

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, November 10, 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: Led by Girl Scout Troop 43751

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. Recognition of Police Officers with Military Service

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

1. City Council Minutes: October 23 and October 27, 2025
2. Approval of Vouchers: AP Check Numbers 201101 through 201174 and ACH Payments in the Amount of \$255,597.49
3. Approval of Payroll
4. Property Management Plan - txʷaalqəl Conservation Area Phase 4
5. Professional Services Contract – Amendment #4: 38th Ave Half-width Improvements
6. Professional Services Contract with Perteet for Public Works Standards Chapter 2 Update

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. Department Updates

BUSINESS ITEMS

1. MOU with the Bessler Center at Mary Bridge Children's for WIC Program Support

Suggested Motion: Move to authorize the mayor to execute the MOU with the Bessler Center at Mary Bridge Children's for WIC Program Support, should the need for funding continue to exist.

- a. Staff Report: Housing, Health, and Human Services Program Manager Shealynn Smiley
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

2. First Reading of Ordinance 1556 Relating to Mid-biennial Budget Review and Approving the 2025-26 Budget Modification

Suggested Motion: N/A

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

3. Second Reading and Adoption of Ordinance 1555 Adjusting Utility Rates

Suggested Motion: Move to approve Ordinance 1555.

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

4. Professional Services Contract with Gordon Thomas Honeywell for Lobbyist Services

Suggested Motion: Move to authorize the mayor to execute a professional services agreement with Gordon Thomas Honeywell Government Relations (GTH-Gov) to provide state-level legislative lobbying services for the City of Gig Harbor for the 2026–2028 biennium.

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

5. Municipal Court Judge Services Contract

Suggested Motion: Move to authorize the mayor to execute a

municipal court judge services agreement with Sandra L. Allen.

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

ADJOURN

PUBLIC COMMENT & DECORUM

PUBLIC COMMENT & DECORUM

The city council wants to hear from the public as much as possible. However, the business of the city must proceed in an orderly, timely manner. The primary purpose of council meetings is to conduct the city's business so we have created a variety of ways the community can make their voices heard. Monday city council meetings are just one opportunity. These guidelines are designed to make sure every person who wants to be heard has both the opportunity to be heard and feels welcome to do so.

We receive comments three ways:

1. During council meetings
2. During council study sessions.
3. Email mayorandcouncil@gigharborwa.gov at any time about any issue. This email goes to the elected officials and leadership at the city.

Public Comment at City Council Meetings

We welcome comment at Council meetings during three specific times: 1) prior to approval of the consent agenda (about the consent agenda); 2) prior to deliberation on each business item and 3) at the end of each business session (about any item that concerns you).

When the mayor calls for public comment, please come to the front of the room (or raise your hand on Zoom). When it's your turn, we'll ask you to tell us your name and connection to the issue you want to discuss. You'll then have a maximum of three minutes to speak.

Unfortunately, this isn't a time for dialogue, but a staff person or councilmember may be available to talk with you at a break or after the meeting.

Additional guidelines

- Anyone making "out of order" comments may be subject to removal from the meeting.
- Please address your remarks to the city council as a body and not to any specific individual.
- Please be courteous and not engage in derogatory remarks or insinuations.
- No demonstrations, including clapping, are allowed.

Email

You are welcome to email the mayor and councilmembers about any issue facing the city by writing to the address above. Do remember that council sets the policy direction while city departments execute those decisions. A series of online reporting tools might help you resolve an issue more quickly, so check them out too: <https://www.gigharborwa.gov/146/Submit>

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.



Officer Olive Mancuso
US Air Force (**Active**)
18 years
Master Sergeant
Air Logistics

Detective Brian Barber
US Army
6 years
Sergeant
Combat Engineer -
Sapper



Officer Charles "Chet" Dennis
US Army
4 years
Sergeant
Infantry

Officer Ennis "Jody" Roberson

US Army
10 Years
First Lieutenant
Military Police





Lieutenant Fred Douglas
US Army
12 years
Captain

Officer Mark Burns
US Navy
5 years
Petty Officer 3rd Class
Hospital Corpsman



Officer Patrick Sam
US Coast Guard/ Air
National Guard
10 years
Petty Officer 3rd Class
Boatswain Mate/ Sr
Airman

MINUTES
GIG HARBOR CITY COUNCIL MEETING
Monday, October 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, Rodenberg, Stone, Storset, and Woock were present.

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

CHANGES TO THE AGENDA

PRESENTATIONS

1. **Report from Gig Harbor Youth Council** Youth Council Chair Alexis Morgan, Vice Chair Derek Liu, and Secretary Madeleine Harding reported on the activities of the Youth Council.
2. **Wastewater Treatment Plant Outstanding Performance Award 2024**

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

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

VOTE: Unanimously approved.

1. **City Council Minutes: October 13 and October 16, 2025**
2. **Approval of Vouchers: AP Check Numbers 200988 through 201100 and ACH Payments in the Amount of \$1,522,378.03.**
3. **Professional Services Contract Amendment #4 with Facet (formerly Davido Consulting Group, Inc.) for Commercial Fishing Homeport**
4. **Sport Complex Phase 1B – Additional Trash Enclosure Change Order**
5. **Second Reading and Adoption of Ordinance 1553 Forged Fiber Franchise Agreement**
6. **Confirmation of Appointment of Mark Brown to the Historic Preservation Commission (Term Expiring September 30, 2028)**

7. Confirmation of Appointment of Jannae Mitton and Stephanie Lile to the Lodging Tax Advisor Committee (Terms Expiring September 30, 2028)

MAYOR'S REPORT Mayor Barber reported on:

- Response to storms
- Start of food drive to support residents who have lost SNAP benefits or federal paychecks

CITY ADMINISTRATOR'S REPORT City Administrator Knutson reported on:

- Police Appreciation Week
- Traffic Enforcement Activities

1. Department Updates

BUSINESS ITEMS

- 1. Second Reading and Adoption of Ordinance 1551 Updating the Development Code for Consistency with the Adopted 2024 Comprehensive Plan** Principal Planner Katharine Shaffer introduced the ordinance.

MOTION: Move to approve Ordinance 1551 (Henderson/Stone).

AMENDMENT: Move to add a new Whereas clause to the ordinance reading "Whereas, new growth shall pay for new growth, and it is a policy of the city that all fees, taxes, and other changes arising from new development shall be borne by said development and not by existing residents to the maximum extent of the law" (Woock/Coronado).

VOTE: Motion failed 2-5 (Woock, Coronado in favor).

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

- 2. Public Hearing - General Fund 2026 Revenue Sources** Finance Director Dave Rodenbach presented the General Fund 2026 revenue sources. The mayor opened the public hearing. No comments were received and the mayor closed the public hearing.
- 3. First Reading and Adoption of Ordinance 1554 Levying General Property Taxes for 2026** Finance director Dave Rodenbach introduced the ordinance.

MOTION: Move to approve Ordinance 1554 (Henderson/Ekberg).

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

4. **First Reading of Ordinance 1555 Adjusting Utility Rates** Public Works Director Jeff Langhelm introduced the ordinance. Public comment was provided by Lynn Stevenson.

STAFF REPORTS

1. **2025 Quarter 3 Financial & Budget Report** Finance Director Dave Rodenbach presented the quarterly finance and budget reports.

PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS Councilmember Woock reported on an upcoming Jeni Listens meeting and KGI Watershed meeting.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. **Upcoming City Meetings**

ADJOURN The meeting adjourned at 7:32 p.m.



Joshua Stecker, CMC
City Clerk

MINUTES
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, October 23, 2025 – 4:00 p.m.
Civic Center Community Rooms or Zoom

CALL TO ORDER / ROLL CALL Mayor Barber called the meeting to order at 4:02 p.m. Councilmembers Coronado, Ekberg, Henderson, Rodenberg, Stone, and Woock were present. Councilmember Storset was excused.

DISCUSSION ITEMS

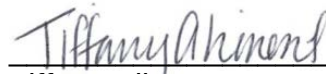
1. **Community Diversity and Engagement Committee – Community Survey Data Presentation:** The city's housing, health, and human services program manager and Claudia Lampman of the former CDE Committee presented results of the survey and answered council's questions.

Public Comment: none

2. **Landlord-Tenant Protection Updates:** Shea Smiley, Housing, Health, and Human Services Program Manager, provided council with an update on landlord-tenant protections.

Public Comment: Dave Mumper provided comment

ADJOURN The meeting adjourned at 4:45 p.m.



Tiffany Aliment
Assistant City Clerk



We, the undersigned City Administrator and Director of Finance of the City of Gig Harbor, Gig Harbor, Washington, hereby certify that the goods and or services charged on the vouchers listed on the following pages have been furnished to the best of our knowledge. We further certify the following pages of claims to be valid and correct.

JE#	DATE	CHECK NUMBERS	DEPARTMENT	AMOUNT PAID
2 & 3	11/10/25	201101 - 201174	ACCOUNTS PAYABLE & UB REFUNDS	223,424.15
126 & 127	10/27/25	AP ACH	WA DOR EXCISE TAXES SEPT 2025	29,257.63
136 & 137	10/23/25	AP ACH	WA DOR LEASEHOLD TAXES 3RD QTR	2,915.71
GRAND TOTAL				255,597.49

