicycle lanes and more sidewalks.

Safety: In addition to safety improvements for pedestrians and bicyclists, respondents expressed safety concerns for transit riders, noting the presence of crime and drug use on buses. Others emphasized the need for an overall shift toward prioritizing people over cars, advocating for policies and infrastructure to support pedestrians, cyclists, and public transportation riders.

Performance Metrics: Asked to share their thoughts on selecting CTR performance metrics, respondents expressed a preference for jurisdictions to consider their local transportation needs and set realistic, impactful goals. This could include considering environmental factors and integrating low-carbon targets.

a. Draft CTR Plan Public Comment Period and Questionnaire

The County made the draft *Pierce County Commute Trip Reduction Plan, Four-Year Plan: 2025–2029* available for public comment between August 5-25, 2024. At the same time, the County released a questionnaire on its [Ride Together Pierce website](#) to help gather comments on the draft plan. The questionnaire asked respondents to provide their place of residency and where they work as well as feedback on the four plan sections: Benefits of CTR, Performance Targets, Services and Strategies, Alignment with Plans, and Engagement. A final question asked for any additional comments the respondent might want to provide.

Benefits of CTR: The most common suggestions related to requests for additional services, infrastructure, and practices, followed by comments expressing approval of or support for the section or plan. In this section, commenters also suggested cooperative regional land use and transportation planning, requiring traffic impact statements for developers, and facilitating rideshare and cycling adoption with in-person events.

Performance Targets: Many comments expressed approval of or support for the section or plan. Some commenters provided suggestions, such as adding performance targets that focus on peak commute hours, and some shared criticisms, with some saying that the targets are unrealistic for residents who have multiple reasons to drive for their commute, and others that the plan itself was too long and confusing..

Services and Strategies: The most common comment themes include concerns about and suggestions for improving safety (especially cycling safety in Tacoma) followed by comments expressing approval and understanding of the section. Suggestions on perceived gaps and suggested additions to service covered a large cross-section of topics, including encouraging more flexible systems such as work and daycare hours for workers and fostering more interagency coordination for commuters who cross county lines.

Alignment with Plans: Many of the comments expressed approval of and support for the section. Suggestions for additions included requests to add more transit service and accelerate the schedule for providing Sounder service, and not only providing incentives but making the incentives more accessible to commuters.

Engagement: While many of the comments expressed approval for this section, perceived gaps included communities that respondents felt had not experienced enough outreach or the feeling that the plan summary did not reflect certain comments or topics.

General Comments: For most sections of the CTR plan, an average of more than 10 percent of respondents provided positive comments or expressed approval of the section or plan. The comments about plan contents may point to the need to adopt more plain-language standards for all transportation planning materials. The most frequently expressed needs were for more incentives, more accessible benefits, more transit routes (particularly in DuPont) and greater frequency, more coordination among agencies, improved safety, particularly for cyclists.

ETC Network Event

Keep doing:

- Providing promotional materials, templates, and campaigns.
- Training and ongoing coordination and support for ETCs.

Start doing:

- Employer and employee spotlight.
- Providing vanpool vans and assisting with ride-share matching and formation.
- Adding earlier or later transit routes and improving Emergency Ride Home⁴ for those working early or late shifts.
- Subsidies for items such as bike racks, helmets, walking shoes, and ORCA cards.

Stop doing:

- Opt-in option for receiving printed posters.

Partner Visioning Meeting

What should the CTR program keep doing?

- Provide ETCs with toolkits, materials, and training to promote CTR programs.
- Support CTR survey planning and recognize ETCs for their efforts.
- Maintain the Ride Together Pierce webpage and resources, as well as programs and campaigns such as Bike Swap, Emergency Ride Home, handing out ORCA cards, and other incentives.

What is one bold new idea the CTR program should consider doing?

- Promote a free transit month for all commuters and analyze ridership data.
- Provide grants for high-quality, secure bike parking.
- Promote safety, particularly with regard to public transportation (i.e., accessible, well-lit bus stops).

ETC Interviews

MultiCare Health System

- Subsidized ORCA cards are a popular benefit.
- Spanish is the most common language spoken other than English, followed by Tagalog.
- Employees want easier transit and ride-sharing options.
- Information about the environmental benefits of CTR would encourage more people to participate.
- On-site promotions would reach more employees than email.

Virginia Mason Franciscan Hospital

- Carpooling and teleworking are the most popular non-drive-alone modes.

⁴ Ride Together Pierce. <https://www.ridetogetherpierce.com/ERH>

- Spanish is the most common language spoken other than English, followed by Vietnamese and Russian.
- Employees want easier transit and ride-sharing options.
- Safety tips for riding transit, carpooling, or riding bicycles would encourage people to participate.
- Parking is always limited; often employees have to park in the patient lot and end up running late.

DSHS Child Study and Treatment Center

- The bicycle map is the most popular pamphlet. Adding secure on-site bike parking would make this mode more accessible.
- Working early or late shifts can be a barrier to participating in ride-sharing or taking the bus.
- Employees commute from all over, so finding ride-sharing partners can be challenging.

Toray Composite Materials America

- Getting information out to employees can be challenging. Not all have access to a computer, so using QR codes in printed materials (such as posters and break room signs) could better help reach people.
- Emphasizing sustainability could be a good way to garner additional leadership support.

Employer Workshop

The Employer Workshop brought together major employers to discuss and enhance the development of Pierce County's CTR plan and the CTR plans of CTR-affected cities in Pierce County. This engagement centered around understanding current challenges, sharing best practices, and identifying strategies to encourage sustainable commuting methods among employees. Key themes of the feedback collected during this workshop are captured below.

Infrastructure and Accessibility

- **Time and Convenience Issues:** Public transit is perceived as taking significantly longer than driving. This perception, combined with the availability of free parking, makes transit use less attractive.
- **Non-traditional start times and safety concerns:** Employees who start their shifts very early in the morning or end late at night face more barriers to using transit, rideshare, or active transportation modes.
- **Lack of Active Transportation Infrastructure:** Current infrastructure inadequately supports bicycling and walking, with safety concerns being a major barrier.

Remote Work Impact

- **Reduced Need for Commuting:** The rise in remote work has decreased the number of employees commuting regularly, affecting traditional CTR efforts.

Incentives and Employee Engagement

- **Low Incentives for Transit Use:** The availability of free parking diminishes motivation for employees to choose alternative commuting methods.
- **Challenges with Employee Buy-In:** Engaging employees and shifting their commuting habits remains a challenge, with employers seeking better incentives to increase participation.
- **Awareness of Incentives:** There is a lack of employee knowledge about available programs such as Emergency Ride Home and other CTR benefits.

Cultural and Organizational Shifts

- **Need for Internal Support:** Effective CTR plans require strong internal support and policies that encourage sustainable commuting methods, highlighting the importance of organizational commitment to these initiatives.

Pierce County Senior Counsel for Tribal Relations

- Transportation issues around elder and veteran needs.
- Would like transit agencies to do a better job reaching out to tribes. Does not support rail going through tribal land.
- Support for opening relationships to have conversations around transportation needs.
- Would like agencies and government to support tribe treaty rights.

Transit Agency Outreach/Interviews

Pierce Transit shared that its next upcoming System Restoration goal is to restore 15-minute frequencies on Routes 2 and 3. The agency noted that peaks in ridership have expanded throughout the day and on weekends, and that more students are riding transit with the Youth Ride Free program.

Intercity Transit shared that the agency primarily serves riders commuting between counties, as well as the large military population commuting to JBLM. Upcoming changes may include more effectively connecting military residents with the base, as well as increasing the span and frequency of existing express routes to provide better connections with Pierce Transit and Sound Transit routes. Staff noted that the rise of remote work, particularly among government workers based in Olympia, has drastically impacted ridership.

Sound Transit shared that working with employers is a key strategy to develop successful CTR strategies. For instance, negotiating reasonable transit pricing with the ORCA Passport Program can be very impactful, as it can incentivize people to shift to transit without a massive added cost. Building these connections relies on enhanced marketing and partnering with jurisdictions and organizations, such as Downtown On the Go, to better reach employers. Staff also provided the following details on ridership:

- With the rise in remote work, commuting peaks are lower on Monday and Friday and higher Tuesday through Thursday. Peaks overall are broader throughout the day and on the weekend, particularly for large events.
- Ridership was least impacted during the pandemic on the 574 (Lakewood, Tacoma, Airport) route, indicating a high proportion of essential workers along that route.

Community-Based Organization Interviews

ForeverGreen Trails

- Remote work is a key CTR strategy that increased significantly during the COVID-19 pandemic. It preserves transportation capacity for those who need to commute while eliminating environmental impacts from trips not taken.
- Densification reduces transportation barriers and impacts. Managing land use to avoid low-density, single-use development is necessary for people to be able to get around without a car.
- Improving transit corridors requires collaboration between local and state jurisdictions and transit authorities—infrastructure and service improvements rely on multiple agencies working together.
- It's important to reduce collision risk and make sustainable modes safer. Making them enjoyable is also key.