Finance Director

Accounts Payable

Computer Check Proof List by Vendor

User: kmagalei@gigharborwa.gov
Printed: 10/31/2025 - 10:04AM
Batch: 60010.11.2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 000139 75341/1	Ace Hardware Funnel - 6"x18" WWTP	4.35	11/10/2025	Check Sequence: 1 402-021-535-52-31-00	ACH Enabled: False
	Check Total:	4.35			
Vendor: 001309 2057	Advanced Industrial Automation Inc Lift Station #13 Pump Control Upgrades PP#3 A	21,168.20	11/10/2025	Check Sequence: 2 410-022-594-35-65-79	ACH Enabled: False
	Check Total:	21,168.20			
Vendor: 003503 16496	BLANFORD, KENNETH W Pro Tem Judicial Services 14.75 hrs MAY, JUNE	885.00	11/10/2025	Check Sequence: 3 001-003-512-50-41-01	ACH Enabled: False
	Check Total:	885.00			
Vendor: UB*01801	NICHOLAS BOSTWICK Refund Check 014375-000, 4971 MEMORIES :	622.47	11/10/2025	Check Sequence: 4 401-000-213-10-00-00	ACH Enabled: False
	Check Total:	622.47			
Vendor: 004105 4150-22509094 4150-22509094 4150-22509094 4150-22509094	Bowman Consulting Group Ltd Utility Rate Study 2025 PP#7 SEPT 2025 Utility Rate Study 2025 PP#7 SEPT 2025 Utility Rate Study 2025 PP#7 SEPT 2025 Utility Rate Study 2025 PP#7 SEPT 2025	2,458.33 1,229.17 1,229.17 2,458.33	11/10/2025 11/10/2025 11/10/2025 11/10/2025	Check Sequence: 5 401-020-534-12-41-00 402-021-535-83-41-00 402-021-535-52-41-00 411-046-531-11-41-00	ACH Enabled: False
	Check Total:	7,375.00			
Vendor: 000098 2025/09353	BRANOM INSTRUMENT CO LLC Annual Testing Magflo Meters (12), Travel/WW	2,676.77	11/10/2025	Check Sequence: 6 402-021-535-83-48-00	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	2,676.77			
Vendor: 001684	Brothers United Inc			Check Sequence: 7	ACH Enabled: False
20914	Garland 75' Cedar (25) Mix Wreath 36' (21)	3,126.05	11/10/2025	001-015-576-80-31-00	
	Check Total:	3,126.05			
Vendor: 003997	Butler Apparel Marketing LLC			Check Sequence: 8	ACH Enabled: False
571265	Wkwr: zip-up sweatshirt, lng slv shirt, jacket, caj	101.18	11/10/2025	101-017-542-30-22-00	
571265	Wkwr: zip-up sweatshirt, lng slv shirt, jacket, caj	101.17	11/10/2025	411-046-531-80-22-00	
571265	Wkwr: zip-up sweatshirt, lng slv shirt, jacket, caj	101.18	11/10/2025	001-015-576-80-22-00	
571265	Wkwr: zip-up sweatshirt, lng slv shirt, jacket, caj	101.17	11/10/2025	401-020-534-11-22-00	
571266	Wkwr:lng slv(3) hi-vis shrt(7)cap,bibs,vest,swtsl	344.51	11/10/2025	401-020-534-11-22-00	
571266	Wkwr:lng slv(3) hi-vis shrt(7)cap,bibs,vest,swtsl	344.50	11/10/2025	001-015-576-80-22-00	
571266	Wkwr:lng slv(3) hi-vis shrt(7)cap,bibs,vest,swtsl	344.51	11/10/2025	101-017-542-30-22-00	
571266	Wkwr:lng slv(3) hi-vis shrt(7)cap,bibs,vest,swtsl	344.51	11/10/2025	411-046-531-80-22-00	
571270	Wkwr:hat, zip swtshrt, jacket, t-shirt, cap, polo/S	128.95	11/10/2025	411-046-531-80-22-00	
571270	Wkwr:hat, zip swtshrt, jacket, t-shirt, cap, polo/S	128.94	11/10/2025	001-015-576-80-22-00	
571270	Wkwr:hat, zip swtshrt, jacket, t-shirt, cap, polo/S	128.95	11/10/2025	401-020-534-11-22-00	
571270	Wkwr:hat, zip swtshrt, jacket, t-shirt, cap, polo/S	128.94	11/10/2025	101-017-542-30-22-00	
571287	Wkwr:jacket,t-shirt(2)lng slv (2), hat, swtshrt/Cz	118.77	11/10/2025	401-020-534-11-22-00	
571287	Wkwr:jacket,t-shirt(2)lng slv (2), hat, swtshrt/Cz	118.77	11/10/2025	411-046-531-80-22-00	
571287	Wkwr:jacket,t-shirt(2)lng slv (2), hat, swtshrt/Cz	118.78	11/10/2025	001-015-576-80-22-00	
571287	Wkwr:jacket,t-shirt(2)lng slv (2), hat, swtshrt/Cz	118.78	11/10/2025	101-017-542-30-22-00	
	Check Total:	2,773.61			
Vendor: 003265	Capital Heating & Cooling			Check Sequence: 9	ACH Enabled: False
176858	Diagnostic Fee LS#12A Mini Split	486.45	11/10/2025	402-021-535-52-48-00	
	Check Total:	486.45			
Vendor: 003501	CenturyLink			Check Sequence: 10	ACH Enabled: False
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	113.15	11/10/2025	001-004-513-10-42-00	
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	113.15	11/10/2025	001-003-512-50-42-00	
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	113.15	11/10/2025	001-006-521-10-42-00	
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	113.15	11/10/2025	001-004-518-10-42-00	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	113.15	11/10/2025	001-004-514-23-42-00	
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	113.15	11/10/2025	001-014-558-50-42-00	
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	466.74	11/10/2025	411-046-531-80-42-00	
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	700.12	11/10/2025	101-017-543-30-42-00	
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	113.15	11/10/2025	001-004-518-88-42-00	
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	113.15	11/10/2025	001-014-558-60-42-00	
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	113.14	11/10/2025	001-016-518-30-42-00	
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	700.12	11/10/2025	401-020-534-12-42-00	
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	113.15	11/10/2025	001-015-576-80-42-00	
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	777.91	11/10/2025	402-021-535-12-42-00	
756769233	Internet Connect-ACCT#89459471-ALL DEPTS	113.15	11/10/2025	001-006-521-20-42-00	
	Check Total:	3,889.53			
Vendor: UB*01803	JAMES & KIMBERLY CIACIUCH			Check Sequence: 11	ACH Enabled: False
	Refund Check 014706-000, 4708 BEAR CREEK	173.80	11/10/2025	401-000-213-10-00-00	
	Check Total:	173.80			
Vendor: 002900	Cintas Corporation #461			Check Sequence: 12	ACH Enabled: False
4246094580	Uniforms, Coveralls, Bag, Mat, Scrub-Clean Ser	221.24	11/10/2025	402-021-535-83-41-00	
4246094580	Uniforms, Coveralls, Bag, Mat, Scrub-Clean Ser	221.25	11/10/2025	402-021-535-52-41-00	
4246813588	Uniforms, Coveralls, Bag, Mat, Scrub-Clean Ser	221.24	11/10/2025	402-021-535-83-41-00	
4246813588	Uniforms, Coveralls, Bag, Mat, Scrub-Clean Ser	221.25	11/10/2025	402-021-535-52-41-00	
4247599723	Uniforms, Coveralls, Bag, Mat, Scrub-Clean Ser	221.24	11/10/2025	402-021-535-83-41-00	
4247599723	Uniforms, Coveralls, Bag, Mat, Scrub-Clean Ser	221.25	11/10/2025	402-021-535-52-41-00	
	Check Total:	1,327.47			
Vendor: 002108	City of Port Orchard			Check Sequence: 13	ACH Enabled: False
INV02275	Decant Usage: 2 tons OCTOBER 2025	250.00	11/10/2025	401-020-534-52-47-00	
INV02275	Decant Usage: 2 tons OCTOBER 2025	250.00	11/10/2025	411-046-531-80-47-10	
	Check Total:	500.00			
Vendor: 004032	Classy Chassis Fleet Card Program			Check Sequence: 14	ACH Enabled: False
W-2529	Car Wash Self Serv & 1 Platinum Wash/PW Flee	18.56	11/10/2025	001-015-576-80-49-00	
W-2529	Car Wash Self Serv & 1 Platinum Wash/PW Flee	18.56	11/10/2025	101-017-542-30-49-00	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
W-2529	Car Wash Self Serv & 1 Platinum Wash/PW Flee	18.57	11/10/2025	411-046-531-80-49-00	
W-2529	Car Wash Self Serv & 1 Platinum Wash/PW Flee	18.56	11/10/2025	401-020-534-11-49-00	
	Check Total:	74.25			
Vendor: 004018	Comcast Business			Check Sequence: 15	ACH Enabled: False
0903170	Security Cameras Acct#8498 36 009 090317/Jeri	179.11	11/10/2025	001-015-576-80-42-00	
	Check Total:	179.11			
Vendor: 003736	Costanti, Shannon			Check Sequence: 16	ACH Enabled: False
COSTANTI-WSRO25	Reimb mileage (52.8 mi) & toll/WSRO Conf Tac	41.46	11/10/2025	001-004-518-10-43-00	
	Check Total:	41.46			
Vendor: 000173	David Evans and Associates, Inc.			Check Sequence: 17	ACH Enabled: False
602106	CSP-2003 Burnham Dr & Hrbvw ½ Width Rdwe	528.23	11/10/2025	102-018-595-30-63-99	
602106	CSP-2003 Burnham Dr & Hrbvw ½ Width Rdwe	528.23	11/10/2025	412-047-594-31-63-13	
602260	On-Call Concurrency Model Task #2025-01 PP#	3,992.60	11/10/2025	101-017-542-30-41-00	
	Check Total:	5,049.06			
Vendor: 003951	DKS Associates			Check Sequence: 18	ACH Enabled: False
0097153	CIP-2504 Grandview/Pioneer Way Signal Loop 1	5,994.50	11/10/2025	102-018-595-30-63-20	
	Check Total:	5,994.50			
Vendor: 004078	DS Services of America, Inc.			Check Sequence: 19	ACH Enabled: False
24709796091025	Mountain Mist 1.0 Gal Distilled Water 6-pk (7) v	83.82	11/10/2025	402-021-535-83-31-00	
	Check Total:	83.82			
Vendor: 001951	Eagle Tire & Automotive			Check Sequence: 20	ACH Enabled: False
214115	Flat tire repair VEH#1089	30.55	11/10/2025	101-017-542-90-48-00	
	Check Total:	30.55			
Vendor: 004088	Eurofins Environment Testing NW LLC			Check Sequence: 21	ACH Enabled: False
1100001177	TKN, Nitrate & Nitrite as N, Ammonia	159.00	11/10/2025	402-021-535-83-41-00	
1100001323	Effluent/Influent Comp 2x Monthly DOS 09.08.2	386.00	11/10/2025	402-021-535-83-41-00	
25-21497	Effluent/Influent Comp 2x Monthly DOS 07.09.2	161.81	11/10/2025	402-021-535-83-41-00	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	706.81			
Vendor: 003392 189862	Fehr & Peers Transportation Element 2024 Comprehensive Pla	2,363.75	11/10/2025	Check Sequence: 22 001-014-558-60-41-00	ACH Enabled: False
	Check Total:	2,363.75			
Vendor: UB*01808	MICHAEL FREY Refund Check 013212-000, 4829 22ND AVE C	506.87	11/10/2025	Check Sequence: 23 401-000-213-10-00-00	ACH Enabled: False
	Check Total:	506.87			
Vendor: UB*01802	SARAH & GUNNAR GLADICS Refund Check 013851-000, 11308 BORGEN LC	60.39	11/10/2025	Check Sequence: 24 401-000-213-10-00-00	ACH Enabled: False
	Check Total:	60.39			
Vendor: 003182 10/2025	GLISSON LAW Prosecution Services/OCTOBER 2025	14,500.00	11/10/2025	Check Sequence: 25 001-004-515-30-41-10	ACH Enabled: False
	Check Total:	14,500.00			
Vendor: 000271 12	Gray & Osborne Inc CIP-2405 PW OPS Decant Facility PP#12 SEPT	2,266.38	11/10/2025	Check Sequence: 26 121-016-594-18-62-09	ACH Enabled: False
	Check Total:	2,266.38			
Vendor: 003678 21946	HARBOR ENGRAVING Replacement nametag for Councilmember Coror	13.58	11/10/2025	Check Sequence: 27 001-002-511-60-31-00	ACH Enabled: False
	Check Total:	13.58			
Vendor: 004156 784317454480	Harper, Christopher Reimb - Milk for Employee Appreciation (COM	31.98	11/10/2025	Check Sequence: 28 001-004-518-10-31-20	ACH Enabled: False
	Check Total:	31.98			
Vendor: 000305 I7128658	HD Fowler Company Inc 1" Brass Foot Valve-PRV Maint	57.88	11/10/2025	Check Sequence: 29 401-020-534-52-31-00	ACH Enabled: False
I7136015	1"x48" SCH 40 Galvanized Nipple-PRV Maint	180.79	11/10/2025	401-020-534-52-31-00	
I7136601	20"x24" Frame & Grate Locking, Allen Head Sc	537.64	11/10/2025	411-046-531-80-31-00	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
I7158311	ValveKit, Ring, Plates, Rbr, Facng Pins, O-Ring, Sea	5,413.74	11/10/2025	401-020-534-54-31-10	
	Check Total:	6,190.05			
Vendor: 004040	HD Supply Formerly Home Depot Pro			Check Sequence: 30	ACH Enabled: False
897263638	Paper towels, hand soap/Civic Center Restroom :	377.74	11/10/2025	001-016-518-30-31-00	
	Check Total:	377.74			
Vendor: 000295	Hemleys Septic Tank Cleaning Inc			Check Sequence: 31	ACH Enabled: False
I1257	Sanitary Cans (2) & Handicap (1) Maritime Fest	360.00	11/10/2025	001-015-576-80-45-00	
I4419	Sanitary Cans Crescent Creek OCT 2025	350.00	11/10/2025	001-015-576-80-45-00	
I4420	Sanitary Cans Wilkinson Farm OCT 2025	175.00	11/10/2025	001-015-576-80-45-00	
I4421	Sanitary Cans Skate Park OCT 2025	175.00	11/10/2025	001-015-576-80-45-00	
	Check Total:	1,060.00			
Vendor: 003745	HID Global Corp			Check Sequence: 32	ACH Enabled: False
13400002815	LiveScan Computer Software Update-Used for C	1,310.00	11/10/2025	001-006-521-10-49-00	
	Check Total:	1,310.00			
Vendor: UB*01812	JOHN JERKOVICH			Check Sequence: 33	ACH Enabled: False
	Refund Check 000659-000, 8324 BAYRIDGE A	21.58	11/10/2025	401-000-213-10-00-00	
	Check Total:	21.58			
Vendor: 001469	Kitsap County Public Works			Check Sequence: 34	ACH Enabled: False
CINV-2025-00802	WSSOG 3RD QTR 2025	766.80	11/10/2025	411-046-531-11-41-00	
	Check Total:	766.80			
Vendor: UB*01804	ASIMINA KUBAITIS			Check Sequence: 35	ACH Enabled: False
	Refund Check 009490-000, 10237 SENTINEL I	97.62	11/10/2025	401-000-213-10-00-00	
	Check Total:	97.62			
Vendor: UB*01807	JOHN LEE			Check Sequence: 36	ACH Enabled: False
	Refund Check 014050-000, 3615 HARBORVIE	617.18	11/10/2025	401-000-213-10-00-00	
	Check Total:	617.18			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 003337 252305090011	Legacy Telecommunications Inc Annual Generator Inspection & Serv/Material &	1,636.50	11/10/2025	Check Sequence: 37 402-021-535-83-48-00	ACH Enabled: False
	Check Total:	1,636.50			
Vendor: 001940 49766 49782	MBSquared Inc Temp Staff C. Harper - Week of 10.12.2025 Temp Staff C. Harper - Week of 10.19.2025	1,191.10 762.30	11/10/2025 11/10/2025	Check Sequence: 38 001-004-518-10-41-00 001-004-518-10-41-00	ACH Enabled: False
	Check Total:	1,953.40			
Vendor: UB*01810	DARRELL MEDCALF			Check Sequence: 39	ACH Enabled: False
	Refund Check 000570-000, 7177 GRANDVIEV	0.26	11/10/2025	401-000-213-10-00-00	
	Refund Check 000570-000, 7177 GRANDVIEV	0.10	11/10/2025	411-000-213-10-00-00	
	Refund Check 000570-000, 7177 GRANDVIEV	0.28	11/10/2025	001-000-213-10-00-00	
	Refund Check 000570-000, 7177 GRANDVIEV	5.62	11/10/2025	411-000-213-10-00-00	
	Refund Check 000570-000, 7177 GRANDVIEV	24.76	11/10/2025	401-000-213-10-00-00	
	Refund Check 000570-000, 7177 GRANDVIEV	0.34	11/10/2025	402-000-213-10-00-00	
	Refund Check 000570-000, 7177 GRANDVIEV	0.25	11/10/2025	001-000-213-10-00-00	
	Refund Check 000570-000, 7177 GRANDVIEV	0.44	11/10/2025	001-000-213-10-00-00	
	Refund Check 000570-000, 7177 GRANDVIEV	8.82	11/10/2025	402-000-213-10-00-00	
	Check Total:	40.87			
Vendor: 004047 4A0123227 4A0545527 P24-0723A P-24-0916B	Steven Merrival Assigned Counsel for Indigent Defense/C.Harper Assigned Counsel for Indigent Defense/D.Eckho Assigned Counsel for Indigent Defense/J.Rojas Assigned Counsel for Indigent Defense/A.Denni	120.00 120.00 120.00 120.00	11/10/2025 11/10/2025 11/10/2025 11/10/2025	Check Sequence: 40 001-004-515-30-41-10 001-004-515-30-41-10 001-004-515-30-41-10 001-004-515-30-41-10	ACH Enabled: False
	Check Total:	480.00			
Vendor: 004162 103686 103693	Metal Magic NW Inc Ford Explorer License 61040D Ford Explorer License 72300D	330.90 330.90	11/10/2025 11/10/2025	Check Sequence: 41 001-006-521-20-48-00 001-006-521-20-48-00	ACH Enabled: False
	Check Total:	661.80			
Vendor: 000405	MINUTEMAN PRESS			Check Sequence: 42	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
4006	Business Cards (50) PD-Tray Federici	62.07	11/10/2025	001-006-521-10-31-00	
4015	Business Cards (50) PD-Brian Barber	62.07	11/10/2025	001-006-521-20-31-00	
	Check Total:	124.14			
Vendor: 000430	NCL of Wisconsin Inc			Check Sequence: 43	ACH Enabled: False
526532	DO-251 Nitr. Inhib (6)	193.30	11/10/2025	402-021-535-83-31-00	
526615	Ammonia BOD Std, Millipore, Buff Sol, pH/Ros	884.37	11/10/2025	402-021-535-83-31-00	
	Check Total:	1,077.67			
Vendor: UB*01806	TODD & DONNA NICHOLS			Check Sequence: 44	ACH Enabled: False
	Refund Check 011134-000, 10812 MERCURY 1	390.00	11/10/2025	401-000-213-10-00-00	
	Check Total:	390.00			
Vendor: 000937	North Coast Electric Company			Check Sequence: 45	ACH Enabled: False
S014489827.001	HUBW SGL Eye, Sub Grip (9) Cable Support M	393.35	11/10/2025	402-021-535-83-31-00	
S014621395.001	Tube Base Dial - Relay for Well #6	202.91	11/10/2025	401-020-534-51-31-00	
	Check Total:	596.26			
Vendor: 001743	Northstar Chemical Inc			Check Sequence: 46	ACH Enabled: False
324054	Sodium Hydroxide (175gal) Sodium Hypochlorite	2,970.09	11/10/2025	402-021-535-83-31-00	
324703	Sodium Hypochlorite (350gal) WWTP	1,552.49	11/10/2025	402-021-535-83-31-00	
	Check Total:	4,522.58			
Vendor: 000475	ODP BUSINESS SOLUTIONS LLC			Check Sequence: 47	ACH Enabled: False
437050406001	Dust-off Compressed Air/FIN	21.05	11/10/2025	001-004-514-23-31-00	
	Check Total:	21.05			
Vendor: 000461	OGDEN MURPHY & WALLACE PLLC			Check Sequence: 48	ACH Enabled: False
917338	General Retainer Serv/40.70 hrs SEPT 2025	2,483.71	11/10/2025	401-020-534-12-41-00	
917338	Forged Fiber Franchise/2.10 hrs SEPT 2025	949.20	11/10/2025	101-017-543-30-41-00	
917338	Purdy Interchange v.Pierce County/24.40 hrs SE	7,712.80	11/10/2025	402-021-535-12-41-00	
917338	General Retainer Serv/40.70 hrs SEPT 2025	2,759.68	11/10/2025	402-021-535-12-41-11	
917338	General Retainer Serv/40.70 hrs SEPT 2025	1,655.81	11/10/2025	411-046-531-12-41-10	
917338	General Retainer Serv/40.70 hrs SEPT 2025	2,483.71	11/10/2025	101-017-543-30-41-00	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
917338	General Retainer Serv/40.70 hrs SEPT 2025	4,415.49	11/10/2025	001-004-515-30-41-00	
917338	Purdy Interchange v. Gig Harbor/0.30 hrs SEPT 2025	105.60	11/10/2025	402-021-535-12-41-00	
	Check Total:	22,566.00			
Vendor: 003169	Pacific Office Automation			Check Sequence: 49	ACH Enabled: False
592671453	Copier Lease - Konica Bizhub C251i ID#506635	128.60	11/10/2025	001-003-512-50-45-00	
592671453	Copier Lease - Konica Bizhub C251i ID#506635	128.61	11/10/2025	402-021-535-83-45-00	
	Check Total:	257.21			
Vendor: 003231	Pacific Office Automation			Check Sequence: 50	ACH Enabled: False
491019 1	Roll Paper 34"x300" for Inkjet 2" Core	154.35	11/10/2025	001-014-558-50-31-00	
491019 1	Roll Paper 34"x300" for Inkjet 2" Core	154.35	11/10/2025	001-014-558-60-31-00	
	Check Total:	308.70			
Vendor: 000489	Parametrix Inc			Check Sequence: 51	ACH Enabled: False
71493	CIP-2305 North Creek Culvert Design & Permitt	30,168.29	11/10/2025	412-047-594-31-63-04	
71642	CIP-2501 Pavement Maint & ADA Improv PP#4	24,587.32	11/10/2025	102-018-595-30-63-11	
71642	CIP-2501 Pavement Maint & ADA Improv PP#4	12,104.53	11/10/2025	420-026-594-34-63-96	
71642	CIP-2501 Pavement Maint & ADA Improv PP#4	1,134.80	11/10/2025	102-018-595-30-63-36	
	Check Total:	67,994.94			
Vendor: UB*01811	NICOLE PARNO			Check Sequence: 52	ACH Enabled: False
	Refund Check 014631-000, 11382 HONEYSUC	60.85	11/10/2025	401-000-213-10-00-00	
	Check Total:	60.85			
Vendor: UB*01809	RICHARD & WAYNE PEEL			Check Sequence: 53	ACH Enabled: False
	Refund Check 010080-000, 3615 ROSEDALE S	17.34	11/10/2025	402-000-213-10-00-00	
	Refund Check 010080-000, 3615 ROSEDALE S	79.74	11/10/2025	401-000-213-10-00-00	
	Refund Check 010080-000, 3615 ROSEDALE S	0.87	11/10/2025	001-000-213-10-00-00	
	Refund Check 010080-000, 3615 ROSEDALE S	0.67	11/10/2025	402-000-213-10-00-00	
	Refund Check 010080-000, 3615 ROSEDALE S	0.49	11/10/2025	401-000-213-10-00-00	
	Refund Check 010080-000, 3615 ROSEDALE S	0.49	11/10/2025	001-000-213-10-00-00	
	Check Total:	99.60			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 000521 CI-374851	Pierce County Budget & Finance Traffic Ops Maintenance Serv-Signals AUG 202.	446.88	11/10/2025	Check Sequence: 54 101-017-542-64-48-00	ACH Enabled: False
	Check Total:	446.88			
Vendor: 003987 INV-140725	PowerDMS Inc Power Standards for WASPC LE (<50 Empl)/GE	600.05	11/10/2025	Check Sequence: 55 001-006-521-10-45-00	ACH Enabled: False
	Check Total:	600.05			
Vendor: 004157 P24-12111	Puneeta K Gulati Interpreter Services Punjabi via Zoom 09.17.202	170.00	11/10/2025	Check Sequence: 56 001-003-512-50-41-05	ACH Enabled: False
	Check Total:	170.00			
Vendor: 000522 166257 166404 166587	PURDY TOPSOIL & GRAVEL LLC Clean Asphalt Waste (2 tons) Waste Asphalt Disposal (1 ton) 5/8" Minus CSTC (2) @ 6 tons-Lamphere Ln/W	52.00 30.00 440.24	11/10/2025 11/10/2025 11/10/2025	Check Sequence: 57 101-017-542-67-47-10 401-020-534-52-47-00 402-021-535-52-31-00	ACH Enabled: False
	Check Total:	522.24			
Vendor: 003986 81198602 81198602 81198602 81198602 81198602 81198602 81198602 81198602 81198602 81198602 81198602 81198602 81198602 81198602 81198602 81198602	Quadient Finance USA Inc Late Fee & Finance Charges-PostageMeter ACC" Late Fee & Finance Charges-PostageMeter ACC" Late Fee & Finance Charges-PostageMeter ACC" Late Fee & Finance Charges-PostageMeter ACC" Late Fee & Finance Charges-PostageMeter ACC" PostageMeter REFILL-ACCT#81198602/08.14. PostageMeter REFILL-ACCT#81198602/08.14. PostageMeter REFILL-ACCT#81198602/08.14. PostageMeter REFILL-ACCT#81198602/08.14. PostageMeter REFILL-ACCT#81198602/08.14. Late Fee & Finance Charges-PostageMeter ACC" PostageMeter REFILL-ACCT#81198602/08.14. PostageMeter REFILL-ACCT#81198602/08.14. Late Fee & Finance Charges-PostageMeter ACC" Late Fee & Finance Charges-PostageMeter ACC" PostageMeter REFILL-ACCT#81198602/08.14.	1.24 1.36 0.46 1.37 3.39 62.91 12.58 62.90 35.23 1.37 62.91 155.81 13.01 19.23 889.39	11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025	Check Sequence: 58 001-006-521-10-49-00 411-046-531-80-49-00 001-004-518-10-49-00 402-021-535-12-49-00 001-014-558-60-49-00 401-020-534-12-42-00 001-004-518-10-42-00 402-021-535-12-42-00 402-021-535-12-42-00 401-020-534-12-49-00 001-015-576-80-42-00 001-014-558-60-42-00 001-004-513-10-49-00 001-003-512-50-49-00 001-003-512-50-42-00	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
81198602	PostageMeter REFILL-ACCT#81198602/08.14.2	56.13	11/10/2025	001-006-521-10-42-00	
81198602	PostageMeter REFILL-ACCT#81198602/08.14.2	62.90	11/10/2025	411-046-531-80-42-00	
81198602	Late Fee & Finance Charges-PostageMeter ACC	0.75	11/10/2025	402-021-535-12-49-00	
81198602	PostageMeter REFILL-ACCT#81198602/08.14.2	485.82	11/10/2025	001-004-514-23-42-00	
81198602	Late Fee & Finance Charges-PostageMeter ACC	1.37	11/10/2025	001-015-576-80-49-00	
81198602	PostageMeter REFILL-ACCT#81198602/08.14.2	600.02	11/10/2025	001-004-513-10-42-00	
81198602	PostageMeter REFILL-ACCT#81198602/08.14.2	35.23	11/10/2025	401-020-534-12-42-00	
81198602	PostageMeter REFILL-ACCT#81198602/08.14.2	62.91	11/10/2025	101-017-543-30-42-00	
81198602	Late Fee & Finance Charges-PostageMeter ACC	0.37	11/10/2025	411-046-531-80-49-00	
81198602	PostageMeter REFILL-ACCT#81198602/08.14.2	17.61	11/10/2025	411-046-531-80-42-00	
81198602	Late Fee & Finance Charges-PostageMeter ACC	1.37	11/10/2025	101-017-543-30-49-00	
81198602	Late Fee & Finance Charges-PostageMeter ACC	0.75	11/10/2025	401-020-534-12-49-00	
81198602	Late Fee & Finance Charges-PostageMeter ACC	10.52	11/10/2025	001-004-514-23-49-00	
	Check Total:	2,658.91			
Vendor: 003975	Redmond Communications, Inc			Check Sequence: 59	ACH Enabled: False
701195	Directions on Microsoft Mbrsp (3 user) 08.01.20	5,449.55	11/10/2025	001-004-518-88-45-00	
	Check Total:	5,449.55			
Vendor: 004035	ROMERO, STACEY			Check Sequence: 60	ACH Enabled: False
029-251015	Interpreting Service-Spanish via Zoom 10.15.202	150.00	11/10/2025	001-003-512-50-41-00	
	Check Total:	150.00			
Vendor: UB*01805	DICK SILER			Check Sequence: 61	ACH Enabled: False
	Refund Check 011798-000, 11812 ARROWHE	152.10	11/10/2025	401-000-213-10-00-00	
	Check Total:	152.10			
Vendor: 000650	State Auditors Office			Check Sequence: 62	ACH Enabled: False
L170889	Accountability Audit (8hrs), Financial Audit (7.5	2,156.05	11/10/2025	001-001-514-23-41-11	
	Check Total:	2,156.05			
Vendor: 004107	Stericycle, Inc			Check Sequence: 63	ACH Enabled: False
8012274384	Regulated Medical Waste Service	10.60	11/10/2025	001-006-521-10-41-00	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	10.60			
Vendor: 001790	Sunrise Pest Management			Check Sequence: 64	ACH Enabled: False
400570	Rodent Control-Follow-up-PW OPS/DOS 10.21.	25.36	11/10/2025	401-020-534-11-48-00	
400570	Rodent Control-Follow-up-PW OPS/DOS 10.21.	25.37	11/10/2025	101-017-542-30-48-00	
400570	Rodent Control-Follow-up-PW OPS/DOS 10.21.	25.37	11/10/2025	001-015-576-80-48-00	
400570	Rodent Control-Follow-up-PW OPS/DOS 10.21.	25.36	11/10/2025	411-046-531-80-48-00	
401151	Rodent Control-Wilkinson Farm House/DOS 10.	138.12	11/10/2025	001-015-576-80-48-00	
401160	Rodent Control-Skansie House/DOS 10.23.2025	91.86	11/10/2025	001-015-576-80-48-00	
401179	Rodent Control-Judson Visitor's Center/DOS 10.	82.92	11/10/2025	001-015-576-80-48-00	
401234	All Pest Control Serv-Civic Center/DOS 10.23.2	110.30	11/10/2025	001-016-518-30-48-00	
	Check Total:	524.66			
Vendor: 003115	T.E. Walrath Trucking Inc			Check Sequence: 65	ACH Enabled: False
INVG8927	Bark (1 yd) Austin Estuary	37.45	11/10/2025	001-015-576-80-31-00	
	Check Total:	37.45			
Vendor: 000531	Tacoma Screw Products Inc			Check Sequence: 66	ACH Enabled: False
310049649-00	Hex Bit, Socket Head Cap Screws, Lumber Cray	175.64	11/10/2025	411-046-531-80-31-00	
310050093-00	Support Handle, Broom Handle, Poly Broom for	85.02	11/10/2025	401-020-534-11-31-00	
310050093-00	Support Handle, Broom Handle, Poly Broom for	85.02	11/10/2025	001-015-576-80-31-00	
310050093-00	Support Handle, Broom Handle, Poly Broom for	85.03	11/10/2025	411-046-531-80-31-00	
310050093-00	Support Handle, Broom Handle, Poly Broom for	85.02	11/10/2025	101-017-542-30-31-00	
310050285-00	Nylon Cable Ties Boom Truck & Shop	88.13	11/10/2025	402-021-535-52-31-00	
	Check Total:	603.86			
Vendor: 004152	The Day & Zimmermann Group, Inc			Check Sequence: 67	ACH Enabled: False
96546151	Evelyn Wolfe Wages-Week of 09.30.2025	1,600.00	11/10/2025	001-004-518-88-41-00	
96546151	Evelyn Wolfe Wages-Week of 09.28.2025	3,200.00	11/10/2025	001-004-518-88-41-00	
96546151	Evelyn Wolfe Wages-Week of 09.07.2025	3,200.00	11/10/2025	001-004-518-88-41-00	
96546151	Evelyn Wolfe Wages-Week of 09.14.2025	4,000.00	11/10/2025	001-004-518-88-41-00	
96546151	Evelyn Wolfe Wages-Week of 09.21.2025	3,600.00	11/10/2025	001-004-518-88-41-00	
	Check Total:	15,600.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 003283 151352	VENTEK INTERNATIONAL Jerisich Dock Moorage Kiosk Online Pymnt Ser	103.65	11/10/2025	Check Sequence: 68 001-015-576-80-42-00	ACH Enabled: False
	Check Total:	103.65			
Vendor: 003915 903482694	Veolia Water Technologies Treatment Solutions USA Ballast Assembly, Lamp Assembly - WWTP UV	1,457.78	11/10/2025	Check Sequence: 69 402-021-535-83-31-00	ACH Enabled: False
	Check Total:	1,457.78			
Vendor: 002570 RE43GMW008L145	WA State Dept of Transportation Maint of Signals Olympic Dr NW/Hollycroft	386.05	11/10/2025	Check Sequence: 70 101-017-542-64-48-00	ACH Enabled: False
	Check Total:	386.05			
Vendor: 003317 3515284816 7738730168	Washington Water Service Co Water Serv: KLM Vet's Park SEPT 2025 Water Sprinklers: 56th & Pt Fosdick Irrigation Sl	170.08 20.76	11/10/2025 11/10/2025	Check Sequence: 71 001-015-576-80-47-00 001-015-576-80-47-00	ACH Enabled: False
	Check Total:	190.84			
Vendor: 002604 83548140	Waxie's Enterprises, LC, a BradyPLUS Company Trash Bags	334.85	11/10/2025	Check Sequence: 72 001-015-576-80-31-00	ACH Enabled: False
	Check Total:	334.85			
Vendor: 000495 351780 351811 351811 354039 354236 354307 354399 354470 354514 354685 354714 354744	Westbay Auto Parts Fuel Pump VEH #1046 Decal Remover - PD & Streets Decal Remover - PD & Streets Fuel Filter (2) City Hall Generator Oil Filters (12ea) - PD Vehicles Oil Filter VEH #1119 Ignition Switch, Lock Cylinder VEH #1061 Coupler LS4B Fuel Filter, Oil Filter, Diesel Exhaust Fluid VEH Air Filter VEH #1106 Oil Filter VEH #1074 Oil Filter VEH #7076-55	167.16 16.57 16.57 22.20 26.18 36.66 114.75 12.23 85.10 39.01 26.18 16.66	11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025 11/10/2025	Check Sequence: 73 101-017-542-90-31-00 001-006-521-20-31-00 101-017-542-90-31-00 402-021-535-52-31-00 001-006-521-20-31-00 101-017-542-90-31-00 101-017-542-90-31-00 402-021-535-52-31-00 101-017-542-90-31-00 101-017-542-90-31-00 101-017-542-90-31-00 001-006-521-20-31-00	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
354809	Silent Guard Rear Disc Brake, Rear Motor VEH	299.00	11/10/2025	101-017-542-90-31-00	
354810	Oil Seal VEH #1074	118.79	11/10/2025	101-017-542-90-31-00	
354853	Hydraulic Oil - Collections	55.02	11/10/2025	402-021-535-52-31-00	
883351	Oil Filter #1243, Oil Filter #1374 - LS13	21.06	11/10/2025	402-021-535-52-31-00	
	Check Total:	1,073.14			
Vendor: 002880	Wilco Farmers			Check Sequence: 74	ACH Enabled: False
646498/5	Garden Hose 25' - Grandview Forrest Bathroom	27.26	11/10/2025	001-015-576-80-31-00	
646581/5	Ball Valve (2), Galv Nipple (7) - Scum Pit Repair	92.42	11/10/2025	402-021-535-83-31-00	
646603/5	Gasket Sealant (3), Fasteners (225) - WWTP	234.37	11/10/2025	402-021-535-83-31-00	
646604/5	Fasteners (10) WWTP	10.36	11/10/2025	402-021-535-83-31-00	
646612/5	Trenching Shovel 5", Single Cut Key WWTP	53.43	11/10/2025	402-021-535-52-31-00	
646623/5	Fasteners, Bolts - Dumpster Repair	1.96	11/10/2025	402-021-535-83-31-00	
646625/5	Thinner Acetone, Thinner Denatured Alc. - Lab	29.44	11/10/2025	402-021-535-83-31-00	
646631/5	Adhesive - WWTP	15.25	11/10/2025	402-021-535-83-31-00	
646636/5	Meter Box Lid Pullers	26.14	11/10/2025	401-020-534-53-31-10	
646639/5	Hornet Spray	42.48	11/10/2025	001-015-576-80-31-00	
646641/5	Clr PVC Tubing - Boom Truck	2.81	11/10/2025	402-021-535-52-31-00	
646642/5	MPT Brass - Boom Truck	3.59	11/10/2025	402-021-535-52-31-00	
646645/5	Tool Box 16", Rustoleum, Fasteners	112.23	11/10/2025	402-021-535-52-31-00	
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Accounts Payable