Tacoma-Pierce Health Department

- Exposure to low air quality is higher in communities divided by highways and other heavily traveled roads.
- Speeding on multilane roadways is a major safety issue and can be difficult to manage on a local level.
- Pierce County is under-resourced for public transit. Expanding service, investing in more complete streets and first/last mile programs, and constructing and improving sidewalks—particularly near libraries, schools, and other similar facilities—is important to make transit a more accessible choice.
 - This is especially important for people using mobility devices who may rely on public transit. Most municipalities have a budget for sidewalk improvement requests from people using a mobility device, but often the budgets aren't fully used.
- Weather, distance, and geographic features such as hills can be barriers to choosing active mobility options.
- There are not enough protected or connected bicycle lanes. Glass and debris on major roadways can further deter people from choosing to ride their bicycles.
- Accessing childcare is a widespread barrier to choosing non-drive-alone modes.
- There is a lot of free parking in Pierce County.

YMCA of Pierce and Kitsap Counties

- Accessing childcare is a big issue, particularly in unincorporated Pierce County. Transportation can be a barrier to access to basic services for families.
- Families who need to make multiple stops during their commute are less likely to choose non-drive-alone options.
- Areas on the Kitsap Peninsula and in Bethel and unincorporated Pierce County are not served by transit.

- Ride Together Pierce's programming and incentives can help communities to embrace healthier practices such as active mobility and reducing emissions from driving alone. This can help with developing blue zones.

What would make commuting easier? What should the CTR program consider doing?

- Create transportation hubs in low-income or historically disadvantaged communities with free options such as bike-sharing and scooters, and focus on connecting people to public transportation.
- Work to connect nearby (CTR-affected and non-CTR-affected) employers using carpool/vanpool.
- Improve bike infrastructure; focus on routes with lower traffic speeds.
- Increase public transit, provide more direct routes, and offer door-to-door van service to bridge gaps.
- Pay for vanpool and provide vehicles for employee use in case of emergency.
- Improve minimum requirements for CTR-affected employers (e.g., subsidized ORCA cards, staggered work schedules, and telework).
- Analyze traffic data near major employers and synchronize intersections to reduce congestion.
- Add schools to the CTR program.

d. How did what they said influence the plan?

- Pierce County collected comments at several community events during 2022 and 2023. At these events, people said that Pierce County should offer [transit] vouchers for low-income, disabled, homeless, and vulnerable community members; provide carpooling incentives; encourage residents to walk, bike and carpool to destinations; and provide outreach classes and information in Spanish. To help support these interests, Ride Together Pierce will:
 - Make ORCA cards loaded with transit fares available at community events and for CTR-affected employers to hand out to employees.
 - Encourage the use of sustainable modes of transportation by providing information on their website including first-time rider guides; marketing sustainable alternative transportation campaigns with incentives; offering training opportunities such as bicycle classes, bicycle skills courses, and transit field trips; promoting a bicycle buddy matching program; and work with employers to provide translated materials.
- Respondents to the Spring 2024 Community Survey shared interest in programs focused on bike safety education and safe route planning, financial incentives, gifts or reward programs, help forming carpool groups, options to work from home. To help support these interests:
 - Pierce County will look for funding opportunities for additional incentives to those offered with mode campaigns and providing free ORCA cards loaded with transit fare.
 - Pierce County will promote partner incentive programs such as occasional vanpool formation incentives offered by transit agencies.
 - Pierce County will promote its online teleworking toolkit to businesses and school career centers.

- The preferred sustainable transportation modes as reported in the Spring 2024 Open House Survey were to ride the city or regional bus, ride a bicycle, walk or use a mobility device that rolls or a scooter or skateboard, and work from home. To help support these modes Pierce County will provide:
 - Transit ridership: transit fare and ORCA cards, transit training, classes, or field trips.
 - Bicycling: bicycle classes, skills course training, bike rides, bicycle buddy ride-share matching, support or safety gear such as reflective gear or tire repair kits, transit fare to combine bicycling and transit for longer trips.
 - Walk or use a mobility device that rolls or a scooter or skateboard: provide opportunities to receive support or safety gear such as reflective gear and umbrellas or transit fare to combine walking and transit for longer trips.
 - Work from home: online telework toolkit for businesses, managers, and teleworkers.
- The top barriers to sustainable transportation modes as reported in the Spring 2024 Open House Survey were the lack of transit availability, that transit takes too long, and concerns about safety while riding transit. The secondary barriers reported included that riding a bicycle feels unsafe and that people feel their commute is too long for riding a bicycle. To help address these barriers, Pierce County will:
 - Share with transit agencies the valuable comments received from the CTR Plan outreach and engagement process and collaborate with transit agencies
 - Provide transit riding classes and field trips to help grow rider confidence.
 - Address rider safety concerns by providing transit agency safety information to commuters.
 - Goal T-12.2 of the 2024 Comprehensive Plan endorses the concept of complete streets, which promotes roadways that are safe and convenient for all users and new Goal T-12.7 prioritizes developing a safe, connected network of active transportation facilities that allows for access to centers and community destinations.⁵
 - Goal T-16.8 of the 2024 Comprehensive Plan encourages placement of transit shelters that are well lit and clearly visible.⁶

27. Vulnerable Populations Considered

Staff collaborated with community-based organizations that serve vulnerable populations to host several safe streets tabling events throughout Pierce County. Staff identified vulnerable populations by using the [Washington Environmental Health Disparities](#) map and [Pierce County's Equity Index](#) and through interviews with community-based organizations. The highest environmental health disparity⁷ scores and lowest equity index scores⁸ are most prevalent along the I-5 corridor.

⁵ Transportation Draft Element, 2024 Comprehensive Plan p. 8.

<https://www.piercecountywa.gov/DocumentCenter/View/133292/Transportation-Draft-Element-and-Technical-Appendix>

⁶ *Ibid* p. 11

⁷ Washington Environmental Health Disparities Map. <https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/washington-environmental-health-disparities-map>

⁸ Pierce County Equity Index. <https://www.piercecountywa.gov/7938/Equity-In-Decision-Making#equityindex>

The feedback provided by community-based organizations that serve vulnerable populations was considered in the development of this CTR Plan. The demographics of some area populations served by community-based organizations are as follows:

Native Hawaiian and other Pacific Islander residents make up two percent of Pierce County's population.⁹

Hispanic and Latino ethnicities represent twelve percent of Pierce County's population.¹⁰

Cost-burdened households spend more than 30 percent of their income on rent and utilities. In Pierce County, 22 percent of property owners are cost-burdened, and 49 percent of renters are cost-burdened.¹¹

The Bethel Community is a rural community in Pierce County located in the 98387 zip code and centered around the Bethel School District, which serves 20,000 students. Approximately 47 percent of the students qualify for free and reduced lunch. According to the Tacoma-Pierce County Health Department, the Bethel Community has a high number of youth and families with adverse childhood experiences and substance use disorders.¹²

28. Engagement Focused on Vulnerable Populations

a. Who did we talk to?

- Pacific Islander Health Board of Washington.
- Puget Sound Educational School District Latinx Family Advocacy Group.
- DeMark Apartments and the Pierce County Housing Authority.
- Bethel Community Services.

b. When did we talk to them?

- Pacific Islander Health Board of WA (Safe Streets tabling event in Fife on 5/17/23).
- Puget Sound Educational School District Latinx Family Advocacy Group (Safe Streets tabling event in Prairie Ridge on 7/25/23).
- DeMark Apartments and the Pierce County Housing Authority (Safe Streets tabling event in unincorporated Pierce County on 7/25/23).
- Bethel Community Services (Safe Streets tabling event in Bethel/Spanaway on 6/9/23).

c. What did they have to say?

- **Pacific Islander Health Board of WA**
 - Create public transportation routes that focus on working-class and poor communities.
 - Improve safety on transit systems.
 - More bus routes and trains in low-income areas are needed, as well as higher wages for drivers.

⁹ Pierce County Equity Index. <https://www.piercecountywa.gov/7938/Equity-In-Decision-Making#equityindex>

¹⁰ *Ibid*

¹¹ *Ibid*

¹² Bethel Community services p. 2. <https://bethelservices.org/wp-content/uploads/2019/04/Pierce-Co-Bethel-2019.pdf>

- For poor ones/disabled ones, provide cheap prices, a voucher for gas, etc., as well as for disabled, vulnerable/homeless, etc.
- Carpooling incentives such as free gas or reduced taxes for those in a given area riding together.
- Provide better carpooling and public transportation to meet the needs of low-income communities.
- **Puget Sound Educational School District Latinx Family Advocacy Group**
 - Create a public transportation route for the city of Bonney Lake so then we can reduce our car use.
 - We need public transportation in the Bonney Lake community.
 - We need more bikes or to walk to places that are nearby.
- **DeMark Apartments w/Pierce County Housing Authority**
 - Climate change is going to change no matter what. Where it would make a difference is in construction. Transporting workers and waste from construction.
 - Create an electric bike program for low-income riders.
 - Redesign main streets with more bike lanes and sidewalks.
 - Reconfigure community streets with more roundabouts to slow traffic and keep kids safer.
 - We need more public transportation for older people.
- **Bethel Community Services**
 - Provide electric and free buses to reduce traffic.
 - Make areas more walkable.
 - If public transportation were better—such as an electric bus that could go on certain roads not available to the public - it would incentivize people to use it instead of cars.
 - Provide affordable eco-friendly cars and buses.

d. How did what they said influence the plan?