Check Register Totals Only

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201102	11/10/2025	001309	Advanced Industrial Automation Inc	21,168.20	0
201103	11/10/2025	003503	BLANFORD, KENNETH W	885.00	0
201104	11/10/2025	UB*01801	NICHOLAS BOSTWICK	622.47	0
201105	11/10/2025	004105	Bowman Consulting Group Ltd	7,375.00	0
201106	11/10/2025	000098	BRANOM INSTRUMENT CO LLC	2,676.77	0
201107	11/10/2025	001684	Brothers United Inc	3,126.05	0
201108	11/10/2025	003997	Butler Apparel Marketing LLC	2,773.61	0
201109	11/10/2025	003265	Capital Heating & Cooling	486.45	0
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201111	11/10/2025	UB*01803	JAMES & KIMBERLY CIACIUCH	173.80	0
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201113	11/10/2025	002108	City of Port Orchard	500.00	0
201114	11/10/2025	004032	Classy Chassis Fleet Card Program	74.25	0
201115	11/10/2025	004018	Comcast Business	179.11	0
201116	11/10/2025	003736	Costanti, Shannon	41.46	0
201117	11/10/2025	000173	David Evans and Associates, Inc.	5,049.06	0
201118	11/10/2025	003951	DKS Associates	5,994.50	0
201119	11/10/2025	004078	DS Services of America, Inc.	83.82	0
201120	11/10/2025	001951	Eagle Tire & Automotive	30.55	0
201121	11/10/2025	004088	Eurofins Environment Testing NW LL	706.81	0
201122	11/10/2025	003392	Fehr & Peers	2,363.75	0
201123	11/10/2025	UB*01808	MICHAEL FREY	506.87	0
201124	11/10/2025	UB*01802	SARAH & GUNNAR GLADICS	60.39	0
201125	11/10/2025	003182	GLISSON LAW	14,500.00	0
201126	11/10/2025	000271	Gray & Osborne Inc	2,266.38	0
201127	11/10/2025	003678	HARBOR ENGRAVING	13.58	0
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201129	11/10/2025	000305	HD Fowler Company Inc	6,190.05	0
201130	11/10/2025	004040	HD Supply Formerly Home Depot Pro	377.74	0
201131	11/10/2025	000295	Hemleys Septic Tank Cleaning Inc	1,060.00	0
201132	11/10/2025	003745	HID Global Corp	1,310.00	0
201133	11/10/2025	UB*01812	JOHN JERKOVICH	21.58	0
201134	11/10/2025	001469	Kitsap County Public Works	766.80	0
201135	11/10/2025	UB*01804	ASIMINA KUBAITIS	97.62	0
201136	11/10/2025	UB*01807	JOHN LEE	617.18	0
201137	11/10/2025	003337	Legacy Telecommunications Inc	1,636.50	0
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201139	11/10/2025	UB*01810	DARRELL MEDCALF	40.87	0
201140	11/10/2025	004047	Steven Merrival	480.00	0
201141	11/10/2025	004162	Metal Magic NW Inc	661.80	0
201142	11/10/2025	000405	MINUTEMAN PRESS	124.14	0
201143	11/10/2025	000430	NCL of Wisconsin Inc	1,077.67	0
201144	11/10/2025	UB*01806	TODD & DONNA NICHOLS	390.00	0
201145	11/10/2025	000937	North Coast Electric Company	596.26	0
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201148	11/10/2025	000461	OGDEN MURPHY & WALLACE PL	22,566.00	0
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201154	11/10/2025	000521	Pierce County Budget & Finance	446.88	0
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201158	11/10/2025	003986	Quadient Finance USA Inc	2,658.91	0
201159	11/10/2025	003975	Redmond Communications, Inc	5,449.55	0
201160	11/10/2025	004035	ROMERO, STACEY	150.00	0
201161	11/10/2025	UB*01805	DICK SILER	152.10	0
201162	11/10/2025	000650	State Auditors Office	2,156.05	0
201163	11/10/2025	004107	Stericycle, Inc	10.60	0
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201167	11/10/2025	004152	The Day & Zimmermann Group, Inc	15,600.00	0
201168	11/10/2025	003283	VENTEK INTERNATIONAL	103.65	0
201169	11/10/2025	003915	Veolia Water Technologies Treatment S	1,457.78	0
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201173	11/10/2025	000495	Westbay Auto Parts	1,073.14	0
201174	11/10/2025	002880	Wilco Farmers	651.74	0
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Accounts Payable

Computer Check Proof List by Vendor

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Batch: 10000.10.2025



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273000606/10.2025	Sales & Use Tax/SEPT 2025	0.23	10/27/2025	101-017-542-30-22-00	
273000606/10.2025	Sales & Use Tax/SEPT 2025	8.80	10/27/2025	001-015-576-80-48-00	
273000606/10.2025	Sales & Use Tax/SEPT 2025	-0.31	10/27/2025	001-006-521-10-31-00	
273000606/10.2025	Sales & Use Tax/SEPT 2025	0.23	10/27/2025	401-020-534-11-22-00	
273000606/10.2025	Stormwater Excise Tax/SEPT 2025	1,602.61	10/27/2025	411-046-531-80-44-00	
273000606/10.2025	Sales & Use Tax/SEPT 2025	10.06	10/27/2025	101-017-542-90-31-00	
273000606/10.2025	Sales & Use Tax/SEPT 2025	-16.61	10/27/2025	401-020-534-52-35-00	
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273000606/10.2025	Sales & Use Tax/SEPT 2025	360.26	10/27/2025	001-006-594-21-64-22	
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273000606/10.2025	Water Excise Tax/SEPT 2025	18,384.11	10/27/2025	401-020-534-80-44-00	
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Clearing House

Electronic AP Proof List

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Sort By: Vendor Name



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Records Printed: 1						29,257.63

Accounts Payable

Computer Check Proof List by Vendor

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Printed: 10/28/2025 - 12:51PM
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Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
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Q3-2025	Leasehold Tax-Ancich Property/3RD QTR 2025	748.55	10/21/2025	001-001-514-23-49-20	
Q3-2025	Leasehold Tax-Bogue Bldg-Judson St/3RD QTR	496.14	10/21/2025	001-001-514-23-49-20	
Q3-2025	Leasehold Tax-Ancich Storage/3RD QTR 2025	67.88	10/21/2025	001-001-514-23-49-20	
Q3-2025	Leasehold Tax-WilkinsonFarm/3RD QTR 2025	457.10	10/21/2025	001-001-514-23-49-20	
	Check Total:	2,915.71			
	Total for Check Run:	2,915.71			
	Total of Number of Checks:	1			

Clearing House

Electronic AP Proof List

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Records Printed: 1						2,915.71

tx^waalqəł Conservation Area Phase IV Property Management Plan



August 2025

City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335
www.gigharborwa.gov



Introduction

In 2022, the City of Gig Harbor acquired eight properties to be set aside for conservation purposes. The properties were acquired in three phases. With consultation from the Puyallup Tribe, Gig Harbor Land Conservation Fund, Gig Harbor Parks Commission, and City Council, the properties were named txʷaalqəł Conservation Area. txʷaalqəł was the name of the village that originally encompassed this area and was partially located on the Phase 1 property along North Creek. The area was home to a band of the Puyallup Tribe known as the sxʷəbabč, or Swiftwater People. Assistance in purchasing the properties came from Pierce County Conservation Futures, the Puyallup Tribe, and the Gig Harbor Land Conservation Fund.

This property management plan covers Phase 4 of the txʷaalqəł Conservation Area. Phases 1 & 2 were covered under a plan adopted in 2023. Phase 3, a 5.15 acre property, is separated from the others by a major road, Harborview Drive, does not have the same critical areas and fish habitat, and was not funded using Conservation Futures funds. While a property management plan is not required for Phase 3, the city is considering completing a separate Phase 3 property management plan.

The city, with assistance from Great Peninsula Conservancy, acquired Phase 4 of txʷaalqəł Conservation Area, north of Phases 1 and 2, in August of 2024. The conservation area will be protected, preserved, and maintained in perpetuity, in accordance with agreements with Pierce County Conservation Futures.

Property Overview

The txʷaalqəł Conservation Area Phase 4 contains 11.41 acres and is listed in Table 1 below. The property contains sensitive areas, including three acres of wetlands, steep slopes, and approximately 500 lineal feet of a salmon-bearing stream, North Creek, which is also known locally as Donkey Creek. The property is bordered on the west by property owned by Tacoma Power. The Tacoma Power parcels are 100 feet wide and contain powerlines that start at Lake Cushman in Mason County and supply power to the City of Tacoma. Tacoma Power allowed the City of Gig Harbor to construct the Cushman Trail along the length of their property. This popular multimodal trail extends from Borgen Boulevard, north of the txʷaalqəł Conservation Area, for 6.2 miles and ends outside of city limits. The trail is 16 feet wide with 4-foot gravel shoulders.

On the east side of the property is Burnham Drive. The intersection where Harborview Drive merges to become Burnham Drive is adjacent to the property. This is a very busy

thoroughfare in Gig Harbor connecting downtown to the shopping, housing and amenities at Gig Harbor North.

North Creek runs through this phase of the conservation area as it heads south through other phases of the conservation property, crosses under Harborview Drive and North Harborview Drive, eventually emptying into Gig Harbor Bay near Austin Estuary. According to a 2018 survey conducted by Wild Fish Conservancy, biologists found much of North Creek to be intact with a healthy streamside forest compared to elsewhere in the area. The stream provides conditions that are considered good salmon habitat, including pools, riffles, spawning gravels, shade, and large woody debris. Juvenile coho and cutthroat trout have been documented by Wild Fish Conservancy, and the Washington Department of Fish and Wildlife has identified chum and steelhead in the stream.

The existing trees and plants, for the most part, are part of a dynamic, resilient, and healthy native forest that needs minimal management. Small numbers of invasive species are present, including English ivy, holly, and Himalayan blackberry. There are also some cultivated plants near the former homesite, including large rhododendron and other domestic plants. The invasive species tend to be closer to Harborview Drive and the Cushman Trail and are not extensive. The mature trees and undergrowth provide shade for North Creek.

Table 1: Conservation Properties by Phase

Phase	Name	Parcel Number(s)	Date Acquired	Acreage
1	Lyons Property	0221061108	4/28/2022	11.50
2	Shaw/Warren/Peschek	0221061000 0221061113 0221062100 0221061070 0221061071 0221061044	10/28/2022	5.42 2.76 2.82 9.90 1.32 1.65
3	Haub Property	0221061107	8/23/2022	5.15
4	Brooks Property	0221061081	8/27/2024	11.41
			Total	51.93 acres

Land Use History

The property was historically home to tx^waalqəł, a village of the sx^wəbabč band of the Puyallup Tribe. tx^waalqəł means “a place where game exists,” and was inhabited by the sx^wəbabč for many years without disturbance from European settlers. In 1840, Gig Harbor was “discovered” by members of the Wilkes Expedition. The first European settlers came in 1867. By 1915, the sx^wəbabč inhabitants were forced to relocate to the Puyallup Reservation in order to make room for European arrivals. The property was then used for logging. A large mill was located at the mouth of North Creek, on what is now Austin Park.

The first three phases of the Conservation Area were part of the Burnham Homestead, claimed by Dr. Alfred Burnham in 1884. This property lies just north of that area, but was used for logging.

A home was built on the property in approximately 1957. The former owner reported that the residence burned down prior to 1980. The home wreckage was removed, but the foundation remains. There is also some debris, including metal drums, remaining at the property. The drums and foundation will need to be removed for liability reasons before public access can be opened to the site.



Remains of house foundation and chimney retain water in wet season, February 2025



House Foundation in dry season, August 2025

In addition to the house, there is a driveway culvert on the property that has been washed out, but is partially blocking the stream. It is covered by dense brush and is hard to access, but is listed in Washington Department of Fish & Wildlife fish passage maps as a partial barrier to fish passage.



Culvert under former driveway. Driveway and culvert are both washed out and form a partial stream blockage. Photo courtesy WDFW.

Conservation Priorities

The conservation goals and priorities are the same for both Phases 1 and 2 of the tx^waalqəł Conservation Area.

1. Archaeological and Historic Landmark Sites

The tx^waalqəł Conservation Area was a significant part of tx^waalqəł, the main village site of the sx^wəbabč, the Native American band living in this area for time immemorial until the mid-1850s.

This particular site, along with previous phases, would have been vital to every day tribal life and has a high likelihood of archaeological findings/cultural resources. Similarly, entities including WA State Parks GIS, USGS, Bureau of Land Management, EPA, NPS, USDA, WA DAHP, and Pierce County consider this property “High Risk” in terms of the likelihood of archeological/historical findings and significance.

The Puyallup Tribe has confirmed that this parcel is on the Washington Information System for Architectural and Archaeological Records (WISAARD) database, the state's digital repository for architectural and archaeological resources and reports. Past exploitation and destruction of burial sites have made the protection of these sites a top priority to local tribes. These sites are of the highest importance to the Tribe and are protected by Tribal, State, and Federal Law.

To date, it is believed that the integrity of the archeological and historical elements has been largely preserved on this site. This is extremely rare and unique for the area. Conservation of the proposed property will assist in the protection and preservation of non-renewable Tribal Cultural Resources and assure their benefit to past, present, and future Tribal History.

2. Critical Salmon Habitat

The tx^waalqəł Conservation Area is characterized by a uniquely undeveloped, fully functioning streamside forest, through which North Creek passes. . The property contains almost 500 feet of North Creek, forested riparian buffer on both sides of the creek, and more than three acres of wetlands identified by Pierce County mapping. The Wild Fish Conservancy identifies this area as supporting a surprisingly healthy habitat vital to salmonids. Juvenile coho salmon and Coastal Cutthroat Trout (priority fish species) were documented in abundance during a 2018 survey. Washington Department of Fish and Wildlife (WDFW) also documented both Chum Salmon and ESA-listed Puget Sound Steelhead Trout within this reach of North Creek. West Sound Partners for Ecosystem Recovery's 2020 East Kitsap Steelhead Recovery Plan classifies North Creek as a Tier 3 Drainage in the Curley Creek-Frontal Colvos Passage subwatershed.

This property provides spawning and rearing habitat, critical for the successful reproduction, and growth of salmon and trout. Downstream, the "Donkey Creek Coop Egg Rearing Incubator" is operated by the Gig Harbor Commercial Fishermens' Club with the support of the WDFW and is intended to increase the population of chum salmon.

This property expands a large area of critical habitat found within the tx^waalqəł Estuary. The City daylighted Donkey Creek under North Harborview Drive in 2005 and significantly improved fish passage. The City plans to daylight the extremely obstructive culvert under Harborview Drive in the coming years, which will greatly improve fish passage through this important area and should boost the fish population.

3. Trails and Corridors

The unique location of this parcel provides important opportunities for passive recreation opportunities and wildlife connectivity.

The acquisition of this phase of txʷaalqəl Conservation Area furthers the city's PROS plan goals.

Provide a diversified park system that preserves and enhances significant environmental resources and facilitates the protection of threatened species, preservation habitat, and retention of migration corridors that are unique and important to local wildlife.

-Goal 2: City of Gig Harbor 2022 PROS Plan

Develop a high quality system of park trails and corridors that provide alternative transportation options and low impact recreational opportunities for residents of all ages and abilities in coordination with the city's Active Transportation Plan.

-Goal 3: City of Gig Harbor 2022 PROS Plan

The Cushman Trail was recently extended to the south in unincorporated Pierce County to connect with the Tacoma Narrows Bridge and the Scott Pierson Trail into Tacoma. To the north, the city and its partners plan to extend the trail to link up with the Key Peninsula and, eventually, trails in Kitsap County.

A limited number of other low-impact interpretive trails will be created for public benefit and to protect sensitive areas, including the loop trail accessed from the northern portion of Phase 2.

These properties constitute a critical wildlife corridor from Gig Harbor Bay to spawning areas in North Creek. Priority species present in Gig Harbor (Bald Eagle, Osprey, Purple Martin, Great Blue Heron, Chinook Salmon, Coho Salmon, and Cutthroat Trout) need streams, wetlands, shorelines, etc. for breeding, foraging, and travel. Other upland mammals use North Creek as a source of drinking water. The Washington State Department of Fish and Wildlife has identified estuaries and mature forests as priority habitats, both key features of the conservation area.

Long-term Management Goals

Public Access

Passive public access is a priority for the long-term management of the txʷaalqəl Conservation Area. While the area is accessible now via the loop trail on Phase 2, access is not formalized, nor

is it listed on the city's trail inventory. The bridge on Phase 2 was deemed not safe for pedestrians in a 2024 inspection by Pierce County.

Since the Phase 2 bridge was not deemed safe and the driveway is washed out on Phase 4, it will become a longer-term goal to install a pedestrian access bridge to connect the trail system to Harborview Drive. That will consist of a pedestrian bridge either at the current location on Phase 2, or at the site of the former driveway on Phase 4, which has a smaller distance to span.

A spur trail will be developed from the Phase 2 loop trail to the old homesite. This trail will be natural surface. This work will take place after the foundation is mitigated and the debris is removed. Signage will be added to direct walkers.

In addition to the trails and signage, benches will be placed along the trails where appropriate.

Any work done will be coordinated with the Puyallup Tribe, and an inadvertent discovery plan and procedures for unanticipated discovery of cultural resources or remains will follow that plan. A contractor or city staff will notify the Tribe and Department of Archaeology and Historic Preservation (DAHP) if resources or remains are discovered. Interested Tribes will also be invited to observe ground-disturbing work on the sites.



An example of trail profile to be installed in the Conservation Area

Educational Signage

The city will work with the Puyallup Tribe and the Harbor History Museum to create educational signage about the Tribe's history and cultural influences in the area. Signage will also identify native plants with their Twulshootseed names.

Stream Protection

The biggest planned impact to stream health is removal of the culvert conveying North Creek under Harborview Drive. It will be replaced with a bridge. As of August 2025, design is at 60 percent. It is intended to provide a trail under the bridge that will connect with the Cushman-Harborview Connection. The culvert has been identified as a fish passage barrier, impeding fish access to 1.8 miles of stream with good spawning and rearing habitat, according to Wild Fish Conservancy.

There is also a partially blocking culvert where the driveway to the former home used to be. It is mostly overgrown and hard to access, but crews should be able to access the culvert, break it up and carry it out.

To further protect North Creek, the city will work with volunteers and hired crews to remove invasive plants in the conservation area.

Maintenance and Monitoring

The city will monitor the trails and public access points for potential management problems at least once quarterly, exceeding the national Land Trust Alliance's Standards and Practices. Potential problems include dumping, safety hazards, spread of invasive species, trespassing, encroachment, or encampments. The city will promptly respond to any complaints or notifications about such issues.

Staff will photograph key parts of the conservation area every three years to monitor forest and stream conditions.

Project Implementation Plan and Timeline

Project	Project elements	Timeline	Budget	Funding Source
House foundation and debris removal	• Construction	2027	\$20,000	REET
Driveway Culvert Removal	• Permitting • Removal	2027	\$10,000	REET
Spur trail	• Connection between Phase 2 loop trail & Phase 4 old homesite	2027	\$15,000	General fund

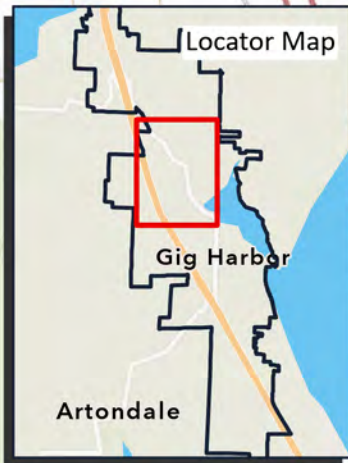
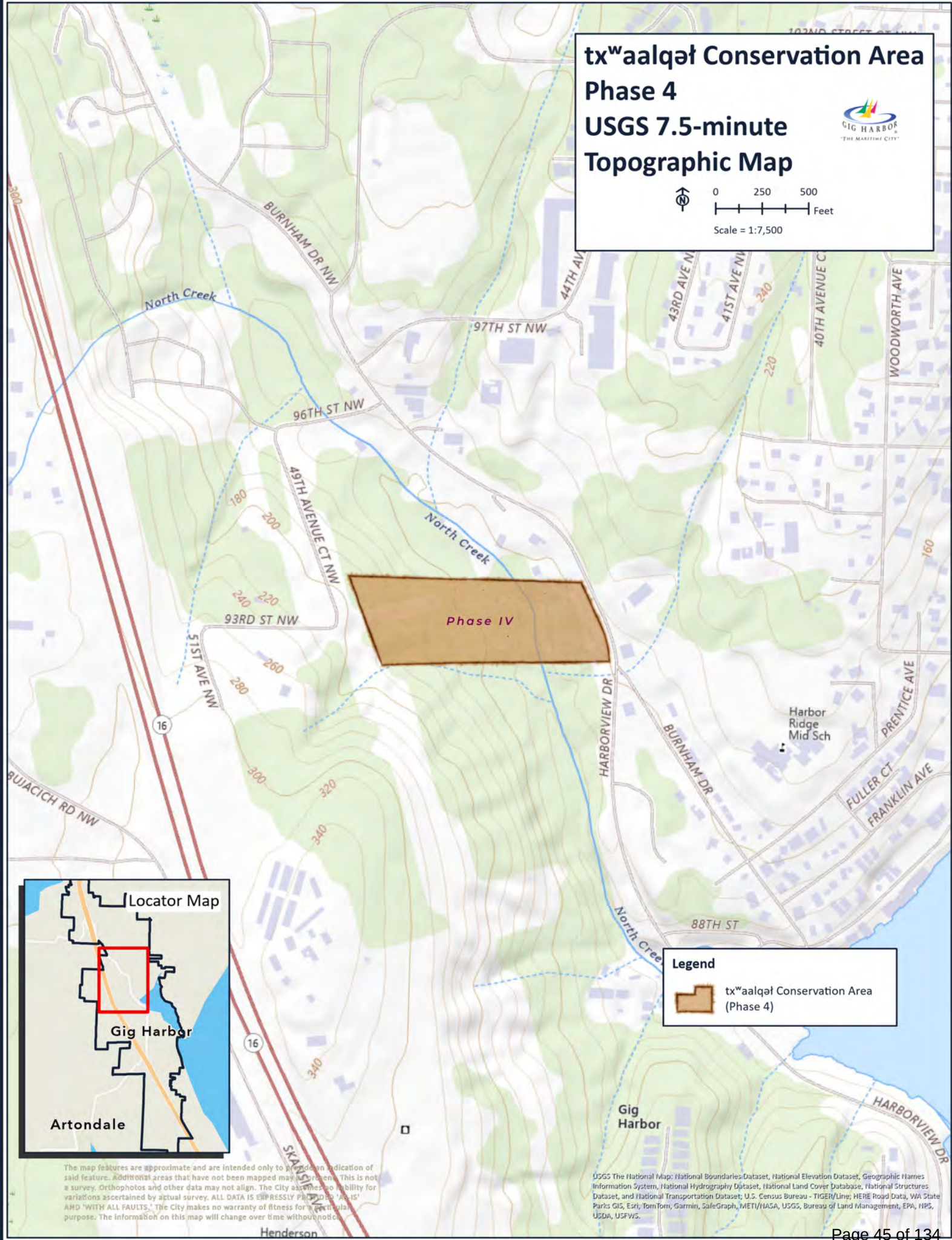
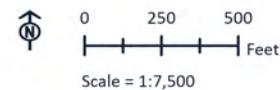
Trail signage	Wayfinding & educational signage	2027	\$5,000	General fund
Invasive species removal	Volunteer events may be used for this, such as Parks Appreciation Day.	Ongoing	\$10,000	General fund
Trail maintenance		Ongoing	\$1000/year	General fund
Maintenance & monitoring		Ongoing		General fund

Activities Allowed on Conservation Properties

Activities allowed on the txʷaalqəl Conservation Area will be limited to:

- Passive recreation
 - Walking/hiking
 - Horses not allowed
 - No off-leash dogs
 - No motorized vehicles
 - Biking not allowed, except on adjacent Cushman Trail
 - Wildlife Viewing
- Installation of features that support passive recreation
 - Educational signs
 - Wayfinding or directional signs
 - Benches
 - Trails and necessary structures; boardwalks, pedestrian bridges, retaining walls, with appropriate permits.
- Invasive plant removal
- Trail maintenance
- Removal of diseased, danger, and/or hazard trees determined to pose an imminent threat or danger to public health or safety, or to public or private property, or serious environmental degradation may be removed or limbed, with the tree left onsite. Trees removed will be replanted at a 3:1 ratio in accordance with the City of Gig Harbor's Urban Forestry Management Plan, adopted in 2023.
- Tree planting to create new understory, where appropriate, including as part of possible future tree donation program.

txʷaalqəl Conservation Area Phase 4 USGS 7.5-minute Topographic Map

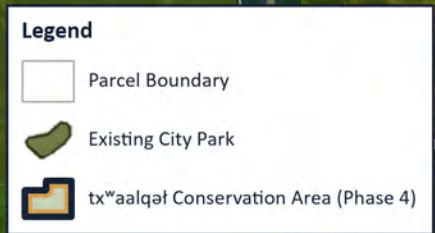


Legend

 txʷaalqəl Conservation Area (Phase 4)

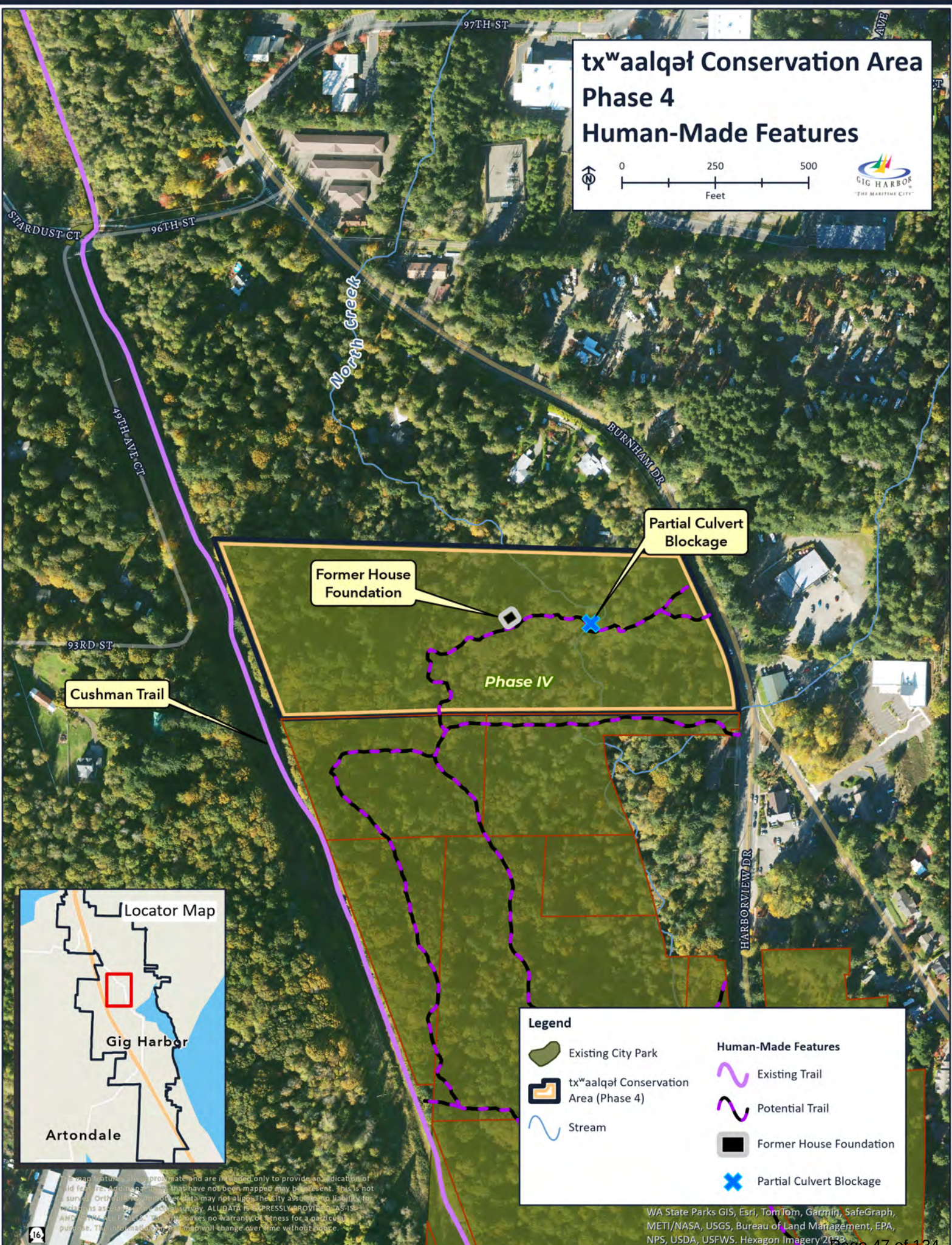
The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may be present. This is not a survey. Orthophotos and other data may not align. The City assumes no liability for variations ascertained by actual survey. ALL DATA IS EXPRESSLY PROVIDED 'AS-IS' AND 'WITH ALL FAULTS.' The City makes no warranty of fitness for a particular purpose. The information on this map will change over time without notice.