Several employers and attendees to tabling events suggested providing outreach classes and information in Spanish. Ride Together Pierce provides a downloadable First Time Rider Guide in Spanish, Russian, Vietnamese, Tagalog, Korean, Chinese, and Khmer.

Event attendees suggested vouchers for low-income, disabled, homeless, and vulnerable community members. Ride Together Pierce will make ORCA cards loaded with transit fares available at community events and cards will be available for CTR-affected employers to hand out to employees.

29. List employers' suggestions to make CTR more effective

The employees that participated in the Employee Transportation Coordinator Network Event and employer interviews made the following suggestions:

- Keep providing promotional materials, templates, and campaigns.
- Continue offering training opportunities for ETCs.
- Share information on how other employers are supporting CTR.
- Increase the vanpool fleet and provide more assistance for ride-share matching and vanpool formation.
- Add earlier and later transit services.
- Expand the Emergency Ride Home service to better help those working early or late shifts.

- Provide more subsidies for bike racks, helmets, walking shoes, and ORCA cards.
- Provide more information about the environmental benefits of CTR to encourage more people to participate.
- Provide more safety tips for riding transit, carpooling, and riding bicycles.
- Add secure on-site bike parking to the bicycle map.
- Include QR codes on printed materials, especially posters for employee break rooms.
- Reach out to tribes to learn elder and veteran transportation needs and to collaborate on siting new transit and rail routes.

30. Describe results of engagement focused on vulnerable populations that will be provided for use in comprehensive plan and transit plan updates.

Land Use: A common theme heard during public engagement is that many workers have a desire to live closer to their workplace and would do so if there were affordable housing available. Many indicated that living closer to work would improve the likelihood that they would try alternatives to drive-alone trips. This identified need can be addressed as part of the 2024 Comprehensive Plan update by prioritizing and focusing housing growth, infrastructure development, and transit investment on the County's designated centers of local importance as well as any other areas with CTR-affected employers.

Safety: Safety was identified as a major deterrent by several public engagement participants for riding bikes and walking to work. Multiple respondents cited the lack of safe bicycle and pedestrian infrastructure as a deterrent to choosing these modes and suggested dedicated, protected bicycle lanes and more sidewalks. The 2024 Comprehensive Plan update should recognize these concerns and prioritize safety improvement projects. The 2024 Comprehensive Plan update includes new goals, Goal TE-1.8, that recognizes the importance of safety improvements needed to construct a successful multimodal transportation network. These new goals aim to use Vision Zero plans and strategies to prioritize safety projects.

Public Transit: Several public engagement participants expressed interest in expanded public transportation options, such as more frequent Sounder trains or access to light rail. Multiple participants emphasized the importance of expanded service locations, routes, and times, as well as faster and more reliable service. They also noted a desire for more local service rather than a focus on regional travel. Additionally, participants appreciated transit cars that can be hailed by a smart phone app in areas where bus service is not available and would like to see these services improved and expanded. Respondents also expressed a desire for infrastructure, such as benches or shelters, at bus stops and expressed that they feel unsafe on transit because of the conduct of other riders. Several community-based organizations suggested providing free or low-cost ORCA cards for vulnerable populations. Plans to expand transit service, offer free or low-cost ORCA cards, and invest in transit amenities and rider safety should be prioritized in the comprehensive plan update.

These results of public engagement with vulnerable populations and this CTR Plan have been shared with the transit agencies listed in this plan and with the Comprehensive Plan update team.



DEPARTMENT UPDATES

Wednesday, June 4, 2025

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

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

ADMINISTRATION

City Administrator Katrina Knutson

City Partners with Moss Adams/Baker Tilly for ITS Assessment: The city is collaborating with [Moss Adams/Baker Tilly](#) to conduct a comprehensive operations and staffing assessment of its Information Technology Services (ITS) department. This initiative aims to align the department's capabilities with the city's evolving technological needs and strategic goals. Key components of the assessment include evaluating the current technology landscape, assessing staffing levels against workloads, and conducting peer benchmarking to identify best practices and any areas for improvement. The project is expected to span about three months, culminating in a final report that will provide actionable recommendations to enhance service delivery and operational efficiency.

Moss Adams/Baker Tilly bring extensive experience in organizational and IT assessments, having previously assisted other municipalities in optimizing their IT functions. Their approach typically involves a four-phase process: start-up and management, fact-finding, analysis, and reporting. This methodology ensures a thorough evaluation of the department's structure, processes, and technology, leading to tailored recommendations that support the city's strategic objectives. The forthcoming assessment is a proactive step towards ensuring that the city's ITS department is well-equipped to meet future demands and continue delivering high-quality services to staff and the community.

City Council Hosts Roundtable with U.S. Rep. Emily Randall: On Thursday, May 29, the Gig Harbor City Council hosted a special roundtable discussion with U.S. Rep. Emily Randall (WA-6). The brief session offered councilmembers, Mayor Mary Barber, and City Administrator Katrina Knutson an opportunity to engage directly with Rep. Randall on key city priorities and learn more about current federal initiatives that could impact Gig Harbor. The conversation focused primarily on two important topics: federal permitting for the Commercial Fishing Homeport at Ancich Waterfront Park and future funding opportunities for daylighting Donkey Creek. The group discussed how to improve communication and coordination with federal partners, and Rep. Randall offered her continued support to help move these efforts forward.

The Commercial Fishing Homeport project continues to face delays due to a backlog in the federal permitting process. The city is working closely with partner agencies, including the U.S. Army Corps of Engineers and the National Marine Fisheries Service, to secure the approvals needed to move forward. Meeting the in-water construction window, which closes in February 2026, is essential to keep the project on track. Donkey Creek is an important salmon-bearing stream that borders the Harbor History Museum and connects to Austin Park. The long-term vision for the waterway is to

remove culverts and restore it as an open waterway. While formal funding pathways are still being explored, city leaders emphasized the creek's environmental and cultural significance and their desire to pursue restoration efforts in the future. The city appreciates Rep. Randall's time and interest in local priorities and looks forward to continued collaboration to preserve Gig Harbor's working waterfront, honor its maritime heritage, and protect vital natural resources.

Youth Council: We're thrilled to announce that the City of Gig Harbor received 21 enthusiastic applications for its very first Youth Council before the application period closed on May 30! This incredible response highlights how eager our young residents are to get involved, lead, and help shape the future of our community. We're excited to begin interviews next week and meet the inspiring students ready to make a difference in Gig Harbor!

Partnership with FISH: The city's Housing, Health, and Human Services (H3) program recently partnered with the local food bank to establish a dedicated account for the city. Enabling H3 staff to quickly access groceries and essential items for homebound residents in need. The collaboration strengthens our community safety net and ensures vulnerable neighbors receive timely, compassionate support.

Community Outreach: The H3 program had the opportunity to partner with the police department for community outreach efforts focused on connecting vulnerable residents with vital services. Together, they engaged several individuals in need, offering resources ranging from food assistance and shelter referrals to conflict resolution and domestic violence support. The collaboration provided a compassionate, community-centered response to those facing crisis and instability.

DEIB Lunch and Learn: The H3 program and HR partnered to provide city staff with an optional lunch and learn for Pride Month. Which created a meaningful opportunity to foster inclusivity, awareness, and community in the workplace. The event's LGBTQ Historical Icon Bingo was both educational and engaging, highlighting important figures while celebrating the contributions of the LGBTQ community. It was a successful way to honor Pride Month, promote allyship, and build stronger, more connected teams.

COMMUNITY DEVELOPMENT

Community Development Director Eric Baker

Many Community Development projects get plenty of public attention (comprehensive plan, accessory dwelling units, and multifamily tax exemptions) while others fly under the radar. Two such projects are the update to the city's portion of the Pierce County Hazard Mitigation Plan and the Commute Trip Reduction (CTR) program. Both are critical efforts opening doors to future funding for emergency management and transportation efforts. Many thanks to Jeremy Hammar who has been toiling in anonymity to get the CTR program reviewed by regional bodies and now going before the city council in the coming month.

Planning: With the comprehensive plan adopted, staff are now working to update zoning maps and development regulations to improve consistency with the plan's goals. The council will have a study session on the zoning map update on June 12. This session will describe the process, schedule, and potential hurdles as we work toward making the plan's dreams a reality.

The hiring march continues on with another successful recruitment, this time for a senior planner beginning July 7. We are very excited about what they will bring to the team. Again, many thanks to Human Resources for getting so many qualified candidates into the process.

Building: The Building & Fire Division received applications for 22 new permits this reporting period. These included applications for Bath & Body Works going in at Olympic Village and a new home on Peacock. The 27 issued permits include those for General Dynamics at Latitude 47 and a new home on Shirley.

The team has worked diligently for the past few weeks to get the review comments out for the new fire station on Kimball and are eagerly awaiting the resubmittals.

COURT

Court Administrator Stacy Colberg

Substitute House Bill 1848 – Traumatic Brain Injuries Services and Support: This bill was passed in the 2025 legislative session and increases traffic infraction penalties an additional \$5 to be deposited in the Traumatic Brain Injury Account. Effective July 27, a standard traffic infraction, such as speeding 10 mph over the speed limit, with a fine of \$145 will become \$150.