USGS The National Map: National Boundaries Dataset, National Elevation Dataset, Geographic Names Information System, National Hydrography Dataset, National Land Cover Database, National Structures Dataset, and National Transportation Dataset; U.S. Census Bureau - Tiger/Line; HERE Road Data, WA State Parks GIS, Esri, TomTom, Garmin, SafeGraph, METI/HASA, USGS, Bureau of Land Management, EPA, NPS, USDA, USFWS.



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txʷaalqəl Conservation Area Phase 4 Human-Made Features



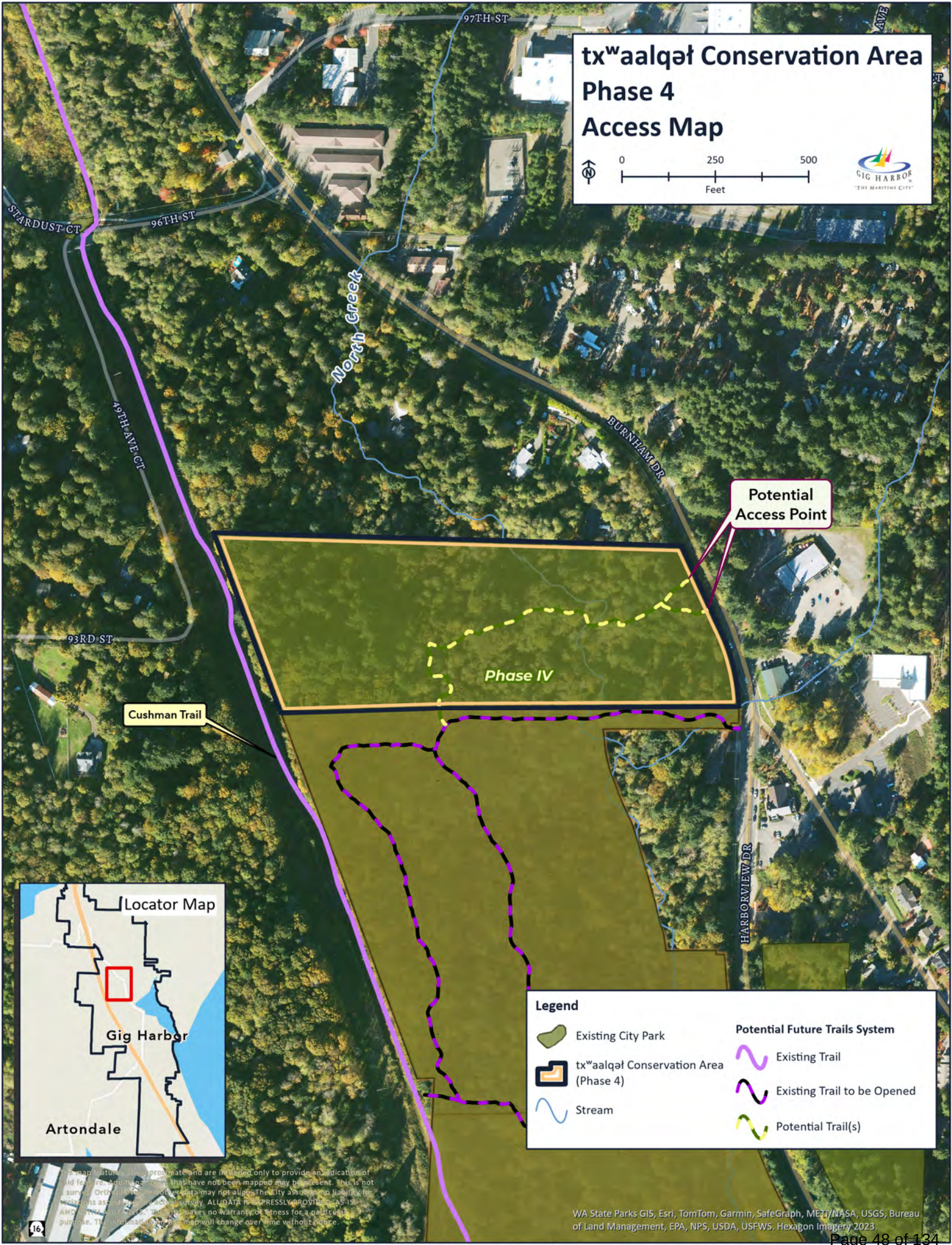
Legend

- Existing City Park
- txʷaalqəl Conservation Area (Phase 4)
- Stream

Human-Made Features

- Existing Trail
- Potential Trail
- Former House Foundation
- Partial Culvert Blockage

txʷaalkəł Conservation Area Phase 4 Access Map



Legend

- Existing City Park
- txʷaalkəł Conservation Area (Phase 4)
- Stream

Potential Future Trails System

- Existing Trail
- Existing Trail to be Opened
- Potential Trail(s)

This map features data that is approximate and are included only to provide an indication of location. Additional features that have not been mapped may be present. This is not a survey. Orthographic projection data may not align. The City assumes no liability for decisions associated with this survey. ALL DATA IS EXPRESSLY PROVIDED "AS-IS" AND "WITH-OUT WARRANTY". The City makes no warranty of fitness for a particular purpose. The information on this map will change over time without notice.



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

Meeting Date: November 10, 2025

SUBJECT:

Professional Services Contract – Amendment #4: 38th Ave Half-width Improvements

SUBMITTED BY: Senior Engineer Stephanie Seibel, PE

DEPARTMENT: Public Works

PHONE: (253) 853-7626

SUGGESTED MOTION: Move to authorize the mayor to execute Professional Services Contract Amendment #4 with KPFF, Inc. in an amount not to exceed \$219,962.00.

BACKGROUND INFORMATION: This project as originally scoped in the 2022 budget provided for half-width roadway improvements along 38th Avenue between 56th Street and Hunt Street. City Council authorized a professional services contract with KPFF in 2022 for this scoped work. Subsequent design contract amendments for this project added related scope items including installing a dry gravity sewer in basin 10 along 38th Avenue from 56th Street to 60th Street (#1), adding signal re-design at the intersection of 38th/56th (#2), and revising the 38th/56th signalized intersection to a roundabout (#3).

This proposed amendment #4 is for the following extra work that was either discovered during design or added to the contract through the 2025-26 budget discussion.

1. Wastewater –

- City council provided guidance to add the dry sewer within 38th Ave for basin 14 during the 2025-2026 budget discussion. This sewer was not in the original scope.
- At the September 25, 2025 council study session, city council provided guidance to modify the design of the basin 10 gravity sewer north of Fox Court to a depth of approximately 12’.

2. Right-of-way (ROW) acquisition –

- It was determined, as a part of the ROW acquisition, that one of the properties on the northwest corner of the 38th Ave/56th St. intersection was not under the authority of a homeowners association, but rather 18 individual property owners. This nuance requires additional negotiations to the consultant’s scope of work.
- During property negotiations, a property owner requested that the proposed edge of ROW be staked so they may see the impact to their property.

3. Lighting and RRFB’s – This project timeline has been extended due to the additional work and the amount of time the ROW acquisition has been. This additional time has required additional lighting and RRFB design time.

4. Landscaping – It is necessary to now add an irrigation system to the contract

5. Project management – This project timeline has been extended due to the additional work and the amount of time the ROW acquisition has been. This additional time has required additional project management time.

FISCAL CONSIDERATION: The 2025-2026 Budget allocated \$9,665,000.00 for the 38th Avenue Phase 2 Half-Width Roadway Improvements Project Design, Permitting and Construction.

2025-26 Budget Project Funding:

38 th Avenue Phase 2 Half-width Roadway Improvements - Street Operating, Objective 6 (as amended in the 2025-26 Street Capital Funding Options)	\$ 4,645,000.00
38 th Avenue Phase 2 Half-width Roundabout Improvements - Street Operating, Objective 7 (as amended in the 2025-26 Street Capital Funding Options)	\$ 3,310,000.00
38 th Avenue Phase 2 Half-width Roadway Improvements - Sewer Operating, Objective 7	\$ 1,710,000.00
Total 2025-26 Budget:	\$ 9,665,000.00

Project Expenses:

Professional Services Contract – KPFF, Inc. / design contract [previously awarded]	(\$ 745,220.00)
Professional Services Contract – KPFF, Inc. / design contract amendment #1 [previously awarded]	(\$ 27,414.00)
Professional Services Contract – KPFF, Inc. / design contract amendment #2 [previously awarded]	(\$ 141,862.00)
Professional Services Contract – KPFF, Inc. / design contract amendment #3 [previously awarded]	(\$ 94,736.00)
Professional Services Contract – KPFF, Inc. / design contract amendment #4	(\$219,962.00)
Public Works Construction Contract – construction contract, testing and change order authority	(\$ TBD)
Total 2025-26 Expenses:	(\$1,299,194.00)

If at the time of bidding, the bids place the project over budget, PW Engineering will work with finance to determine which ending fund balance to use per the Capitol Project Funding Option Spreadsheet.

ATTACHMENTS:

1. PSC Amend 4 KPFF 38th Ave Ph. 2_FINAL
2. 38th_Ave_EX A_AMEND.04_Fee Summary_2025-10-27
3. 38th_Ave_EX B_AMEND.04_Scope_2025-10-27

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

**FOURTH AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
KPFF CONSULTING ENGINEERS**

THIS THIRD AMENDMENT is made to that certain Professional Services Contract dated June 14, 2022 (the “Agreement”), as amended on September 13, 2022, on February 14, 2023, and again on February 27, 2024 by and between the City of Gig Harbor, a Washington municipal corporation (hereafter the “City”), and KPFF Consulting Engineers, a corporation organized under the laws of the State of Washington (hereafter the “Consultant”).

RECITALS

WHEREAS, the City is presently engaged in completing the Design of the 38th Avenue Improvement Project Phase 2 and desires to extend consultation services in connection with the project; and

WHEREAS, section 17 of the Agreement requires the parties to execute an amendment to the Agreement in order to modify the scope of work to be performed by the Consultant and to amend the amount of compensation paid by the City;

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

1. Scope of Work. Section 1 of the Agreement is further amended to add the work as shown in **Exhibit A**, attached to this Amendment and incorporated herein.

2. Payment. Section 2(A) of the Agreement is amended to increase compensation to the Consultant for the work to be performed as described in **Exhibit A** in an amount not to exceed Two Hundred Nineteen Thousand, Nine Hundred Sixty-two Dollars and No Cents, (\$219,962.00), as shown in **Exhibit B**, attached to this Amendment and incorporated herein for a total contract amount of (\$1,229,194.00).

33. Duration of Work. Section 3 of the Agreement is not amended, and duration of work will be December 31, 2026, as outlined in the Contract Extension Letter dated March 10, 2025.

[Remainder of this page left intentionally blank]

EXCEPT AS EXPRESSLY MODIFIED BY THIS AMENDMENT, ALL TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have executed this Amendment on this _____ day of _____, 20__.

CONSULTANT

CITY OF GIG HARBOR

By: _____
Title: _____

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Fee Proposal Summary:

	Description	KPFF Civil	KPFF Survey	BDA	HWA	RES Group NW	DKS	Total Cost
Task 1	Project Management and Administration							\$ 30,121
1.1	Monthly Progress Reporting, Invoicing, Budget Management	\$ 7,037	\$ -	\$ -	\$ -	\$ -	\$ -	
1.2	Internal Coordination	\$ 14,132	\$ -	\$ -	\$ -	\$ -	\$ -	
1.3	Schedule Updates	\$ 472	\$ -	\$ -	\$ -	\$ -	\$ -	
1.4	Project Meetings	\$ 8,480	\$ -	\$ -	\$ -	\$ -	\$ -	
Task 3	Geotechnical Engineering							\$ 7,106
3.1	Review of site, subsurface, and geologic info	\$ -	\$ -	\$ -	\$ 1,079	\$ -	\$ -	
3.2	Recommendation for dewatering spec.	\$ -	\$ -	\$ -	\$ 3,369	\$ -	\$ -	
3.3	Meetings with City and Design Team	\$ -	\$ -	\$ -	\$ 1,079	\$ -	\$ -	
3.4	QC Review	\$ -	\$ -	\$ -	\$ 1,580	\$ -	\$ -	
Task 10	Landscape Architecture							\$ 10,200
10.1	Irrigation Design	\$ -	\$ -	\$ 5,700	\$ -	\$ -	\$ -	
10.2	Coordination and Submittal	\$ -	\$ -	\$ 3,450	\$ -	\$ -	\$ -	
10.3	Cost Estimation	\$ -	\$ -	\$ 1,050	\$ -	\$ -	\$ -	
Task 11	Right-Of-Way Services							\$ 112,290
11.1.1	Negotiations	\$ -	\$ -	\$ -	\$ -	\$ 110,668	\$ -	
11.1.2	Expenses	\$ -	\$ -	\$ -	\$ -	\$ 1,622	\$ -	
Task 16	Sanitary Sewer Design							\$ 50,064
Task 16.1	Basin 14 Design							
16.1.1	100% Plans	\$ 14,731	\$ -	\$ -	\$ -	\$ -	\$ -	
16.1.2	Final Plans	\$ 13,484	\$ -	\$ -	\$ -	\$ -	\$ -	
16.1.3	100% Cost Estimate	\$ 1,643	\$ -	\$ -	\$ -	\$ -	\$ -	
16.1.4	Final Cost Estimate	\$ 1,407	\$ -	\$ -	\$ -	\$ -	\$ -	
16.1.5	100% Specifications	\$ 1,095	\$ -	\$ -	\$ -	\$ -	\$ -	
16.1.6	Final Specifications	\$ 1,095	\$ -	\$ -	\$ -	\$ -	\$ -	
Task 16.2	Basin 10 Design							
16.2.2	Final Plans	\$ 14,731	\$ -	\$ -	\$ -	\$ -	\$ -	
16.2.4	Final Cost Estimate	\$ 1,878	\$ -	\$ -	\$ -	\$ -	\$ -	
Task 20	Property Staking							\$ 2,294
20.1	Survey Review	\$ -	\$ 631	\$ -	\$ -	\$ -	\$ -	
20.2	ROW Staking	\$ -	\$ 1,663	\$ -	\$ -	\$ -	\$ -	
Task 21	RRFB Design - Corridor							\$ 7,887
21.1	General Project Management and Invoicing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,386	
21.2	90% PS&E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,009	
21.3	100% PS&E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,492	
Total Labor Cost by Firm		\$ 80,185	\$ 2,294	\$ 10,200	\$ 7,106	\$ 112,290	\$ 7,887	\$ 219,962
Total Amedment Cost								\$ 219,962

Fee Proposal:

TASK	DESCRIPTION		Project Manager	Sr. Civil Engineer	Project Engineer	CAD	Admin.	Total Hours	
			Nathan Anderson	Katie Herold	Brent Pilon	Michael Vu	Samantha Pier		
Task 1	Project Management Jan-December 2025								\$ 30,121
1.1	Monthly Progress Reporting, Invoicing, Budget Management		24				12		\$ 7,037
1.2	Internal Coordination		60						\$ 14,132
1.3	Schedule Updates		2						\$ 472
1.4	Project Meetings		36						\$ 8,480
Task 16.1	Basin 14 Sanitary Sewer Design								\$ 33,455
16.1.1	100% Plans		12	2	40	40		94	\$ 14,731
16.1.2	Final Plans		12	2	32	40		86	\$ 13,484
									\$ -
16.1.3	100% Cost Estimate		2	1	6			9	\$ 1,643
16.1.4	Final Cost Estimate		1	1	6			8	\$ 1,407
									\$ -
16.1.5	100% Specifications		2		4			6	\$ 1,095
16.1.6	Final Specifications		2		4			6	\$ 1,095
Task 16.2	Basin 10 Sanitary Sewer Redesign								\$ 16,609
16.2.2	Final Plans		12	2	40	40		94	\$ 14,731
16.2.4	Final Cost Estimate		2	2	6			10	\$ 1,878
Total Hours			167	10	138	120	12	313	
Direct			\$83.66	\$83.66	\$55.38	\$46.15	\$40.96		
151.53% OH			\$126.77	\$126.77	\$83.92	\$69.93	\$62.07		
30.00% Fee			\$25.10	\$25.10	\$16.61	\$13.85	\$12.29		
			\$235.53	\$235.53	\$155.91	\$129.93	\$115.31		
All Inclusive Hourly Rate			\$235.53	\$235.53	\$155.91	\$129.93	\$115.31		Sub-Totals
Sub-Total Burdened Labor Cost			\$ 39,334	\$ 2,356	\$ 21,516	\$ 15,592	\$ 1,384		\$ 80,185
REIMBURSABLES									
Direct Expenses		Quantity	Unit			Unit Cost		Sub-Totals	Totals
	Mileage							\$ -	\$ -
	Reprographics							\$ -	\$ -
	Travel							\$ -	\$ -
	Subcontract							\$ -	\$ -
Total Reimbursables									\$ -
Total Firm Cost									\$ 80,185

City of Gig Harbor
CSP-220638th Avenue Improvement Project - Phase 2, **Amendment 04**
KPFF - Survey
10/8/2025

Fee Proposal:

TASK	DESCRIPTION		Sr. Project Surveyor	Crew Chief	Instrument Person		Total Hours	
Task 20	Survey Staking							\$ 2,294
20.1	Survey Review		4				4	\$ 631
20.2	ROW Staking			8	8		16	\$ 1,663
							0	\$ -
Total Hours			4	8	8		20	
	Direct		\$56.00	\$41.85	\$32.00			
	151.53% OH		\$84.86	\$63.42	\$48.49			
	30.00% Fee		\$16.80	\$12.56	\$9.60			
			\$157.66	\$117.82	\$90.09			
	All Inclusive Hourly Rate		\$157.66	\$117.82	\$90.09			Sub-Totals
	Sub-Total Burdened Labor Cost		\$ 631	\$ 943	\$ 721			\$ 2,294
REIMBURSABLES								
Direct Expenses		Quantity	Unit	Unit Cost			Sub-Totals	Totals
	Mileage						\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -
	Total Reimbursables							\$ -
	Total Firm Cost							\$ 2,294

City of Gig Harbor
CSP-220638th Avenue Improvement Project - Phase 2, **Amendment 04**
Bruce Dees & Associates
10/27/2025

Fee Proposal:

TASK	DESCRIPTION		Landscape Architect IV	Landscape Architect III	Landscape Architect I	Senior Project Support	Total Hours	
			Shawn Jensen	Mike Faulkner	Erin Kerney	Sherryl Sales		
Task 10	Landscape Architecture							\$ 10,200
10.1	Irrigation Design		28	4			32	\$ 5,700
10.2	Coordination and Submittal		10	10			20	\$ 3,450
10.3	Cost Estimation		4	2			6	\$ 1,050
Total Hours			42	16	0	0	58	
	Direct		\$0.00	\$0.00	\$0.00	\$0.00		
	187.07% OH		\$0.00	\$0.00	\$0.00	\$0.00		
	30.00% Fee		\$0.00	\$0.00	\$0.00	\$0.00		
			\$0.00	\$0.00	\$0.00	\$0.00		
	All Inclusive Hourly Rate		\$180.00	\$165.00	\$105.00	\$90.00		Sub-Totals
	Sub-Total Burdened Labor Cost		\$ 7,560	\$ 2,640	\$ -	\$ -		\$ 10,200
REIMBURSABLES								
Direct Expenses		Quantity	Unit	Unit Cost			Sub-Totals	Totals
	Mileage	0		\$ 0.70			\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -
	Total Reimbursables							\$ -
	Total Firm Cost							\$ 10,200

Fee Proposal:

TASK	DESCRIPTION		Principal Engineer	Project Manager	Project Engineer	Assistant Engineer	CAD Technician	Admin.	Total Hours	
			Richard Hutchinson	Jerry Liu	Taylor Hart	Arjae Guiao	Catherine Tower	Betsy McCarthy		
Task 21	RRFB Design - Cooridor									\$ 7,887
21.1	General Project Management and Invoicing			3	1			2	6	\$ 1,386
21.2	90% PS&E			1	6	8	4		19	\$ 3,009
21.3	100% PS&E			2	6	10	3		21	\$ 3,492
Total Hours				6	13	18	7	2	46	
	Direct		\$109.41	\$98.32	\$56.93	\$45.34	\$36.60	\$42.58		
	187.07% OH		\$204.67	\$183.93	\$106.50	\$84.82	\$68.47	\$79.65		
	30.00% Fee		\$32.82	\$29.50	\$17.08	\$13.60	\$10.98	\$12.77		
			\$346.91	\$311.74	\$180.51	\$143.76	\$116.05	\$135.01		
	All Inclusive Hourly Rate		\$346.91	\$311.74	\$180.51	\$143.76	\$116.05	\$135.01		Sub-Totals
	Sub-Total Burdened Labor Cost		\$ -	\$ 1,870	\$ 2,347	\$ 2,588	\$ 812	\$ 270		\$ 7,887
REIMBURSABLES										
Direct Expenses			Quantity	Unit	Unit Cost				Sub-Totals	Totals
	Mileage		0	miles	\$ 0.70				\$ -	\$ -
									\$ -	\$ -
									\$ -	\$ -
	Total Reimbursables									\$ -
	Total Firm Cost									\$ 7,887

City of Gig Harbor
CSP-220638th Avenue Improvement Project - Phase 2, **Amendment 04**
HWA
10/8/2025

Fee Proposal:

TASK	DESCRIPTION		Principal IX	Geotech Engr VIII	Geotech Engr VII	Contracts	Total Hours	
Task 3	Geotechnical Engineering							\$ 7,106
3.1	Review of site, subsurface, and geologic info				4		4	\$ 1,079
3.2	Recommendation for dewatering spec.		2		10		12	\$ 3,369
3.3	Meetings with City and Design Team				4		4	\$ 1,079
3.4	QC Review			4		2	6	\$ 1,580
Total Hours			2	4	18	2	26	
Direct			\$106.00	\$98.00	\$85.00	\$53.00		
187.24% OH			\$198.47	\$183.50	\$159.15	\$99.24		
30.00% Fee			\$31.80	\$29.40	\$25.50	\$15.90		
			\$336.27	\$310.90	\$269.65	\$168.14		
All Inclusive Hourly Rate			\$336.27	\$310.90	\$269.65	\$168.14		
Sub-Total Burdened Labor Cost			\$ 673	\$ 1,244	\$ 4,854	\$ 336		\$ 7,106
REIMBURSABLES								
Direct Expenses		Quantity	Unit	Unit Cost			Sub-Totals	Totals
	Mileage						\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -
Total Reimbursables								\$ -
Total Firm Cost								\$ 7,106

Fee Proposal:

TASK	DESCRIPTION		Senior Agent	QA/QC			Total Hours	
			Kristina Guzman	Sonja Davis				
Task 11	Right-of-Way Services							\$ 110,668
11.1.1	Negotiations		360	360			720	\$ 110,668
							0	\$ -
							0	\$ -
							0	\$ -
							0	\$ -
							0	\$ -
							0	\$ -
							0	\$ -
Total Hours			360	360			720	
	Direct		\$72.00	\$72.00				
	83.48% OH		\$60.11	\$60.11				
	30.00% Fee		\$21.60	\$21.60				
			\$153.71	\$153.71				
	All Inclusive Hourly Rate		\$153.71	\$153.71				Sub-Totals
	Sub-Total Burdened Labor Cost		\$ 55,334	\$ 55,334	\$ -	\$ -		\$ 110,668
REIMBURSABLES								
Direct Expenses		Quantity	Unit	Unit Cost			Sub-Totals	Totals
	Mileage	2160	mileage	\$ 0.70			\$ 1,512	\$ 1,512.00
	Postage	18		\$ 20.00			\$ 360	\$ 360.00
	Travel						\$ -	\$ -
	Appraisal	1	Tract	\$ 6,000.00			\$ 6,000	\$ 6,000.00
	Review Appraisal	5		\$ (1,250.00)			\$ (6,250)	\$ (6,250.00)
	Total Reimbursables							\$ 1,622
	Total Firm Cost							\$ 112,290



EXHIBIT A

SCOPE OF WORK

38th Avenue Improvement Project – Phase 2

AMENDMENT 04

CSP-2206

City of Gig Harbor

INTRODUCTION

The scope of services discussed below addresses the out-of-scope tasks that have been required to complete the 38th Avenue Improvement Project – Phase 2. These services were not included in the Agreement (CSP-2206) dated June 14th, 2022 nor were they included in the 3 subsequent amendments to the original contract. The prior amendments are described below for reference purposes:

- **Agreement CSP-2206 (6-14-2022):** Design of new sidewalk on the east side of 38th Avenue between 56th Street and Hunt Street.
- **Amendment 1 (9-13-2022):** Design of sanitary sewer on 38th Avenue from 56th Street to 60th Street (Basin 10)
- **Amendment 2 (2-14-2023):** Signal design at the intersection of 38th Avenue and 56th Street.
- **Amendment 3 (2-27-2024):** Roundabout design at the intersection of 38th Avenue and 56th Street, instead of a signal.

TASK 1: PROJECT MANAGEMENT

The Agreement CSP-2206 and its 3 amendments included management and administrative services from June 2022 to December 2024. Due to schedule alteration outside of KPFF's control, project management services have continued from January 2025 to the present day, and are assumed to be needed until the end of December 2025 when the project is bid-ready. This translates into additional coordination efforts, meeting time, and administrative services performed by KPFF.

Task 1 Budget Request: \$30,121

See attached fee proposal spreadsheet for more detail.

TASK 3: GEOTECHNICAL ENGINEERING

HWA will provide the following services:

- Review available site, subsurface, and geologic information and provided Plans.
- Provide recommendations for specifications related to dewatering for sanitary sewer construction.
- Participate in meetings with City and design team about specification for dewatering.

Assumptions:

- All hours and items are estimated, and may be increased or decreased within the limits of HWA's total budget at the discretion of HWA's project manager.
- No new explorations or laboratory testing will be required.

Task 3 Budget Request: \$7,106

See attached fee proposal spreadsheet for more detail.

TASK 10: LANDSCAPE ARCHITECTURE

This contract amendment adds the irrigation design for the two new mid-block crossings on 38th Ave to Bruce Dees & Associates original contract.

Bruce Dees & Associates will provide professional landscape architecture services for the design of a permanent irrigation system to serve the new streetscape planting along 38th Avenue.

The irrigation system will be designed to comply with City of Gig Harbor Public Works Standards Section 4.185 and relevant municipal code provisions. The design will ensure appropriate irrigation coverage, flow, and control for the project's planting areas.

To accommodate the additional scope, Bruce Dees & Associates (BDA) will perform the following additional services:

Task 10.1 – Irrigation Design

- Prepare irrigation plans, details, and specifications for planting areas associated with the 38th Street Improvements Project.
- Design to include mainline continuation, lateral lines, valves, control system, dripline, and irrigation heads as appropriate for the planting plan and City

standards.

- Identify required flow, pressure, and point of connection (POC) parameters and coordinate these requirements with Civil.
- Coordinate with Civil regarding power supply and controller location, and with the Electrical Engineer (under Civil) regarding conduit routing and electrical service to the controller

Task 10.2 – Coordination and Submittal

- Coordinate with Civil on the following items:
 - Water service connection, irrigation meter, and backflow prevention assembly, including associated vaults, pads, or enclosures.
 - Power supply and electrical service routing for the irrigation controller
 - Sleeves and crossings for irrigation lines under paving or driveways.
- Submit the irrigation plans and specifications to KPFF for City review and respond to review comments
- Incorporate City comments into final documents for bidding.

Task 10.3 – Cost Estimation

- Provide a detailed irrigation cost estimate based on the final design, including materials, installation, and coordination requirements.

Deliverables:

- Irrigation Plans and Details
- Irrigation Specifications
- Irrigation Cost Estimate

Assumptions:

- BDA's irrigation design shall begin at the downstream side of the backflow prevention assembly provided by Civil. Civil shall be responsible for design and coordination of the water service connection, irrigation meter, backflow prevention assembly, and related components such as vaults, pads, or enclosures associated with these items, as well as coordination with the City and water purveyor for permitting and approval.

- BDA will design all irrigation components downstream of this connection, including mainline continuation, control system, valves, lateral zones, and associated specifications. Water source and pressure information will be provided by Civil.
- If a booster pump is required, BDA will provide performance criteria and layout information; Civil and the Electrical Engineer will be responsible for final pump selection, enclosure design, electrical service, and permitting coordination.
- BDA will show wiring and sleeves to control valves and coordinate with Civil on the power service to the irrigation controller and controller location. The Electrical Engineer (under Civil's contract) will be responsible for designing the power connection, conduit routing, and circuitry to serve the irrigation controller.

Task 10 Budget Request: \$10,200.00

See attached fee proposal spreadsheet for more detail.

TASK 11: ROW ACQUISITION SERVICES

1. **Right-of-Way Documentation, Negotiations, and Closing:** This amendment adds acquisition and negotiation services for 18 properties associated with the Tract parcel. Since there is no homeowner's association governing this land, individual offers will be made to each owner. Each owner must agree to the terms for the partial acquisition of the tract parcel. These services include:
 - a. Developing and distributing a formal letter of introduction to all affected property owners.
 - b. Conducting thorough research to obtain accurate ownership contact information.
 - c. Performing site visits for unresponsive owners to facilitate contact and engagement.
 - d. Prepare offers and conveyance documents, utilizing WSDOT Local Agency forms or equivalent.
 - e. Promptly presenting offers to property owners and engaging in good-faith negotiations to acquire the required real property rights. This will be conducted in person when feasible, or via certified mail.
 - f. Set up and maintain complete real property acquisition files for each impacted owner.
 - g. Conduct a minimum of three (3) significant and meaningful contacts with each property owner before recommendation of impasse in negotiations.

- h. Prepare Administrative Settlement Justification statements for properties as needed.
- i. Meet with property owners to facilitate the notarization and execution of all necessary documents.
- j. Delivery of signed acquisition files or impasse files to the city.

2. **Appraisal and Appraisal Review:** The City of Gig Harbor has chosen to opt out of having the appraisals reviewed by a reviewer appraiser. The funds previously allocated for this review in Amendment 3 will now be transferred to the appraiser, Sova.

Deliverables:

- Weekly status reports once offers are made
- Eighteen (18) electronic copy of complete real property acquisition files or condemnation files for the project and as well as all original, signed conveyance documents required for recording and any other original documents required to comprise a complete property acquisition record or completed packages for condemnation.

Assumptions:

- Partial Acquisition for eighteen (18) parcels.
- Acquisition will not impact current utilization of property.
- City will record all documents.

Task 11 Budget Request: \$112,290

See attached fee proposal spreadsheet for more detail.

TASK 16: SANITARY SEWER

Task 16.1 – Basin 14 Sanitary Sewer Design

KPFF shall provide design for a dry, sanitary sewer main on 38th Avenue from 61st Street Court NW to Hunt Street (Basin 14). The sewer main will be a gravity system for future use, and will be located at the center of the northbound travel lane. Stub-outs will be included at every public side street for future lateral connections. The main will flow from north from 60th Street Court NW and terminate at a new manhole in the eastbound lane of Hunt Street. The pipe slope will generally follow the slope of the roadway but will be modified to maintain minimum allowable slope and provide

adequate capacity. The required capacity will be provided by the City. Pavement removal, patching, trenching, and backfilling will be added to the project plans, details, estimate and specifications. The stormwater memorandum will be updated to include the additional pavement disturbance.

Task 16.2 – Basin 10 Sanitary Sewer Design

KPFF has completed the 100% design of the Basin 10 sanitary sewer, which runs from 56th Street to approximately 200-feet north of 60th Street Court NW. Per the City's direction, KPFF will redesign this sanitary sewer with the following parameters:

- Maintain the 8-inch pipe diameter of the current sewer design.
- Maintain the invert elevations of the current sewer design between 56th Street and the connection to Fox Court, which has a depth of approximately 20-feet to 25-feet.
- Raise the sewer between Fox Court and 60th Street Court NW to approximately 12-feet of depth.

Deliverables:

- One (1) electronic (PDF) copy of half-size draft plans, profiles and details, specifications, and engineer's estimate. This deliverable will be included in the 100% submittal of the 38th Avenue Improvement Project – Phase 2
- One (1) electronic (PDF) copy of half-size final plans, profiles and details, specifications, and engineer's estimate. This deliverable will be included in the Final submittal of the 38th Avenue Improvement Project – Phase 2

Assumptions:

- This scope of work does not include pipe flow modeling or calculation of conveyance sizing. The CITY or their sanitary sewer consultant will confirm the pipe capacity meets their requirements.
- Stub-outs for future lateral connections will be provided at all public streets. The CITY will confirm the depth and capacity provided will meet their future needs.

Task 16.1 Budget Request: \$33,455

Task 16.2 Budget Request: \$16,609

See attached fee proposal spreadsheet for more detail.

TASK 20: PROPERTY STAKING

KPFF will stake the new ROW limits on one parcel adjacent to the project with the address 3817 55th Street Court NW.

Note: The services described above were completed prior to submittal of this Scope of Work.

Task 3 Budget Request: \$2,294

See attached fee proposal spreadsheet for more detail.

TASK 21: RRFB DESIGN – CORRIDOR

This contract amendment adds the RRFB design for the two new mid-block crossings on 38th Ave to DKS's original contract. DKS will also perform lighting analysis and design for the two crossings.

The budget estimate has been reduced to the cost to complete, based on the project schedule and work completed at the 90% Design phase.

Task 21.1 – Project Management

DKS will provide project management and administrative services, including:

- Project updates and execution amendment
- Design coordination
- Schedule and budget monitoring
- Design QA/QC

Task 21.2 – 90% Design

DKS performed lighting analysis and developed RRFB design plans for two (2) new mid-block pedestrian crossings based on the City's request. The RRFBs will be AC-powered, and the plans will include poles, RRFB equipment, pushbuttons, junction boxes, conduit, wiring, power sources, and service cabinet details.

DKS will prepare quantity takeoffs and prepare a 90% estimate of probable construction costs. The street lighting cost will be lump sum.

The 90% PS&E will be submitted as part of the overall project package.

Deliverables:

- Lighting analysis for two pedestrian mid-block crossings
- Prepare lighting analysis memo
- The RRFB and mid-block crossing lighting design will be incorporated into the 90% PS&E design package (PDF format).

Task 21.3 – 100% Design

DKS will revise the RRFB design plans based on the city's comments on the RRFB design. DKS will prepare project specifications based on City specifications, applicable amendments, and general or American Public Works Association (APWA) special provisions to the WSDOT Standard Specifications.

DKS will prepare quantity takeoffs and prepare a final estimate of probable construction costs. The street lighting and RRFB cost will be lump sum.

The CONSULTANT will provide documentation of their QA/QC process to the City for review, and copies of QA/QC mark-ups will be submitted as part of each design submittal.

The 100% PS&E will be submitted as part of the overall project package.

Deliverables:

- Final lighting design Plans (PDF format).
- The RRFB and mid-block crossing lighting design will be incorporated into the 100% PS&E design package (PDF format).

Task 21 Budget Request: \$7,887

See attached fee proposal spreadsheet for more detail.



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

Meeting Date: November 10, 2025

SUBJECT: Professional Services Contract with Perteet for Public Works Standards Chapter 2 Update

SUBMITTED BY: Public Works Director Jeff Langhelm, PE

DEPARTMENT: Public Works

PHONE: (253) 853-7630

SUGGESTED MOTION: Approve and authorize the Mayor to execute Professional Services Contract with Perteet in an amount not to exceed \$ 50,097.62.

BACKGROUND INFORMATION: The last comprehensive update of the city's Public Works Standards was in 2017. Minor updates to Chapter 2 were subsequently completed in 2018. City staff have been working on updating the city Public Works Standards over the past three years. During the update, areas of Chapter 2- Transportation update were identified by staff that would require expertise that staff do not have. This contract addresses those areas to complete the Chapter 2 update.

City staff will work collaboratively to update the other chapters of the Standards with a final draft completed in 2026.

FISCAL CONSIDERATION: In the City's 2025-26 Mid-biennium Budget update \$56,0000 was requested to complete this update.

2025-26 Budget Project Funding:

Mid-biennium Budget update	\$ 55,000.00
Total 2023-24 Budget:	\$ 55,000.00
Project Expenses:	
Perteet Contract	(\$50,097.62)
Available budget:	\$ 4,902.38

Expenditure Required: \$ 50,097.62	Amount Budgeted: \$ 55,000.00	Appropriation Required: \$ 0
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ATTACHMENTS:

1. PSC-PERTEET_FINAL
2. 2025-10-22_EXHIBIT A_20250104 Gig Harbor Scope_Final
3. 2025-10-22_EXHIBIT B_20250104_Perteet Fee_PW Stds Update_Chap2wDETAIL

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

**PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
PERTEET INC.**

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

RECITALS

WHEREAS, the City is presently engaged in Public Works Standards Update 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 Fifty Thousand, Ninety-Seven Dollars and Sixty-Two Cents (\$50,097.62) 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:
ATTN: Crystal Donner
Perteet Inc..
2707 Colby Ave. STE. 900
Everett, WA 98201
425-252-7700

City of Gig Harbor
ATTN: Stephanie Seibel, 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

EXHIBIT A
SCOPE OF SERVICES
City of Gig Harbor
Public Works Standards Chapter 2 Transportation Update

INTRODUCTION

The overall objective of this task order is to support the development and refinement of the City's transportation design guidance and engineering standards. Consultant services will include project management and coordination, technical recommendations related to sidewalk requirements, illumination design, trenching limits, pavement overlays, traffic calming, and landscape retrofits, as well as guidance on the use of specific pavement markings. Work will be completed in coordination with City staff and aligned with existing standards and procedures. Deliverables will support internal policy consistency and future project review.

Services provided are intended to inform a future update to the City's adopted transportation standards and to streamline project delivery and review for both public and private development.

Consultant's services will be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. Consultant will have no other obligations, duties, or responsibilities associated with the project except as expressly provided in this Agreement.

Transferring Budget within Contract Maximum: The level of effort is specified in the scope of services. The budget may be transferred between discipline tasks, provided that the total contracted amount is not exceeded. The Consultant will have the flexibility to manage budget within a given discipline on a subtask level. If budget is transferred between tasks the City task reallocation form will be utilized.

Services provided by the Consultant will consist of:

GENERAL SCOPE OF SERVICES

This Scope of Services describes the work elements to be accomplished by the Consultant as summarized under each Task. This scope consists of the following elements:

- Task 1 – Project Management and Coordination
- Task 2 – Transportation Standards
- Task 3 – Roundabout Standards (Roundaboutix)

Optional Services

With prior written approval by the City and written notice-to-proceed, work elements described in this scope of services as optional services (as directed) may be provided by the Consultant.

This Scope of Services is defined in the tasks below.

SCOPE OF SERVICES DEFINED**Task 1 – Project Management and Coordination**

Overall project management and coordination work elements include:

The Consultant will coordinate with the City on a regular basis to keep the City's project manager informed about project progress, project issues, and schedule.

The Consultant will manage and monitor staff, manage change and prepare documents, and monitor work progress under this work element.

The Consultant will prepare monthly progress reports that describe the work items and percentage of work that were accomplished during a given month, as well as a forecast of work to be completed over the following month. Progress report will include a status of budget, spent, and remaining for the project. The monthly progress reports will also identify other issues or problems that may occur in any given month, if any. The consultant will submit these monthly progress reports to the City's Project Manager with the monthly invoices.

The Consultant will host monthly meetings with City staff to obtain information, share drafts, and coordinate with the City. There will be up to six meetings with City staff.

Assumptions:

- The project is anticipated to be no longer than six (6) months.
- All meetings will be virtual.

Deliverables:

- Invoices and Progress Reports
- Meeting agendas and meeting notes

Task 2 – Transportation Standards

The Consultant will prepare alternative Transportation Standards as outlined below.

2.1 Public Works Standards Update Tasks

The Consultant will assist the City in reviewing and updating Public Works standards. Work will include researching peer agency standards, recommending revisions or additions to existing sections, and drafting new standard details where appropriate. The Consultant will also review and recommend minor changes to formatting, references, and section organization to improve usability. Technical memoranda and tracked changes version of the updates will be provided to document proposed updates. The City will lead review and approval of all recommended changes.

Services provided by the Consultant under this task will include:

- Research access spacing standards from other jurisdictions and provide recommendations, including alternative spacing criteria for private driveways.
- Evaluate introductory text under "2B.035.B Level of Analysis" and provide recommendation on removal based on peer agency practices.
- Review Section 2B.035.K and advise whether removal is appropriate.
- Add guidance under "2B.072.B Residential Driveways" to address shared driveways serving up to four dwelling units.
- Update shared driveway and narrow lot guidance to reflect maximum allowable curb drop lengths and preferred configurations, including support for extended shared access where feasible.
- Develop new standard detail(s) for vertical transitions along driveway approaches. (existing Figure 2.3)
- Review the "2B.072.C Commercial Driveways" section and suggest updated references and potential relocation of related subsections.
- Investigate applicability and timing considerations in the "2B.080 Roadway Frontage Improvements" section, including how Complete Streets principles inform improvements.
- Review traffic signal plan requirements and expand upon Temporary Traffic Control Plan (TCP) provisions (2B.130).
- Incorporate AASHTO Case B1 and B2 guidance into the Intersection Sight Distance section (2B.150).
- Reorganize "2B.160 Surfacing Requirements" section for improved clarity and usability.
- Assess feasibility of switching from painted striping to thermoplastic with pump truck application (2B 165).
- Update "2B 167 Application of Channelization Pavement Markings" section to confirm recommended materials.
- Revise "2B 168 Pavement Marking Materials" section for clarity and consistency with updated practices.
- Add reference information regarding truncated dome placement and specifications (2C or 2D).
- Review and recommend updates to the Illumination section (2F).
- Update "2G Traffic Control Devices" section to reflect implementation of new WAVE detection technology.
- Update "2H.050.B Survey Monuments" section to provide expanded options and accurate descriptions.
- Provide recommendations for root barrier inclusion and placement (2H.090.E).

- Review “21 Roadway Signage” section and propose updates based on current standards and practices.

Assumptions:

- Updates will be provided in Microsoft Word with tracked changes indicating proposed deletions, modifications, and additions.
- The budget assigned for this work element will be limited to the amount designated for this work element.

Deliverables:

- Redlined draft and final version of updated Public Works Standards sections

2.2 Traffic Calming

The Consultant will assist the City in creating a traffic calming policy for inclusion in the Public Works Standards. The policy will enable the City to implement appropriate traffic calming measures on a range of street types with reduced procedural complexity. Services provided under this task will include:

- Policy Framework and Legal Strategy
 - Draft a citywide traffic calming policy applicable to residential, collector, and mixed-use streets
 - Review legal frameworks and identify strategies to reduce administrative burden
- Tools and Technical Criteria
 - Develop a tiered traffic calming toolbox aligned with roadway context and function
 - Recommend criteria for identifying eligible locations and prioritizing implementation
- Implementation Guidance
 - Provide guidance for installation, maintenance, and interdepartmental coordination
 - Define thresholds for when public engagement or traffic studies are required
- Documentation and Finalization
 - Deliver a draft policy document with diagrams and examples for staff review
 - Revise based on feedback and prepare a final version for adoption

Assumptions:

- The budget assigned for this work element will be limited to the amount designated for this work element.

Deliverables:

- Traffic Calming Policy addition to Public Works Standards

2.3 Transportation Drawings Update

Based on coordination with City staff and a review of applicable standards, the Consultant will address concerns outlined in the Public Works Standards Chapter 2 – Transportation Drawings, which are listed below. Recommendations and draft language will support refinement of the City's design guidance and project review materials.

Services provided by the Consultant under this task will include:

- Review PROWAG sidewalk requirements and make recommendations.
- Add table in Illumination section with roadway classifications for road segments and intersections, including a description of conditions that would require lights in the median.
- Research retrofitting existing planters less than five feet to have something besides grass.
- Clarify which bid item will pay for overlay to reduce billing twice in a CIP project.
- Research other jurisdictions' approach to maximum trench width limitations.
- Research whether WSDOT details for "low speed" arrows and letters may be used.

Assumptions:

- City will provide relevant design standards, draft materials, and past documentation as needed.
- All research tasks will focus on readily available public documents; no formal outreach to other agencies is included.
- Deliverables will be provided in Word or ACAD, unless otherwise specified.
- The City will oversee the drawing updates and will stamp them.
- The budget assigned for this work element will be limited to the amount designated for this work element.

Deliverables:

- Updated draft content for applicable sections
- Memo or drawing(s) providing the requested updates or changes.