At least 30 percent of the annual expenditures from the account will be used exclusively for in-person support groups for individuals with a traumatic brain injury and their families, programs designed for social integration, peer-to-peer mentoring, and equitable geographic access to programs.

The city retains 32% of the revenue from traffic infractions and remits the remaining revenue to the traumatic brain injury fund, state general fund, local crime victim fund, trauma care fund, DOL tech support fund, and auto theft prevention fund, based on state law.

Jury Trials: Jury trials are held on the third Thursday of each month. However, the June trial has been moved to June 26 due to the Juneteenth holiday. Trials are open to the public.

FINANCE

Finance Director Dave Rodenbach

General Fund: General fund revenue distributions through May appear to be recovering from the decline experienced in 2023-24. The table below shows general fund tax receipts through May. Taxes make up 83% of budgeted 2025-26 general fund revenues. The public safety sales tax was initiated in January and reflects February and March sales. So far, we are trending at about \$60,000 per month, or \$660,000 for the year.

	2021	2022	2023	2024	2025
Local Retail Sales & Use Tax	\$ 3,289,004	\$ 3,524,675	\$ 3,414,202	\$ 3,430,011	\$ 3,503,361
Local Public Safety Tax	-	-	-	-	121,481
Park Sales Tax	56,129	63,865	67,050	69,119	71,067
Criminal Justice Funding	103,917	117,103	119,286	124,881	100,302
B & O Utilities	567,436	607,510	658,395	615,871	657,866
City Utilities Tax	169,552	173,225	187,187	201,206	211,307
Totals	\$ 4,186,038	\$ 4,486,378	\$ 4,446,120	\$ 4,441,088	\$ 4,665,384

Development Related Revenues: One-time revenues related to development are not recovering. If we remove city-paid fees totaling \$395,000, development related fees are lower than what was received in any of the prior four years. The city paid \$250,000, \$40,700, and \$104,500 in transportation impact fees, water, and storm general facilities charges (connection fees) respectively through May 2025.

	2021	2022	2023	2024	2025
Building Permits - Basic Fees	\$ 351,700	\$ 432,046	\$ 101,191	\$ 142,055	\$ 66,534
Bldg Permit - Plan Check Fee	323,092	101,746	103,384	158,494	132,520
Zoning & Subdivision Fees	27,405	48,822	27,841	22,577	10,978
Plan Checking & Inspections	47,912	21,721	27,392	22,711	11,965
Impact Fees-Transportation	427,761	650,124	35,536	145,004	264,588
Impact Fees-Parks	141,000	150,000	10,500	24,000	3,000
Water GFCs	790,246	770,405	94,779	109,004	59,445
Sewer GFCs	887,484	1,074,070	67,480	166,280	37,082
Storm GFCs	195,300	187,620	11,258	28,320	107,970
Totals	\$ 3,191,900	\$ 3,436,554	\$ 479,361	\$ 818,445	\$ 694,082

Utility Revenues: Utility revenues are performing well so far in 2025.

	2021	2022	2023	2024	2025
Water Charges	\$ 829,622	\$ 840,424	\$ 915,172	\$ 954,040	\$ 1,127,209
Sewer Charges	2,200,379	2,251,457	2,431,279	2,464,234	2,574,449
Storm Charges	361,011	372,723	396,485	609,883	531,053
Totals	\$ 3,391,012	\$ 3,464,604	\$ 3,742,936	\$ 4,028,157	\$ 4,232,711

HUMAN RESOURCES

[Human Resources Director Shannon Costanti](#)

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

Position	Type	Status
Maintenance Technician (PW Ops)	FT	Open until 6/19
Police Officer – Exceptional & Lateral Entry	FT	Open until filled
Public Works Assistant (Engineering)	FT	Open until 6/22
Seasonal Worker (7 vacancies)	Temporary FT	Open until 6/30
Senior Planner	FT	Nestor Guevara Delgado starting 7/7
Community Development Assistant	FT	Closed - selection pending
Court Assistant	PT	Closed - selection pending

POLICE

Police Chief Kelly Busey

Assault: On the evening of May 30, a female approached a group on a boat moored at The Tides Tavern. The boaters did not know the woman who invited herself onto their boat. As the boaters confronted her about getting onto their boat without authorization, the female pulled out a knife and slashed toward one of those aboard. She was also wearing brass knuckles on her other hand during the incident. Nobody was injured and the female left the area. Officers later found her in another nearby restaurant and arrested her for aggravated assault. The woman had also been involved in an unrelated altercation at the Tides earlier in the day.