Project:	Draft - PW Standards Update – Chapter 2 Transportation
Client:	City of Gig Harbor
Firm:	Perteet
Role:	Prime
Project No.:	20250104.0000
PM:	Diane Sheesley
Date updated: 10/30/2025	

RATE TYPE	CPFF
Rate Year	2024

ICR (Overhead)	185.52%
Fee %	30.00%

Resources:		John Larson-Friend	Clark Kunitsugu	Abi Swanson	Diane Sheesley	Brendan Liddle		
Classification		Senior Planner/ Cultural Resources Manager	Senior Engineer/ Manager	Accountant	Director	Technician III	Total Task Hours	Direct Salary Cost
Direct Salary Rate		\$60.10	\$84.07	\$61.95	\$105.06	\$39.14		
Total Hours		153	32	4	7	40	236	
Total Direct Salary Rate		\$9,195	\$2,690	\$248	\$735	\$1,566		\$ 14,434.36
Total Fee %		\$2,759	\$807	\$74	\$221	\$470		\$ 4,330.31
Total ICR%		\$17,059	\$4,991	\$460	\$1,364	\$2,905		\$ 26,778.62
Grand Total:		\$29,013	\$8,488	\$782	\$2,320	\$4,940		\$ 45,543.29
TASK / PHASE								
0001	Project Management	21	6	4	4	0	35	\$ 2,434.56
	General Project Management	12			2		14	\$ 931.32
	Meetings	6	6		2		14	\$ 1,075.14
	Invoice and Progress Reporting	3		4			7	\$ 428.10
0002	Transportation Standards	132	26	0	3	40	201	\$ 11,999.80
	Public Works Standards Update	48	12		1		61	\$ 3,998.70
	Traffic Calming Policy	60	8		1		69	\$ 4,383.62
	Transportation Drawings update	24	6		1	40	71	\$ 3,617.48
0003	Roundabout Standards (Roundabotix)	0	0	0	0	0	0	\$ -

Summary

SUMMARY		
Direct Salary Cost	\$	14,434.36
ICR (Overhead Cost)	185.52%	\$ 26,778.62
Fixed Fee	30.00%	\$ 4,330.31
Labor Total	\$	45,543.29
Management Reserve	\$	4,554.33
CONTRACT TOTAL	\$	50,097.62



DEPARTMENT UPDATES

Wednesday, November 5, 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

Gig Harbor Gives – Because Hunger Doesn’t Wait: Last week, city staff mobilized efforts to respond to the federal government shutdown, as SNAP and WIC benefits were suspended. In partnership with local organizations, the city began coordinating food drives to collect essential items for our neighbors in need. All donations will be distributed to our local food banks – FISH Food Bank and Food Backpacks 4 Kids. Together, we’re ensuring that Gig Harbor families have the support they need during this challenging time.

Visit the [city’s Facebook page](#) for more details, including ways to offer or receive relief. Huge shout-out to our H3 program manager, Shea Smiley, for taking the lead on this crucial endeavor.

Preparing for the 2026 Legislative Session: The city is actively preparing for the upcoming 2026 state legislative session following a productive City Council study session in October. During that discussion, the Council reviewed key statewide issues, several bills likely to return next year, and the potential impacts of the State’s operational budget.

Throughout November and December, the City Council will continue refining Gig Harbor’s legislative agenda and identifying specific priorities for advocacy. Meetings with our 26th Legislative District delegation are being scheduled to ensure our representatives are aware of the City’s needs and perspectives, particularly as the State considers possible budget reductions. These discussions help ensure Gig Harbor remains well-positioned to advance local priorities and maintain a strong voice in Olympia.

The Association of Washington Cities (AWC) has also approved its 2026 Legislative Priorities, which serve as a helpful guide as the city develops its own agenda. AWC’s focus areas for the upcoming session include:

- **Indigent Defense:** Increase state funding to meet new lower caseload mandates and address the statewide shortage of public defenders. Without increase in state funding, this state-level change would be an additional unfunded mandate for cities.
- **Transportation:** Establish sustainable revenue sources to support local transportation preservation, maintenance, and traffic safety improvements. Cities do not have adequate funds to complete infrastructure improvements.

- **Housing Supply:** Allow time to implement recent state housing laws while increasing investments in affordable housing and homeownership opportunities. The state has adopted many new laws regarding housing and zoning, without providing funding to local governments to implement.
- **Shared Revenues:** Maintain the state's long-standing revenue-sharing partnership with cities to ensure local budget stability and predictability.

These statewide priorities align closely with Gig Harbor's local focus on public safety, infrastructure investment, and sustainable growth, and will serve as a framework for the City's legislative engagement during the 2026 session.

COMMUNITY DEVELOPMENT

Community Development Director Eric Baker

Planning: The city council approved the Phase 1 Development Code on October 27, following adoption of the Map Amendment Package on October 13. Together, these ordinances implement the city's 2024 Comprehensive Plan. Phase 2 of this effort will focus on evaluating restrictions to development, such as setbacks, height limits, and parking requirements. Draft code amendments will be available for review soon.

Building: 20 permit applications were submitted this reporting period, including those for two new base plans for the Summit Pointe Development, with an additional 21 permits issued. Completed projects include 3 new homes, Kimball's Hands on Detailing, which has relocated to the Nelick Warehouse on 57th St., and Sprinx Fire Protection. Sprinx is a welcome addition to the Gig Harbor community, having worked in the city for over 20 years and now locating their main office on Skansie Ave.

COURT

Court Administrator Stacy Colberg

No updates this time but stay tuned!

FINANCE

Finance Director Dave Rodenbach

Development-Related Revenues: The city receives various fees related to development. These fees are one-time revenues and are either restricted to capital projects, or due to being one-time, are not suitable for on-going operations. Each fee listed below is due upon an event that is triggered in the development of - or use of - real property within the city; the exception being REET, which is due upon sale or transfer of real property. The general facility charges are due upon connection to the respective utility. The table below shows development-related fees collected through October for the period 2020 through 2025.

Description	Received As of 10/31/2020	Received As of 10/31/2021	Received As of 10/31/2022	Received As of 10/31/2023	Received As of 10/31/2024	Received As of 10/31/2025
REET	\$ 848,486	\$ 1,227,394	\$ 1,323,464	\$ 934,536	\$ 889,900	\$ 798,862
Transportation Impact Fees	1,533,075	981,343	921,734	61,100	192,068	324,924
Park Impact Fees	87,000	285,000	181,500	12,000	23,000	6,000
Water GFC's	1,256,401	1,913,634	1,057,607	183,545	181,023	112,912
Sewer GFC's	1,629,565	1,881,904	1,398,471	127,014	477,588	85,582
Storm GFC's	\$ 619,400	\$ 399,361	\$ 232,755	\$ 13,028	\$ 39,596	\$ 111,510

HUMAN RESOURCES

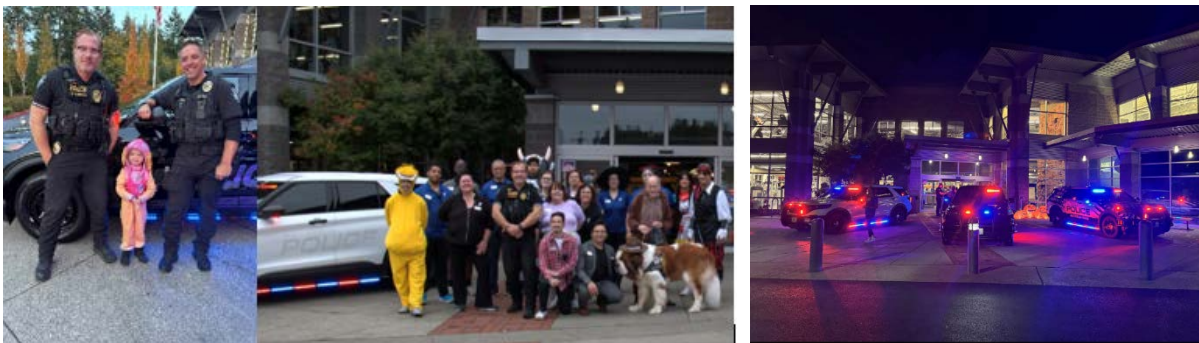
Human Resources Director Shannon Costanti

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

POLICE

Police Chief Tray Federici

Cops, Candy, and Costumes at the Jack-O'-Lantern Jubilee! Gig Harbor Police officers traded patrol cars for pumpkins on October 23 at the Tom Taylor YMCA's Jack-O'-Lantern Jubilee! It was an evening full of costumes, candy, and connections as officers joined the community for some Halloween fun while promoting a safe and family-friendly holiday season



Rain or Shine (Mostly Rain) Gig Harbor's Trick-or-Treaters Show Up in Force: The City of Gig Harbor, the Gig Harbor Police Department, and the Gig Harbor Waterfront Alliance teamed up once again to bring some Halloween fun downtown for this year's Trick-or-Treat event!

Despite what felt like an endless supply of rain, the streets were filled with families, laughter, and plenty of candy. Events like this remind us of what makes Gig Harbor so special, a strong sense of community, local partnerships, and neighbors who show up rain or shine.

A huge thank-you to the Waterfront Alliance for spearheading this event and to all the businesses, volunteers, and families who made it a success. Your teamwork and community pride truly brought warmth to a very wet Halloween!



Precision, Performance, and Preparedness - GHPD Officers Hit the EVOC Course: Each year, Gig Harbor Police officers complete required Emergency Vehicle Operations Training (EVOC), a vital part of maintaining readiness and safety on the road. The training includes low-speed maneuvers, high-speed drills, and mock pursuits, all designed to teach officers the limitations and capabilities of their vehicles under real-world conditions.

Studies show that officers spend nearly half of their shift behind the wheel, making driving one of the most frequent, and most critical, parts of the job. Regular EVOC training ensures our officers stay sharp, confident, and safe behind the wheel while protecting our community when seconds count.

This year's training was conducted in partnership with the Kitsap County Sheriff's Office and utilized Gig Harbor Police Department's Emergency Vehicle Operations Instructor, Sergeant Joe Hicks.



Juvenile Mischief Leads to Serious Accident: On the evening of October 22, 2025, Gig Harbor Police received multiple reports of juveniles driving through neighborhoods and throwing eggs at moving vehicles in the Peacock Hill and North Harborview Drive areas. In one incident, an egg struck a vehicle's windshield, shattering it. As officers conducted area checks, the suspect vehicle fled the area at a high rate of speed, failed to navigate a turn in the road, and crashed. Three juvenile males fled the scene on foot, but Gig Harbor Police officers quickly located and took all three into custody.

The case has been referred to the juvenile prosecutor for review. Gig Harbor PD appreciates the community's awareness and cooperation in helping us address this reckless and dangerous behavior.



PUBLIC WORKS

Public Works Director Jeff Langhelm

Wastewater Operations: (1) Wastewater staff have completed the treatment plant centrifuge electrical control panel troubleshooting and repair. The electrical component failure was found on November 3. (2) Staff has been spending time again reviewing and inspecting fats, oils, and grease permits. (3) Staff have been reviewing capital designs for both LS#1 and LS#5. This includes conversations with consultants on design elements and easements.

Homeowner Association GIS Layer: City staff often interact with representatives from private homeowner associations and commercial property associations. This regularly includes Community Development staff related to land use or code compliance and Public Works staff related to capital projects and utility access and maintenance.

To help staff coordinate and organize contact information for these associations, staff provided information to Mike Simmons who then created a GIS layer that identifies the association contact information.

Shout-out to Jim Landon and Wastewater Staff! Chuck would like to recognize and give a shout-out to Jim Landon and wastewater staff for doing an exceptional job in managing multiple significant power outages and surges throughout the past weeks.

These outages and surges have impacted not only the treatment plant, but all 17 stations. Impacts have included blown fuses and lack of automatic transfer issues during power outages. Great job, team!



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

Cushman Trail – Conservation Area Connector: The city is close to getting permits for a connection from Cushman Trail to the Conservation Area. The connection will be located about halfway between the Rosedale Street and 96th Street crossings and will offer an unpaved nature trail loop in a beautiful mature forest. Stay tuned for more details as we get closer to breaking ground.

Crescent Creek Master Plan: The master plan, which has been an ongoing project since 2023, and in the works for many years before that, is nearing the end. The Community Advisory Committee met to make a recommendation on November 3, the Parks Commission will meet on November 5, and city council will consider it at the November 13 study session, with final adoption on December 8, if all goes according to schedule.

Many thanks to all the volunteers who served on an advisory group, to those that took the time to fill out surveys, and to our consultant, HBB Landscape Architecture, for seeing this project to the (almost) end.





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

Meeting Date: November 10, 2025

SUBJECT: MOU with the Bessler Center at Mary Bridge Children's for WIC Program Support

SUBMITTED BY: Housing, Health, and Human Services Program Manager Shealynn Smiley

DEPARTMENT: Administration

PHONE: (253) 530-7070

SUGGESTED MOTION: Move to authorize the mayor to execute the MOU with the Bessler Center at Mary Bridge Children's for WIC Program Support, should the need for funding continue to exist.

BACKGROUND INFORMATION: Due to the ongoing federal government shutdown, access to several federal nutrition programs including WIC (Women, Infants, and Children) and SNAP (Basic Food) has been disrupted or is at risk of delay.

In response, the City of Gig Harbor, in partnership with Food Backpacks 4 Kids, Gig Harbor Peninsula FISH Food Bank, local faith organizations, community organizations, and the WIC Task Force, has mobilized a community food drive to ensure local families do not experience gaps in essential nutrition support.

As part of these efforts, the Pierce County WIC Task Force has requested financial support to purchase infant formula, baby food, and essential nutritional items for families impacted by the lapse in federal funding.

Providing limited, immediate assistance will help stabilize families with infants and young children, ensuring every baby in our community has access to adequate nutrition while federal benefits remain uncertain.

FISCAL CONSIDERATION: This proposal requests council authorization for a \$2,000 one-time donation to the Pierce County WIC Task Force.

Expenditure Required: \$2,000.00	Amount Budgeted: \$0	Appropriation Required: \$0
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ATTACHMENTS:

1. Memorandum of Understanding - Bessler Center Gig Harbor

STRATEGIC PLAN PRIORITY: Provide a safe, healthy, and inclusive community

**Memorandum of Understanding:
Pierce County WIC Task Force**

This Memorandum of Understanding (MOU) is entered into between **The City of Gig Harbor** and **The Bessler Center at Mary Bridge Children's (Mary Bridge)** on _____ (date).

This MOU identifies the commitment of **The City of Gig Harbor** to fund the Pierce County WIC Task Force's purchase and distribution of formula to infants. Formula is a necessity, and many families with babies rely on it for proper nutrition and development. In response to the lapse of benefits created by the government shutdown, those on WIC will struggle to purchase formula for their children. In response, **The Bessler Center** has agreed to accept donations through its philanthropic fund at Mary Bridge Children's Foundation.

The Bessler Center agrees to partner with **Mary Bridge Children's Hospital** to purchase and distribute formula for those who receive formula through the WIC program and who will experience a lapse of benefits created by the government shutdown.

The City of Gig Harbor agrees to contribute **\$2,000** to the effort. The contribution is based on the \$32.78 average cost per child/per week for formula assistance; and the 22 children in Gig Harbor who receive WIC formula assistance. The City's contribution should be used to ensure that those children in Gig Harbor receive formula assistance for approximately 2.75 weeks.

Mary Barber
Mayor
City of Gig Harbor

Chris Ladish, Ph.D.
Executive Director
The Bessler Center at Mary Bridge
Children's



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

Meeting Date: November 10, 2025

SUBJECT: First Reading of Ordinance 1556 Relating to Mid-biennial Budget Review and Approving the 2025-26 Budget Modification

SUBMITTED BY: Finance Director Dave Rodenbach

DEPARTMENT: Finance

PHONE: (253) 853-7610

SUGGESTED MOTION: N/A

BACKGROUND INFORMATION: This is an ordinance providing review and modifications to the 2025-26 budget.

State law requires a mid-biennium review and modification before the conclusion of the first year in the biennium. As a mid-biennium update, the included adjustments are intended to align the budget with available revenues and provide updates to 2025 beginning fund balance. This update does not make any changes to planned expenditures for the remainder of the 2025-26 budgetary period.

FISCAL CONSIDERATION: The proposed budget adjustment makes the following types of modification to the current biennium.

Estimated beginning fund balance

- Revise the 2025 estimated beginning fund balance for all funds by adjusting the estimated amount to reflect the actual 2024 ending fund balance.

The general fund budget is also modified as follows:

Revenue adjustments

- Decrease (\$58,283) for Property Tax Revenue originally budgeted at \$7,013,602 and adjusted down to 6,955,319. This adjustment reflects the decline in new construction activity within the city.
- Decrease (\$361,637) Public Safety Sales Tax Revenue is reduced from \$2,055,530 to \$1,693,893 to reflect a revision of estimates of the new 2025 tax.

Expenditure adjustments

- We do not have any expenditure adjustments at this time.

General fund ending fund balance

- The general fund budgeted ending fund balance is reduced by \$402,923 due to the above-noted changes to general fund revenues. Based upon current revenue and expenditure trends, the ending fund balance is tracking to a \$5.3 million ending fund balance.

The attached file "Budget Amendment Table" shows each fund's budget with proposed adjustments and notes explaining the necessity for the changes. Except for the general fund, the changes noted adjust beginning fund balances from estimated to actual.

ATTACHMENTS:

1. Budget Amendment Table
2. Ordinance 1556
3. Ordinance 1556 Exhibit A

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

Department / Fund	2025-26 Budget	2025-26 Amended Budget	Increase / (Decrease)	Notes
Non-Departmental	9,086,609	9,086,609	-	
Legislative	164,494	164,494	-	
Municipal Court	1,517,300	1,517,300	-	
Admin/Finance	5,814,774	5,814,774	-	
Police	13,760,413	13,760,413	-	
Community Development	5,812,700	5,812,700	-	
Parks & Recreation	4,046,550	4,046,550	-	Additional vehicle leasing expenses incurred
Building	1,032,526	1,032,526	-	On-call contracts related to building maintenance
Ending Fund Balance	3,275,592	2,872,669	(402,923)	Pub safety sales tax (\$361,637)/property tax (\$58,283), BFB increase \$16,997
General Fund Total	44,510,958	44,108,035	(402,923)	
Street Operating	7,195,788	7,253,195	57,407	Beginning fund balance adjust to actual
Street Capital	18,309,792	19,135,839	826,047	Bfb adj. (2024 estimated exp. were lower than actual)
Transportation Benefit District	13,426,324	12,883,895	(542,429)	Bfb adj. (2024 estimated exp. were lower than actual)
Senior Capital	238,251	238,167	(84)	Beginning fund balance adjust to actual
Pedestrian Safety	128,960	10,440	(118,520)	Beginning fund balance adjust to actual
Drug Investigation State	20,327	20,141	(186)	Beginning fund balance adjust to actual
Drug Investigation Federal	7,773	7,737	(36)	Beginning fund balance adjust to actual
Hotel - Motel	1,533,962	1,994,370	460,408	Beginning fund balance adjust to actual

Public Art Capital Projects	29,879	29,869	(10)	Beginning fund balance adjust to actual
Park Development	9,751,432	9,903,511	152,079	Beginning fund balance adjust to actual
Strategic Reserve	3,062,844	3,086,216	23,372	Beginning fund balance adjust to actual
Equipment Repl Reserve	565,933	570,329	4,396	Beginning fund balance adjust to actual
City Building Capital	2,322,500	2,322,500	-	
Capital Development	4,043,736	73,863	230,127	Beginning fund balance adjust to actual
General Gov't. Cap. Impr.	3,159,161	3,552,655	393,494	Beginning fund balance adjust to actual
Impact Fee Trust	4,401,144	4,239,569	-161,575	Beginning fund balance adjust to actual
Hospital Benefit Zone Revenue	11,139,439	8,928,107	(2,211,332)	Beginning fund balance adjust to actual
LTGO Bond Redemption	2,123,606	2,233,548	109,942	Beginning fund balance adjust to actual
UTGO Bond Redemption	168,395	82,857	(85,538)	Beginning fund balance adjust to actual
Water Operating	7,636,591	8,851,904	1,215,313	Beginning fund balance adjust to actual
Sewer Operating	15,875,113	20,988,612	5,113,499	Beginning fund balance adjust to actual
Shorecrest Reserve	384,353	388,055	3,702	Beginning fund balance adjust to actual
Utility Reserve	1,659,512	1,647,622	(11,890)	Beginning fund balance adjust to actual
Utility Bond Redemption	4,666,719	4,687,373	20,654	Beginning fund balance adjust to actual
Sewer Capital Const.	16,305,103	16,309,494	4,391	Beginning fund balance adjust to actual
Storm Sewer Operating	5,325,328	7,047,673	1,722,345	Beginning fund balance adjust to actual
Storm Sewer Capital	6,834,348	3,304,279	-3,530,069	Beginning fund balance adjust to actual
Water Capital Assets	5,876,208	5,086,705	-789,503	Beginning fund balance adjust to actual
Total All Funds	190,703,479	193,186,560	2,483,081	

ORDINANCE 1556

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO MID-BIENNIAL BUDGET REVIEW AND APPROVING THE 2025-26 BUDGET MODIFICATION

WHEREAS, RCW 35A.34.130 requires a mid-biennial review and modification of the originally adopted 2025-2026 budget; and

WHEREAS, the city council desires to modify the 2025-2026 biennial budget originally set by Ordinance 1532; and

WHEREAS, the city budget set forth anticipated revenues and expenditures for the forthcoming years; and

WHEREAS, during 2025, certain budgeted revenues and expenditures have increased or decreased and the city council desires to modify the city budget to reflect the projected increases and decreases in revenues and expenditures; and

WHEREAS, the city council published notification in advance of a public hearing and held a public hearing on November 24, 2025, at the regular City Council meeting;

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

Section 1. **Budget Modified.** The 2025-2026 budget shall be modified as follows:

Department / Fund	2025-26 Amended			Notes
	2025-26 Budget	Budget	Increase / (Decrease)	
Non-Departmental	\$ 9,086,609	\$ 9,086,609	\$ -	
Legislative	164,494	164,494	-	
Municipal Court	1,517,300	1,517,300	-	
Admin/Finance	5,814,774	5,814,774	-	
Police	13,760,413	13,760,413	-	
Community Development	5,812,700	5,812,700	-	
Parks & Recreation	4,046,550	4,046,550	-	Additional vehicle leasing expenses incurred
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General Fund Total	44,510,958	44,108,035	(402,923)	
Street Operating	7,195,788	7,253,195	57,407	Beginning fund balance adjust to actual
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Water Capital Assets	5,876,208	5,086,705	(789,503)	Beginning fund balance adjust to actual
Total All Funds	\$ 190,703,479	\$ 193,186,560	\$ 2,483,081	

Section 2. Funds Appropriated. The Gig Harbor City Council finds that it is in the best interests of the city to modify the 2025-2026 biennial budget as shown above and directs the finance director to modify the budget as shown above.

Section 3. Salary Schedule. Exhibit A is adopted as the 2026 personnel salary schedule for all employees.

Section 4. Severability. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, clause or phrase of this Ordinance.

Section 11. Correction of Errors. The city clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

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

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof, held this 24th day of November, 2025.