Maritime Gig: We are wrapping up our operations plan for the upcoming Maritime Gig and Blessing of the Fleet. This year, we have partnered very closely with Gig Harbor Fire to establish a Unified Command for the event. Sergeant Martineau has put in a lot of time in the planning process, and we look forward to an incident-free weekend.

Support Vehicle: We expect the delivery of a new vehicle for our fleet this week. A new Ford Maverick (Hybrid) truck will be jointly used by our COPS volunteers and by our Property and Evidence Technician for crime scene response. It will be labeled as a support vehicle and is a welcome replacement for our 2007 COPS vehicle (retired patrol car) which is really showing its age. Look for the new support vehicle to be in service soon.

PUBLIC WORKS

Public Works Director Jeff Langhelm

Operations Support of Croatia Day: The Operations Division provided significant support in the days and weeks leading up to Croatia Day on May 31. This included replacement of the steps leading up to the Skansie Netshed in a manner with materials and colors consistent with the original construction methods, removing goose droppings, flag placement, and many other details to help make this event a success!

Final Maritime Gig Festival Preparations: The week before the Maritime Gig Festival is an “all hands on deck” week for the Operations division, especially Parks staff and Streets staff. The last-minute cleanings, touch-ups, and coordination items are part of a long list that help make our town look good and traffic flow with minimal interruptions. Thanks to all staff who make this event possible!

New Leased Vehicles Arriving in June: As part of the 2025-26 budget, the city has chosen to lease its vehicles, except for heavy trucks and police vehicles. This leasing will improve safety, improve fuel efficiency, reduce maintenance costs, and increase the resale value of the city’s fleet. The first of the leased vehicles, including a series of new all-electric vehicles such as a Chevrolet Blazer and multiple Ford Lighting trucks, are being equipped and will arrive in June.

Wastewater Operations: (1) Wastewater staff have been performing significant grounds maintenance at the wastewater treatment plant. Not only is it the height of the growing season (i.e. grounds maintenance season) but also the right time to spiff up the treatment plant in time for the Maritime Gig Festival. (2) Staff are supporting laboratory training with Robert Hahn, our newest treatment plant operator. (3) Crews are performing pump maintenance at lift station #4B (Jerisich Dock). The work began on June 3 at 6:00 am. (4) Nancy and Chuck are working with Engineering staff to prepare bid specifications for lift station #16 electrical upgrades, which are part of the 2025-26 capital budget.

Streets and Storm Operations: (1) Coinciding with the upcoming Maritime Gig Festival, Streets crews are performing sidewalk cleaning, shoulder mowing, vegetation management for resident requests on sight distance issues, and responding to noxious weed notices from Pierce County. (2) Streets crews installed new traffic markings in the large roundabout at Burnham / SR16 / Canterwood / Borgen. Due to traffic volumes, this work was completed in the early morning hours.

Parks/Grounds/Facility Operations: (1) Parks staff have installed eight benches at Doris Heritage Park that were donated by Kiwanis for the Sports Complex Phase 1B site. (2) Facilities staff have been working on some office reconfigurations for some staff of the Courts Department and Finance Department to accommodate improved customer service. Much of this work was ordered for these spaces and completed in advance by the city’s vendor for the furniture. City staff coordinated the design and installation process.

Water Operations: (1) Staff are completing a series of repairs and maintenance items identified recently from the annual Washington State Department of Health Sanitary Survey. (2) Staff completed a fire line connection from the Well #3 site to the adjacent Public Storage site. This work has been on the city’s “to do” list for a while. After some reconnaissance by city staff, the city found the original water main mapping from decades ago was not accurate and some of the water mains were ductile iron instead of asbestos cement, which reduced the effort by staff. (3) Crews repaired a water main leak at a city-maintained fire hydrant in Harborwood Apartment complex.

Crescent Creek Park Master Plan – At their study session on May 29, city council heard a presentation about the progress on the Crescent Creek Park Master Plan from the city’s consultant, Juliet Vong from HBB Landscape Architecture. She presented the three draft concepts that were presented to the public at an open house in April, along with themes from the survey that was open for a month afterward about the concepts. Council directed the consultant to move forward toward the preferred Concept 1, which would enhance the existing park layout without moving amenity

locations. They asked that the parking be reconfigured so that it would allow the existing native garden to remain. They also directed HBB to prepare a drawing of what the park could look like with that concept if the Masonic Lodge were removed, and to come up with costs for a new building with the same square footage of assembly space as the Lodge. The consultant will draw a more detailed “preferred concept” for review by the community advisory committee and another open house this summer. Stay tuned for details as the master plan develops!



Doris Heritage Park – The contractor continues to wrap up work on several items at Doris Heritage Park that must be completed before the park can be opened to the public. We will keep the public informed of our ribbon cutting ceremony.