Mary Barber
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk

Exhibit A

Pay Grade	Job Title	Group	FLSA Status	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
53	Court Assistant (0.6 FTE)	GU - 117	Non-Exempt	Hourly	27.0674	27.9471	28.8554	29.7932	30.7615	31.7612	32.7934	33.8592
53	Custodian	GU - 117	Non-Exempt	Hourly	27.0674	27.9471	28.8554	29.7932	30.7615	31.7612	32.7934	33.8592
53	Laborer	GU - 117	Non-Exempt	Hourly	27.0674	27.9471	28.8554	29.7932	30.7615	31.7612	32.7934	33.8592
54	<i>Currently Unassigned</i>	N/A	N/A	Hourly	28.6953	29.6279	30.5908	31.585	32.6115	33.6714	34.7657	35.8956
55	Community Development Assistant	GU - 117	Non-Exempt	Hourly	30.9722	31.9788	33.0181	34.0912	35.1992	36.3432	37.5244	38.7439
55	Human Resources Assistant	Non-Rep	Non-Exempt	Hourly	30.9722	31.9788	33.0181	34.0912	35.1992	36.3432	37.5244	38.7439
55	Police Services Specialist	GU - 117	Non-Exempt	Hourly	30.9722	31.9788	33.0181	34.0912	35.1992	36.3432	37.5244	38.7439
55	Public Works Assistant	GU - 117	Non-Exempt	Hourly	30.9722	31.9788	33.0181	34.0912	35.1992	36.3432	37.5244	38.7439
56	Finance Technican	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
56	Judicial Specialist	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
56	Maintenance Technician	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
56	Planning Technician	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
56	Property & Evidence Technician	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
56	Utility Billing Technician	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
56	Wastewater Collection System Technician II	GU - 117	Non-Exempt	Hourly	34.0897	35.1976	36.3415	37.5226	38.7421	40.0012	41.3012	42.6435
55a	Wastewater Operator in Training	GU - 117	Non-Exempt	Hourly	35.2158							
55a	Water Operator in Training	GU - 117	Non-Exempt	Hourly	35.2158							
57	Assistant Planner	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Building Maintenance Technician	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Code Compliance Officer	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Engineering Technician	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Information Technology Services Support Technician	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Permit Coordinator	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Wastewater Operator I	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
57	Water Operator I	GU - 117	Non-Exempt	Hourly	38.1753	39.416	40.697	42.0197	43.3853	44.7953	46.2511	47.7543
58	Assistant City Clerk	Non-Rep	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	Associate Planner	GU - 117	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	Building Inspector / Plans Reviewer	GU - 117	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	Construction Inspector	GU - 117	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	Contract Administrator	GU - 117	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	GIS Coordinator	GU - 117	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	Human Resources / Payroll Specialist	Non-Rep	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
58	Mechanic	GU - 117	Non-Exempt	Hourly	41.995	43.3598	44.769	46.224	47.7263	49.2774	50.8789	52.5325
59	Assistant Building Official / Fire Marshal	GU - 117	Non-Exempt	Hourly	46.187	47.6881	49.238	50.8382	52.4904	54.1963	55.9577	57.7763
59	Construction Supervisor	GU - 117	Non-Exempt	Hourly	46.187	47.6881	49.238	50.8382	52.4904	54.1963	55.9577	57.7763
59	Engineering Project Manager	GU - 117	Non-Exempt	Hourly	46.187	47.6881	49.238	50.8382	52.4904	54.1963	55.9577	57.7763
59	NPDES Coordinator	GU - 117	Non-Exempt	Hourly	46.187	47.6881	49.238	50.8382	52.4904	54.1963	55.9577	57.7763
59	Wastewater Operator II	GU - 117	Non-Exempt	Hourly	46.187	47.6881	49.238	50.8382	52.4904	54.1963	55.9577	57.7763
59	Water Operator II	GU - 117	Non-Exempt	Hourly	46.187	47.6881	49.238	50.8382	52.4904	54.1963	55.9577	57.7763
60	Associate Engineer	GU - 117	Non-Exempt	Hourly	50.8153	52.4668	54.172	55.9326	57.7504	59.6273	61.5652	63.5661
60	Development Review Engineer	GU - 117	Non-Exempt	Hourly	50.8153	52.4668	54.172	55.9326	57.7504	59.6273	61.5652	63.5661
60	Wastewater Operator III	GU - 117	Non-Exempt	Hourly	50.8153	52.4668	54.172	55.9326	57.7504	59.6273	61.5652	63.5661
60	Water Operator III	GU - 117	Non-Exempt	Hourly	50.8153	52.4668	54.172	55.9326	57.7504	59.6273	61.5652	63.5661
61	Operations Supervisor - Parks & Facilities	SU - 313	Non-Exempt	Hourly	55.8905	57.7069	59.5824	61.5188	63.5182	65.5825	67.7139	69.9146
61	Operations Supervisor - Streets & Storm	SU - 313	Non-Exempt	Hourly	55.8905	57.7069	59.5824	61.5188	63.5182	65.5825	67.7139	69.9146
61	Parks Manager	SU - 313	Non-Exempt	Hourly	55.8905	57.7069	59.5824	61.5188	63.5182	65.5825	67.7139	69.9146
61	Senior Planner	GU - 117	Non-Exempt	Hourly	55.8905	57.7069	59.5824	61.5188	63.5182	65.5825	67.7139	69.9146
61	Wastewater Lead Operator	GU - 117	Non-Exempt	Hourly	55.8905	57.7069	59.5824	61.5188	63.5182	65.5825	67.7139	69.9146
62	Operations Supervisor - Water	SU - 313	Non-Exempt	Hourly	61.4763	63.4743	65.5372	67.6672	69.8664	72.1371	74.4816	76.9023
59	Communications Manager	Non-Rep	Exempt	Bi-Weekly	3,597.82	3,714.75	3,835.48	3,960.13	4,088.83	4,221.72	4,358.93	4,500.60
59	Infrastructure Systems Engineer	GU - 117	Exempt	Bi-Weekly	3,597.82	3,714.75	3,835.48	3,960.13	4,088.83	4,221.72	4,358.93	4,500.60
59	Payroll / Benefits Administrator	GU - 117	Exempt	Bi-Weekly	3,597.82	3,714.75	3,835.48	3,960.13	4,088.83	4,221.72	4,358.93	4,500.60
59	Risk & Safety Program Manager	Non-Rep	Exempt	Bi-Weekly	3,597.82	3,714.75	3,835.48	3,960.13	4,088.83	4,221.72	4,358.93	4,500.60

Pay Grade	Job Title	Group	FLSA Status	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
60	City Clerk	Non-Rep	Exempt	Bi-Weekly	4,065.22	4,197.34	4,333.75	4,474.60	4,620.02	4,770.17	4,925.20	5,085.27
60	Senior Accountant	GU - 117	Exempt	Bi-Weekly	4,065.22	4,197.34	4,333.75	4,474.60	4,620.02	4,770.17	4,925.20	5,085.27
61	Building Official / Fire Marshal	SU - 313	Exempt	Bi-Weekly	4,471.24	4,616.56	4,766.60	4,921.51	5,081.46	5,246.61	5,417.12	5,593.18
61	Court Administrator	SU - 313	Exempt	Bi-Weekly	4,471.24	4,616.56	4,766.60	4,921.51	5,081.46	5,246.61	5,417.12	5,593.18
61	Housing, Health & Human Services Program Manager	Non-Rep	Exempt	Bi-Weekly	4,471.24	4,616.56	4,766.60	4,921.51	5,081.46	5,246.61	5,417.12	5,593.18
61	Human Resources Generalist	Non-Rep	Exempt	Bi-Weekly	4,471.24	4,616.56	4,766.60	4,921.51	5,081.46	5,246.61	5,417.12	5,593.18
62	Senior Engineer	GU - 117	Exempt	Bi-Weekly	4,918.10	5,077.94	5,242.97	5,413.37	5,589.30	5,770.95	5,958.51	6,152.16
63	Assistant City Attorney	Non-Rep	Exempt	Bi-Weekly	5,312.20	5,484.85	5,663.11	5,847.16	6,037.19	6,233.40	6,435.99	6,645.16
63	Principal Planner	SU - 313	Exempt	Bi-Weekly	5,312.20	5,484.85	5,663.11	5,847.16	6,037.19	6,233.40	6,435.99	6,645.16
64	Information Technology Services Manager	SU - 313	Exempt	Bi-Weekly	5,576.92	5,758.17	5,945.31	6,138.53	6,338.03	6,544.02	6,756.70	6,976.29
64	Police Lieutenant	Non-Rep	Exempt	Bi-Weekly	5,576.92	5,758.17	5,945.31	6,138.53	6,338.03	6,544.02	6,756.70	6,976.29
64	Wastewater Superintendent	SU - 313	Exempt	Bi-Weekly	5,576.92	5,758.17	5,945.31	6,138.53	6,338.03	6,544.02	6,756.70	6,976.29
65	Assistant Public Works Director	Non-Rep	Exempt	Bi-Weekly	5,856.10	6,046.42	6,242.93	6,445.83	6,655.32	6,871.62	7,094.95	7,325.54
65	City Engineer	SU - 313	Exempt	Bi-Weekly	5,856.10	6,046.42	6,242.93	6,445.83	6,655.32	6,871.62	7,094.95	7,325.54
66	Community Development Director	Non-Rep	Exempt	Bi-Weekly	6,675.79	6,892.75	7,116.76	7,348.05	7,586.86	7,833.43	8,088.02	8,350.88
66	Finance Director	Non-Rep	Exempt	Bi-Weekly	6,675.79	6,892.75	7,116.76	7,348.05	7,586.86	7,833.43	8,088.02	8,350.88
66	Human Resources Director	Non-Rep	Exempt	Bi-Weekly	6,675.79	6,892.75	7,116.76	7,348.05	7,586.86	7,833.43	8,088.02	8,350.88
66	Public Works Director	Non-Rep	Exempt	Bi-Weekly	6,675.79	6,892.75	7,116.76	7,348.05	7,586.86	7,833.43	8,088.02	8,350.88
67	Chief of Police	Non-Rep	Exempt	Bi-Weekly	7,211.18	7,445.54	7,687.52	7,937.36	8,195.32	8,461.67	8,736.67	9,020.61
67	City Attorney	Non-Rep	Exempt	Bi-Weekly	7,211.18	7,445.54	7,687.52	7,937.36	8,195.32	8,461.67	8,736.67	9,020.61
AA	City Administrator	Non-Rep	Exempt	Bi-Weekly	8,364.52	8,636.37	8,917.05	9,206.85	9,506.07	9,815.02	10,134.01	10,463.37

2025 Police Personnel (Local 117) *Pending Negotiations*					
Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
Police Sergeant	\$121,265	\$127,329	\$133,695	\$140,379	
Police Officer	\$91,826	\$96,417	\$101,238	\$106,300	\$111,614



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

Meeting Date: November 10, 2025

SUBJECT: Second Reading and Adoption of Ordinance 1555 Adjusting Utility Rates

SUBMITTED BY: Public Works Director Jeff Langhelm, PE

DEPARTMENT: Public Works

PHONE: (253) 853-7630

SUGGESTED MOTION: Move to approve Ordinance 1555.

BACKGROUND INFORMATION: The city operates three independent utilities as enterprise funds, which include the water utility, wastewater (sewer) utility, and stormwater utility. It is necessary to adjust utility service rates and charges to meet the increasing cost of providing utility services.

Staff recommends adjusting utility rates on an annual basis, as necessary, to keep up with the changing costs to provide these services so that customers may see gradual adjustments to their utility rates. If utility rates were instead to be adjusted only every few years customers would see much larger utility rate adjustments that may be more difficult to accommodate and predict.

The last time the city adjusted utility rates was January 1, 2025. However, the city intentionally decided to not adjust utility rates in 2021, 2022, and 2024, which caused the city's utility rates to lose value due to cost of living increases, operating and maintenance expenses, and increases in capital project costs across this five year time span.

The city completed a recent utility rate study in October 2025 with the support of the city's consultant, FCS Group. As part of this study, FCS Group and staff presented utility rate information and rate options at council study sessions on July 17, 2025, August 14, 2025, and October 16, 2025. The study has concluded with proposed rate adjustments to all three utilities for the next five years. The proposed water utility rate adjustments beginning on January 1 of the next five years are listed in the table below.

	2026	2027	2028	2029	2030
Water	10%	10%	10%	10%	2%
Storm	3%	3%	3%	3%	3%
Sewer	6%	6%	6%	6%	1%

Beyond adjusting the water utility's rates, the city is also interested in separating the bi-monthly residential water consumption charges into five separate tiers with ascending commodity charges rates for customers. The intent of implementing this tiered structure is to primarily encourage water conservation and reduce the overall cost of water to those who use low levels of water all year round.

Also, this ordinance proposes changes to GHMC 13.04.020, which currently identifies a

charge for nonmetered residential water services. However, the city no longer has unmetered water services and is required by state law to have water meters for all services. Therefore, as part of this ordinance, the city proposes to eliminate the charge for nonmetered residential water services from the municipal code.

Another change identified in this ordinance is related to stormwater billing. The city is interested in clarifying the stormwater billing policy for residential units as presented in GHMC 14.10.020.

Also, city staff are recommending all water system special service charges be transferred into the city's fee schedule. This change will provide for any revisions to general service charges to be located in one central document and updated through one common practice.

Lastly, through efforts and a combined review of existing utility rates by staff in the Finance Department and Public Works Department, it was discovered that the previous water rate adjustments for Shore Acres were calculated based on the original Shore Acres/city agreements. However, the wholesale Shore Acres water rates have not previously been included in the municipal code. Therefore, because of this anomaly, the draft ordinance now codifies the water rate adjustments for Shore Acres in GHMC 13.04.020.

At first reading, council directed staff to develop a communications plan that provides customers awareness of both the pending rate increases and the creation of tiered water rates for city customers. Also at first reading, council inquired if the January 1, 2025 implementation date could be adjusted. Staff responded that, while there is no legal obligation to implement adjustments on January 1, this timeline was supportive for utility billing staff to best implement new rates. However, due to constraints by the utility billing software vendor, it will be unlikely city staff can implement these new rates to meet the January 1 deadline. Therefore, staff is requesting an implementation date for the first rate adjustment only to occur on March 1, 2026. All future rate adjustments would be implemented January 1 of subsequent years.

FISCAL CONSIDERATION: The proposed ordinance does increase revenues for the city's three utilities but does not require an expenditure by the city.

ATTACHMENTS:

1. O-1555_Utility Rate Adjustments
-

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

ORDINANCE 1555

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO UTILITY RATES FOR THE CITY'S WATER, WASTEWATER, AND STORMWATER UTILITIES; REPEALING AND REPLACING SECTIONS 13.04.010, 13.04.020, 13.32.010, 13.32.015, 13.32.020, 13.32.025, 14.10.020, 14.10.050 AND 13.04.070; MODIFYING SECTION 14.10.010; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the city operates three independent utilities as enterprise funds, which include the water utility, wastewater (sewer) utility, and stormwater utility; and

WHEREAS, it is necessary to adjust utility service rates and charges to meet the increasing cost of providing utility services; and

WHEREAS, the costs to provide the utility services are based on existing and future capital expenses, operating expenses, and maintenance expenses; and

WHEREAS, staff recommends adjusting utility rates on an annual basis, as necessary, to keep up with the changing costs to provide these services so that customers may see gradual adjustments to their utility rates; and

WHEREAS, if utility rates were instead to be adjusted only every few years customers would see much larger utility rate adjustments that may be more difficult to accommodate and predict; and

WHEREAS, while the last time the city adjusted utility rates was January 1, 2025, the city intentionally decided to not adjust utility rates in 2021, 2022, and 2024, which caused the city's utility rates to lose value due to cost of living increases, operating and maintenance expenses, and increases in capital project costs across this five year time span; and

WHEREAS, the city completed a recent utility rate study in October 2025 with the support of FCS Group, which included presentations at council study sessions on July 17, 2025, August 14, 2025, and October 16, 2025, and concluded with proposed rate adjustments to all three utilities for the next five years; and

WHEREAS, the proposed water utility rate adjustments for the next five years are as follows: January 1, 2026 – +10%, January 1, 2027 – +10%, January 1, 2028 – +10%, January 1, 2029 – +10%, and January 1, 2030 – +2%; and

WHEREAS, the proposed storm utility rate adjustments for the next five years are as follows: January 1, 2026 – +3%, January 1, 2027 – +3%, January 1, 2028 – +3%,

January 1, 2029 – +3%, and January 1, 2030 – +3%; and

WHEREAS, the proposed sewer utility rate adjustments for the next five years are as follows: January 1, 2026 – +6%, January 1, 2027 – +6%, January 1, 2028 – +6%, January 1, 2029 – +6%, and January 1, 2030 – +1%; and

WHEREAS, beyond adjusting the water utility's rates, the city is also interested in separating the bi-monthly residential water consumption charges into five separate tiers with ascending commodity charges rates for customers to both encourage water conservation reduce the overall cost of water to those who use low levels of water all year round; and

WHEREAS, GHMC 13.04.020 currently identifies a charge for nonmetered residential water services; however, the city no longer has unmetered water services and is required by state law to have water meters for all services and therefore the city proposes to eliminate the charge for nonmetered residential water services from the municipal code; and

WHEREAS, the city is interested in clarifying the stormwater billing policy for residential units as presented in GHMC 14.10.020; and

WHEREAS, city staff are recommending all water system special service charges be transferred into the city's fee schedule so as to place general service charges in one central document and be updated through one common practice and therefore proposing to repeal and replace GHMC 13.04.070; and

WHEREAS, previously the water rate adjustments for Shore Acres were calculated by city staff based on the original agreements between the city and Shore Acres, but the wholesale Shore Acres water rates were not included in the municipal code; therefore, because of this anomaly, city staff is codifying the water rate adjustments for Shore Acres within GHMC 13.04.020;

WHEREAS, the city council has directed staff to continue to provide communication to utility customers about the pending rate increase;

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

Section 1. Section 13.04.010 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.04.010 Water rates.

Effective March 1, 2026, the monthly water service rates not including state and city taxes shall be set at the following amounts:

Customer Class/Meter	Customer Base Charge (per meter/month)	Commodity Charge (per ccf)
Residential	\$28.03	
Residential 0 to 10 CCF		\$2.30
Residential 11 to 16 CCF		\$3.50
Residential 17 to 21 CCF		\$4.60
Residential 22 to 42 CCF		\$5.80
Residential 43 CCF and more		\$6.90
Multi-residential		
5/8" & 3/4"	\$49.24	\$3.42
1"	\$67.77	\$3.42
1-1/2"	\$113.70	\$3.42
2"	\$169.02	\$3.42
3"	\$316.43	\$3.42
4"	\$482.42	\$3.42
Commercial/Schools		
5/8" & 3/4"	\$41.27	\$3.55
1"	\$54.53	\$3.55
1-1/2"	\$87.25	\$3.55
2"	\$126.68	\$3.55
3"	\$231.86	\$3.55
4"	\$350.27	\$3.55
Shore Acres Wholesale Rate (all meters)	\$3,195.87	\$3.66

Effective January 1, 2027, the monthly water service rates not including state and city taxes shall be set at the following amounts:

Customer Class/Meter	Customer Base Charge (per meter/month)	Commodity Charge (per ccf)
Residential	\$30.83	
Residential 0 to 10 CCF		\$2.53

Customer Class/Meter	Customer Base Charge (per meter/month)	Commodity Charge (per ccf)
Residential 11 to 16 CCF		\$3.85
Residential 17 to 21 CCF		\$5.06
Residential 22 to 42 CCF		\$6.38
Residential 43 CCF and more		\$7.59
Multi-residential		
5/8" & 3/4"	\$54.16	\$3.76
1"	\$74.55	\$3.76
1-1/2"	\$125.07	\$3.76
2"	\$185.92	\$3.76
3"	\$348.07	\$3.76
4"	\$530.66	\$3.76
Commercial/Schools		
5/8" & 3/4"	\$45.40	\$3.91
1"	\$59.98	\$3.91
1-1/2"	\$95.98	\$3.91
2"	\$139.35	\$3.91
3"	\$255.05	\$3.91
4"	\$385.30	\$3.91
Shore Acres Wholesale Rate (all meters)	\$3,515.46	\$4.03

Effective January 1, 2028, the monthly water service rates not including state and city taxes shall be set at the following amounts:

Customer Class/Meter	Customer Base Charge (per meter/month)	Commodity Charge (per ccf)
Residential	\$33.91	
Residential 0 to 10 CCF		\$2.78
Residential 11 to 16 CCF		\$4.24
Residential 17 to 21 CCF		\$5.57

Customer Class/Meter	Customer Base Charge (per meter/month)	Commodity Charge (per ccf)
Residential 22 to 42 CCF		\$7.02
Residential 43 CCF and more		\$8.35
Multi-residential		
5/8" & 3/4"	\$59.58	\$4.14
1"	\$82.01	\$4.14
1-1/2"	\$137.58	\$4.14
2"	\$204.51	\$4.14
3"	\$382.88	\$4.14
4"	\$583.73	\$4.14
Commercial/Schools		
5/8" & 3/4"	\$49.94	\$4.30
1"	\$65.98	\$4.30
1-1/2"	\$105.58	\$4.30
2"	\$153.29	\$4.30
3"	\$280.56	\$4.30
4"	\$423.83	\$4.30
Shore Acres Wholesale Rate (all meters)	\$3,867.01	\$4.43

Effective January 1, 2029, the monthly water service rates not including state and city taxes shall be set at the following amounts:

Customer Class/Meter	Customer Base Charge (per meter/month)	Commodity Charge (per ccf)
Residential	\$37.30	
Residential 0 to 10 CCF		\$3.06
Residential 11 to 16 CCF		\$4.66
Residential 17 to 21 CCF		\$6.13
Residential 22 to 42 CCF		\$7.72
Residential 43 CCF and more		\$9.19

Customer Class/Meter	Customer Base Charge (per meter/month)	Commodity Charge (per ccf)
Multi-residential		
5/8" & 3/4"	\$65.54	\$4.55
1"	\$90.21	\$4.55
1-1/2"	\$151.34	\$4.55
2"	\$224.96	\$4.55
3"	\$421.17	\$4.55
4"	\$642.10	\$4.55
Commercial/Schools		
5/8" & 3/4"	\$54.93	\$4.73
1"	\$72.58	\$4.73
1-1/2"	\$116.14	\$4.73
2"	\$168.62	\$4.73
3"	\$308.62	\$4.73
4"	\$466.21	\$4.73
Shore Acres Wholesale Rate (all meters)	\$4,253.71	\$4.87

Effective January 1, 2030, the monthly water service rates not including state and city taxes shall be set at the following amounts:

Customer Class/Meter	Customer Base Charge (per meter/month)	Commodity Charge (per ccf)
Residential	\$38.05	
Residential 0 to 10 CCF		\$3.12
Residential 11 to 16 CCF		\$4.75
Residential 17 to 21 CCF		\$6.25
Residential 22 to 42 CCF		\$7.87
Residential 43 CCF and more		\$9.37
Multi-residential		

Customer Class/Meter	Customer Base Charge (per meter/ month)	Commodity Charge (per ccf)
5/8" & 3/4"	\$66.85	\$4.64
1"	\$92.01	\$4.64
1-1/2"	\$154.37	\$4.64
2"	\$229.46	\$4.64
3"	\$429.59	\$4.64
4"	\$654.94	\$4.64
Commercial/Schools		
5/8" & 3/4"	\$56.03	\$4.82
1"	\$74.03	\$4.82
1-1/2"	\$118.46	\$4.82
2"	\$171.99	\$4.82
3"	\$314.79	\$4.82
4"	\$475.53	\$4.82
Shore Acres Wholesale Rate (all meters)	\$4,338.78	\$4.97

Section 2. Section 13.04.020 of the Gig Harbor Municipal Code is hereby repealed.

Section 3. Section 13.32.010 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.32.010 Sewer rates.

Effective March 1, 2026, the monthly sewer service rates not including state and city sales tax shall be set at the following amounts:

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Residential	\$47.49	\$5.84
Multifamily residential (per living unit)	\$36.55	\$5.86
Commercial/school	\$110.85	\$10.29
Dept. of Corrections	\$14,645.56	\$5.84

Effective January 1, 2027, the monthly sewer service rates not including state and city sales tax shall be set at the following amounts:

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Residential	\$50.34	\$6.19
Multifamily residential (per living unit)	\$38.74	\$6.21
Commercial/school	\$117.50	\$10.91
Dept. of Corrections	\$15,524.29	\$6.19

Effective January 1, 2028, the monthly sewer service rates not including state and city sales tax shall be set at the following amounts:

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Residential	\$53.36	\$6.56

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Multifamily residential (per living unit)	\$41.06	\$6.58
Commercial/school	\$124.55	\$11.56
Dept. of Corrections	\$16,455.75	\$6.56

Effective January 1, 2029, the monthly sewer service rates not including state and city sales tax shall be set at the following amounts:

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Residential	\$56.56	\$6.95
Multifamily residential (per living unit)	\$43.52	\$6.97
Commercial/school	\$132.02	\$12.25
Dept. of Corrections	\$17,443.10	\$6.95

Effective January 1, 2030, the monthly sewer service rates not including state and city sales tax shall be set at the following amounts:

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Residential	\$57.13	\$7.02
Multifamily residential (per living unit)	\$43.96	\$7.04
Commercial/school	\$133.34	\$12.37

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Dept. of Corrections	\$17,617.53	\$7.02

Section 4. Section 13.32.015 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.32.015 Sewer rates – Community systems.

Effective March 1, 2026, the monthly sewer service rates for the Shorecrest community system shall be set at \$108.04 per month.

Effective January 1, 2027, the monthly sewer service rates for the Shorecrest community system shall be set at \$114.52 per month.

Effective January 1, 2028, the monthly sewer service rates for the Shorecrest community system shall be set at \$121.39 per month.

Effective January 1, 2029, the monthly sewer service rates for the Shorecrest community system shall be set at \$128.67 per month.

Effective January 1, 2030, the monthly sewer service rates for the Shorecrest community system shall be set at \$129.96 per month.

Section 5. Section 13.32.020 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.32.020 Nonmetered uses.

Effective March 1, 2026, the monthly sewer service rates not including state and city sales tax for each unmetered residential unit, multifamily residential living unit, or commercial facility billing unit shall be as follows:

Nonmetered Customer Class	Monthly Charge
Residential	\$82.87/unit
Multifamily residential	\$59.42/living unit
Commercial	\$203.49/billing unit

Effective January 1, 2027, the monthly sewer service rates not including state and city sales tax for each unmetered residential unit, multifamily residential living unit, or commercial facility billing unit shall be as follows:

Nonmetered Customer Class	Monthly Charge
Residential	\$87.84/unit
Multifamily residential	\$62.99/living unit
Commercial	\$215.70/billing unit

Effective January 1, 2028, the monthly sewer service rates not including state and city sales tax for each unmetered residential unit, multifamily residential living unit, or commercial facility billing unit shall be as follows:

Nonmetered Customer Class	Monthly Charge
Residential	\$93.11/unit
Multifamily residential	\$66.77/living unit
Commercial	\$228.64/billing unit

Effective January 1, 2029, the monthly sewer service rates not including state and city sales tax for each unmetered residential unit, multifamily residential living unit, or commercial facility billing unit shall be as follows:

Nonmetered Customer Class	Monthly Charge
Residential	\$98.70/unit

Nonmetered Customer Class	Monthly Charge
Multifamily residential	\$70.78/living unit
Commercial	\$242.36/billing unit

Effective January 1, 2030, the monthly sewer service rates not including state and city sales tax for each unmetered residential unit, multifamily residential living unit, or commercial facility billing unit shall be as follows:

Nonmetered Customer Class	Monthly Charge
Residential	\$99.69/unit
Multifamily residential	\$71.49/living unit
Commercial	\$244.78/billing unit

Section 6. Section 13.32.025 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.32.025 Sewer rates – Community systems using flow meters.

Effective March 1, 2026, the monthly sewer service rates not including state and city sales tax for community systems basing billing on sewer flow meters shall be set at the following amounts:

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Residential	\$14.00 + \$31.26/unit	\$5.57
Multifamily residential	\$14.00 + \$19.63/unit	\$5.57
Commercial	\$14.00 + \$94.09/unit	\$9.79

Effective January 1, 2027, the monthly sewer service rates not including state and city sales tax for community systems basing billing on sewer flow meters shall be set at the following amounts:

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Residential	\$14.84 + \$33.14/unit	\$5.90
Multifamily residential	\$14.84 + \$20.81/unit	\$5.90
Commercial	\$14.84 + \$99.74/unit	\$10.38

Effective January 1, 2028, the monthly sewer service rates not including state and city sales tax for community systems basing billing on sewer flow meters shall be set at the following amounts:

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Residential	\$15.73 + \$35.13/unit	\$6.25
Multifamily residential	\$15.73 + \$22.06/unit	\$6.25
Commercial	\$15.73 + \$105.72/unit	\$11.00

Effective January 1, 2029, the monthly sewer service rates not including state and city sales tax for community systems basing billing on sewer flow meters shall be set at the following amounts:

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Residential	\$16.67 + \$37.24/unit	\$6.63
Multifamily residential	\$16.67 + \$23.38/unit	\$6.63
Commercial	\$16.67 + \$112.06/unit	\$11.66

Effective January 1, 2030, the monthly sewer service rates not including state and city sales tax for community systems basing billing on sewer flow meters shall be set at the following amounts:

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Residential	\$16.84 + \$37.61/unit	\$6.70

Customer Class	Customer Base Charge (per month)	Commodity Charge (per ccf)
Multifamily residential	\$16.84 + \$23.61/unit	\$6.70
Commercial	\$16.84 + \$113.18/unit	\$11.78

Section 7. Section 14.10.050 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

14.10.050 Stormwater monthly service rates.

In accordance with the basis for a rate structure set forth in GHMC 14.10.020, there is levied upon all developed real property within the boundaries of the utility the following monthly service rates which shall be collected from the owners of such properties:

Effective March 1, 2026, shall be \$18.40.

Effective January 1, 2027, shall be \$18.95.

Effective January 1, 2028, shall be \$19.52.

Effective January 1, 2029, shall be \$20.11.

Effective January 1, 2030, shall be \$20.71.

Section 8. Section 14.10.010 of the Gig Harbor Municipal Code is modified to add the following definition:

“Residential Unit” shall include any one of the following: one single-family dwelling with up to one accessory dwelling unit, one duplex building, or one mobile/manufactured home.

Section 9. Section 14.10.020 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

14.10.020 Policy on rates and charges.

A. The utility shall charge for each residential unit on a parcel based on the classifications listed below.

1. Small residence (4,400 square feet or less of hard surface area) shall be one EBU.

2. Medium residence (more than 4,400 square feet of hard surface area and less than 7,000 square feet of hard surface area) shall be 1.3 EBU.
 3. Large residence (7,000 square feet or more of hard surface area) shall be 1.6 EBU.
- B. Commercial buildings shall be granted a 10 percent rate reduction if all buildings on the property are shown to utilize a rainwater harvesting system in accordance with RCW 35.92.020(3).
- C. For all other developed parcels, including parcels with the mixed use of a residential use and any other use, the utility shall charge the number of equivalent billing units calculated on each parcel based on the amount of hard surface on each parcel divided by the definition of an equivalent billing unit identified in GHMC 14.10.010. Regardless of calculation of hard surface, a minimum of one equivalent billing unit shall be charged. Calculations that result in more than one equivalent billing unit shall be rounded to the nearest 0.1 EBU.

Section 10. Section 13.04.070 of the Gig Harbor Municipal Code is hereby repealed and replaced with the following:

13.04.070 Special Charges

The city may impose special service charges as adopted in the city's fee schedule.

Section 11. Severability. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, clause or phrase of this ordinance.

Section 12. Correction of Errors. The city clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 13. Effective Date. This ordinance shall take effect and be in full force on January 1, 2026.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 10th day of November, 2025.

Mary K. Barber
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk



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

Meeting Date: November 10, 2025

SUBJECT: Professional Services Contract with Gordon Thomas Honeywell for Lobbyist Services

SUBMITTED BY: City Administrator Katrina Knutson

DEPARTMENT: Administration

PHONE: (253) 851-6127

SUGGESTED MOTION: Move to authorize the mayor to execute a professional services agreement with Gordon Thomas Honeywell Government Relations (GTH-Gov) to provide state-level legislative lobbying services for the City of Gig Harbor for the 2026–2028 biennium.

BACKGROUND INFORMATION: The City of Gig Harbor retains professional lobbying support to advocate for state legislation and funding priorities that directly impact the community. Gordon Thomas Honeywell Government Relations has successfully represented the City in previous legislative sessions, helping advance transportation, infrastructure, and public safety objectives.

Contract Summary:

Term: January 1, 2026 – December 31, 2028

Consultant: Gordon Thomas Honeywell Government Relations

Total Contract Amount: Not to exceed \$129,756 (\$10,813 per quarter)

Scope of Work:

- Identify, track, and report on state legislation affecting Gig Harbor.
- Provide weekly updates during session and monthly updates during interim.
- Coordinate testimony, develop legislative strategies, and pursue City priorities in transportation, capital funding, public safety, environmental restoration, and land use.
- Work collaboratively with the Association of Washington Cities and other partners to advance beneficial policy outcomes.

FISCAL CONSIDERATION: Adequate funds are included in the City's biennial budget for legislative affairs and advocacy.

ATTACHMENTS:

1. Gig Harbor GTH 2026-28 Contract-State _knk

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

**WASHINGTON STATE SERVICE
CONSULTANT SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
GORDON THOMAS HONEYWELL GOVERNMENT RELATIONS**

THIS AGREEMENT is made by and between the City of Gig Harbor, a Washington municipal corporation (hereinafter the "City"), and Gordon Thomas Honeywell Government Relations, a limited liability corporation organized under the laws of the State of Washington located at 1201 Pacific Ave, Suite 2200 Tacoma, WA 98401 (hereinafter the "Consultant").

RECITALS

WHEREAS, the City desires to obtain lobbying services; and

WHEREAS, the City desires that the Consultant perform services necessary to provide the lobbying services described herein; 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; and

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

TERMS

I. Description of Work

The Consultant shall perform all work as described in **Exhibit A**.

II. Payment

A. The City shall pay the Consultant an amount not to exceed One Hundred and Twenty Nine Thousand Seven Hundred and Fifty Six Dollars (\$129,756), or Ten Thousand Eight Hundred Thirteen Dollars (\$10,813) per quarter, beginning January 1, 2026, for the services described in Section I herein. This is the maximum amount to be paid under this Agreement for the work described in **Exhibit A**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. PROVIDED, HOWEVER, the City reserves the right to direct the Consultant's compensated services under the time frame set forth in Section IV herein before reaching the maximum amount. The Consultant's staff and billing rates shall be as described in **Exhibit B**. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibit B** 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 XVIII herein.

B. The Consultant shall submit quarterly 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 forty-five (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 fifteen (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.

III. Relationship of Parties

The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Consultant is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or sub-consultant of the Consultant shall be or shall be deemed to be the employee, agent, representative or sub-consultant of the City. In the performance of the work, the Consultant is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives, or sub-consultants of the Consultant. The Consultant will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and sub-consultants during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

IV. Duration of Work

The City and the Consultant agree that work will begin on the tasks described in **Exhibit A** beginning on January 1, 2026. The parties agree that the work described in **Exhibit A** shall be completed by December 31, 2028.

V. Termination

A. Termination of Agreement. The City may terminate this Agreement, for public convenience, the Consultant's default, the Consultant's insolvency or bankruptcy, or the Consultant's assignment for the benefit of creditors, at any time prior to completion of the work described in **Exhibit A**. If delivered to consultant in person, termination shall be effective immediately upon the Consultant's receipt of the City's written notice or such date stated in the City's notice, whichever is later.

B. Rights Upon Termination. In the event of termination, the City shall pay for all services satisfactorily performed by the Consultant to the effective date of termination, as described on a final invoice submitted to the City. Said amount shall not exceed the amount in Section II above. After termination, the City may take possession of all records

and data within the Consultant's possession pertaining to this Agreement, which records and data may be used by the City without restriction. Upon termination, the City may take over the work and prosecute the same to completion, by contract or otherwise. Except in the situation where the Consultant has been terminated for public convenience, the Consultant shall be liable to the City for any additional costs incurred by the City in the completion of the Scope of Work referenced as **Exhibit A** and as modified or amended prior to termination. "Additional Costs" shall mean all reasonable costs incurred by the City beyond the maximum contract price specified in Section II(A), above.

VI. Discrimination

In the hiring of employees for the performance of work under this Agreement or any sub-contract hereunder, the Consultant, its subcontractors, or any person acting on behalf of such Consultant or sub-consultant shall not, by reason of race, religion, color, sex, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

VII. Indemnification

The Consultant shall defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorneys' fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. The City's inspection or acceptance of any of the Consultant's work when completed shall not be grounds to avoid any of these covenants of indemnification.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, 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, agents and volunteers, the Consultant's liability 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 INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER. THE CONSULTANT'S WAIVER OF IMMUNITY UNDER THE PROVISIONS OF THIS SECTION DOES NOT INCLUDE, OR EXTEND TO, ANY CLAIMS BY THE CONSULTANT'S EMPLOYEES DIRECTLY AGAINST THE CONSULTANT.

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

VIII. 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 Consultant's own work including the work of the Consultant's agents, representatives, employees, sub-consultants or sub-contractors.

B. Before beginning work on the project described in this Agreement, the Consultant shall provide evidence, in the form of a Certificate of Insurance, of the following insurance coverage and limits (at a minimum):

1. Business auto coverage for any auto no less than a \$1,000,000 each accident limit, and
2. Commercial General Liability insurance no less than \$1,000,000 per occurrence with a \$2,000,000 aggregate. Coverage shall include, but is not limited to, contractual liability, products and completed operations, property damage, and employers liability, and

C. All policies and coverage's shall be on an occurrence made basis.

D. The Consultant is responsible for the payment of any deductible or self-insured retention that is required by any of the Consultant's insurance. If the City is required to contribute to the deductible under any of the Consultant's insurance policies, the Contractor shall reimburse the City the full amount of the deductible within 10 working days of the City's deductible payment.

E. The City of Gig Harbor shall be named as an additional insured on the Consultant's commercial general liability policy. This additional insured endorsement shall be included with evidence of insurance in the form of a Certificate of Insurance for coverage necessary in Section B. The City reserves the right to receive a certified and complete copy of all of the Consultant's insurance policies.

F. Under this agreement, the Consultant's insurance shall be considered primary in the event of a loss, damage or suit. The City's own comprehensive general liability policy will be considered excess coverage with respect to defense and indemnity of the City only and no other party. Additionally, the Consultant's commercial general liability policy must provide cross-liability coverage as could be achieved under a standard ISO separation of insured's clause.

G. The Consultant shall request from his insurer a modification of the ACORD certificate to include language that prior written notification will be given to the City of Gig Harbor at least 30-days in advance of any cancellation, suspension or material change in the Consultant's coverage.

IX. Exchange of Information

The City warrants the accuracy of any information supplied by it to the Consultant for the purpose of completion of the work under this Agreement. The parties agree that the Consultant will notify the City of any inaccuracies in the information provided by the City as may be discovered in the process of performing the work, and that the City is entitled to rely upon any information supplied by the Consultant which results as a product of this Agreement.

X. Ownership and Use of Records and Documents

Original documents, drawings, designs and reports developed under this Agreement shall belong to and become the property of the City. All written information submitted by the City to the Consultant in connection with the services performed by the Consultant under this Agreement will be safeguarded by the Consultant to at least the same extent as the Consultant safeguards like information relating to its own business. If such information is publicly available or is already in consultant's possession or known to it, or is rightfully obtained by the Consultant from third parties, the Consultant shall bear no responsibility for its disclosure, inadvertent or otherwise.

XI. 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.

XII. Consultant to Maintain Records to Support Independent Contractor Status

On the effective date of this Agreement (or shortly thereafter), the Consultant shall comply with all federal and state laws applicable to independent contractors including, but not limited to the maintenance of a separate set of books and records that reflect all items of income and expenses of the Consultant's business, pursuant to the Revised Code of Washington (RCW) Section 51.08.195, as required to show that the services performed by the Consultant under this Agreement shall not give rise to an employer-employee relationship between the parties which is subject to RCW Title 51, Industrial Insurance.

XIII. 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 sub-consultants 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.

XIV. 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.

XV. Resolution of Disputes and Governing Law

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 Administrator and the City shall determine the term or provision's true intent or meaning. The City Administrator 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.

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 Administrator's 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 non-prevailing party in any action brought to enforce this Agreement shall pay the other parties' expenses and reasonable attorney's fees.

XVI. Written Notice

All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the agreement, unless notified to the contrary. Unless otherwise specified, any written notice hereunder shall become effective upon the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated below:

CONSULTANT:

Tim Schellberg, President
Gordon Thomas Honeywell Gov. Relations
1201 Pacific Ave., Suite 2200
Tacoma, WA 98401
(253) 620-6500

City Administrator
City of Gig Harbor
3510 Grandview Street
Gig Harbor, Washington 98335
(253) 851-6127

XVII. Assignment

Any assignment of this Agreement by the Consultant without the written consent of the City shall be void. If the City shall give its consent to any assignment, this paragraph

shall continue in full force and effect and no further assignment shall be made without the City's consent.

XVIII. Modification

No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and the Consultant.

XIX. Entire Agreement

The written provisions and terms of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, this Agreement or the Agreement documents. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and any Exhibits attached hereto, which may or may not have been executed prior to the execution of this Agreement. All of the above documents are hereby made a part of this Agreement and form the Agreement document as fully as if the same were set forth herein. Should any language in any of the Exhibits to this Agreement conflict with any language contained in this Agreement, then this Agreement shall prevail.

IN WITNESS WHEREOF, the parties have executed this Agreement on this ____ day of _____, 2025.

CONSULTANT

CITY OF GIG HARBOR

By: _____

By: _____
Mayor

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Exhibit A Scope of Work

The Consultant shall provide the City of Gig Harbor with the following Washington State legislative governmental affair services:

The Consultant shall:

1. Identify and track all legislation relevant to the City of Gig Harbor;
2. Provide the City with frequent reports and updates during the legislative session to include two monthly summary presentations to city council during study sessions during session on legislation of particular interest to the city and weekly calls with the city administrator and key staff.
3. Provide monthly written and verbal updates during the legislative interim.
4. Attend all relevant legislative hearings where the City of Gig Harbor's interests are directly affected;
5. Work throughout the year with the City of Gig Harbor to develop and implement legislative objectives and strategy;
6. Coordinate with City of Gig Harbor officials to testify at relevant legislative hearings; and
7. Lobby to pass, defeat or amend legislation that directly affects the City of Gig Harbor's interests.

In addition to the above, the Consultant shall perform the following specific tasks:

1. Pursue items identified in the City's 2026-28 legislative agendas, including but not limited to:
 - a. Transportation funding for projects identified by the City;
 - b. Capital funding for projects identified by the City;
 - c. Clarifying recently enacted law enforcement reform measures to ensure that the City can provide for public safety;
 - d. Funding local culverts;
 - e. Protecting the City's ability to make locally-appropriate land use and permitting decisions.
2. Work with the Association of Washington Cities to further legislation that is favorable to the City of Gig Harbor.

Exhibit B Billing Rates

As described in Section II of this agreement, a quarterly service fee of Ten Thousand Eight Hundred Thirteen Dollars (\$10,813) per quarter shall be charged to provide the services described in this agreement. This fee will cover all work performed by Shelly Helder, and other GTH-Gov staff.



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

Meeting Date: November 10, 2025

SUBJECT: Municipal Court Judge Services Contract

SUBMITTED BY: City Administrator Katrina Knutson

DEPARTMENT: Administration

PHONE: (253) 851-6127

SUGGESTED MOTION: Move to authorize the mayor to execute a municipal court judge services agreement with Sandra L. Allen.

BACKGROUND INFORMATION: The current term for the Gig Harbor Municipal Court Judge expires at the end of 2025. The judge has submitted a proposed contract for the 2026–2029 judicial term for City Council consideration.

Over the past two years, the city has seen a marked increase in its court caseload because of strengthened public safety priorities, including a renewed focus on the prosecution of misdemeanor crimes and enhanced traffic enforcement. From 2023 to 2024, the court's caseload increased by 36 percent, and from 2024 to 2025, the caseload is on pace to increase by an additional 41 percent.

Additionally, recent Supreme Court Rules regarding timely arraignments now require the judge to be available every Monday morning to conduct in-custody arraignments. This new requirement has added to the regular judicial workload and availability expectations.

The proposed contract reflects a monthly compensation adjustment from \$5,500 to \$7,500 per month, consistent with the substantial increase in judicial workload and the city's continued commitment to maintaining a responsive and efficient municipal court system. The new contract will be effective January 1, 2026, through December 31, 2029.

FISCAL CONSIDERATION: The increased compensation will be incorporated into the Municipal Court's operating budget beginning in 2026. Funding for the position is included within the General Fund.

ATTACHMENTS:

1. Municipal Court Judge Services Contract

STRATEGIC PLAN PRIORITY: Foster a healthy city organization

MUNICIPAL COURT JUDGE SERVICES AGREEMENT

The parties to this agreement are as follows: Sandra L. Allen, hereinafter referred to as "Judge", and the City of Gig Harbor, Washington, hereinafter referred to as the "City."

PURPOSE

The purpose of this agreement is to set forth the terms of the agreement between the parties whereby the City appoints a municipal court judge at an established compensation level and the Judge agrees to perform the municipal court judge duties as provided by state statute and city ordinance.

AGREEMENT

The parties hereto agree as follows:

- A. Performance of Duties. The Judge shall at all times faithfully, and to the best of her ability and experience, perform all of the duties that are required of her pursuant to the expressed and implicit terms of this Agreement and pursuant to the rules of professional ethics and code of judicial conduct as well as the obligations of the court as established by State statute or City Ordinance. The provisions of chapter 3.50 RCW, and the Washington State Court Rules are incorporated into this Agreement as if fully set forth therein. The parties acknowledge that the court is an independent branch of government and that the judge and court employees are bound to act in accordance with the provisions of the Code of Judicial Conduct and Washington State Court rules.
- B. Compensation. The City shall compensate the Judge for conducting municipal court services for the City of Gig Harbor as follows:
 - 1. The monthly compensation shall be \$7,500.00 for general administrative time, jury and non-jury trials and hearings, in-custody arraignments, regular scheduled court calendars, and related activities not specified herein. For the duration of this agreement, effective on January 1, 2027, and each year thereafter for the duration of the contract, the Judge shall receive a Cost-of-Living Adjustment (COLA) in the amount of five percent (5%) annually. The COLA shall be calculated on a compounding basis, such that each year's adjustment is applied to the adjusted base wage from the prior year.
 - 2. Mileage incurred by the Judge shall not be reimbursed by the City.
 - 3. The City will annually budget up to sixty (60) hours per year of pro tem coverage for conferences, vacation, sick leave, judicial education and/or training for the Judge. In addition, the City will pay for Pro Tern coverage for conflict cases, disqualifications, or similar

reasons. Judge Pro Tern shall be paid at the rate of sixty dollars (\$75) per hour.

4. The City will annually budget thousand (\$2,000) for judicial conferences and/or training expenses and required association dues and fees for the Judge.

Monthly invoices shall be submitted to the City after such services have been performed. The City shall pay the full amount of the invoice within thirty (30) days of the receipt.

- C. Liability Insurance. The City shall provide and maintain public official's liability insurance covering the Judge for the discharge of her official duties at limits consistent with levels of coverage maintained for other city public officials and employees.
- D. Judge Pro Tem. The judge may designate one or more persons as judges pro tem to serve in the absence or disability of the duly appointed judges of the court, subsequent to the filing of an affidavit of prejudice, or in addition to the duly appointed judges when the administration of justice and the accomplishment of the work of the court make it necessary. The qualifications of a judge pro tempore shall be the same as for judges as provided under RCW 3.50.040 except that a judge pro tempore need not be a resident of the city or county in which the municipal court is located. Compensation of the Judge Pro Tem shall be paid by the City for the situations described above and for up to sixty (60) hours per year when the Judge is not available for Court for conferences, vacation, sick leave, judicial education and/or training. In addition, the City shall pay Judge Pro Tems for conflict cases and disqualifications. All other uses of a Judge Pro Tems shall be paid by the Judge.
- E. Conditions of Service. The Judge is an independent contractor and shall provide professional services to the City pursuant to this Agreement. The Judge is not an employee of the City and shall be responsible for paying federal income tax and other taxes, fees, or other charges imposed by law upon independent contractors from the compensation paid to her by the City. The Judge shall not be entitled to any benefits provided to City employees and shall specifically not be entitled to sick leave, vacation, unemployment insurance, workers' compensation, overtime, compensatory time or any other benefit not specifically addressed and provided for in this Agreement. The Judge shall be subject to the Code of Judicial Conduct.
- F. Indemnification. The Judge is a public official of the City of Gig Harbor. The Judge agrees to indemnify, defend and hold the City harmless for any and all claims or liabilities of any nature for any acts of the Judge that are outside of the scope of her official duties as described herein.
- G. Term. Pursuant to RCW 3.50.040, this Agreement shall commence on January 1, 2026, and terminate on December 31, 2029, If the City chooses to appoint or

reappoint the municipal court judge, such appointment or reappointment shall take place on or before December 1, 2029.

This Agreement may be terminated by the Judge providing a sixty (60) day written notice of termination to the City. The Judge may be removed from office only as provided in RCW 3.50.095 (as it now exists or may be amended in the future), upon action of the Commission on Judicial Conduct and the Supreme Court; PROVIDED that the City may decide at any time after execution of the Agreement to terminate the municipal court as provided in chapter 3.50 RCW and eliminate the position of municipal court judge. Both parties specifically agree that elimination of the position of municipal court judge does not constitute "removal" of the judge from office and does not trigger RCW 3.50.095 (as it now exists or may be amended in the future). PROVIDED FURTHER, that if the position of municipal court judge becomes full-time as defined in RCW 3.50.055 and the City is required to fill the position by election, the City may also terminate this Agreement by providing the Judge at least (60) days written notice. PROVIDED FURTHER, that elimination of the court/judge mid-term, under all circumstances except the municipal court becoming full-time as defined in RCW 3.50.055, does not alleviate the City's obligation to pay the negotiated contract rate for the balance of the four-year term.

- H. Nonexclusive Contract. This shall be a nonexclusive contract. The City reserves the right to appoint additional judges, to contract for additional court services in the future, or to terminate this agreement for the purpose of filling the position by election (as required by RCW 3.50.055). Nothing herein shall be interpreted to prohibit such future appointment or restrict the City's decision to increase the position to full-time, which could trigger the provisions of RCW 3.50.055.
- I. Resolution of Disputes. 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, and the City shall determine the term or provision's true intent or meaning. If any dispute arises between the City and the Judge which cannot be resolved by the City's determination in a reasonable period of time, or if the Judge does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be with the Pierce County Superior Court, in Pierce County, Washington. The prevailing party shall be reimbursed by the other party for its costs, expenses and reasonable attorney's fees incurred in any litigation arising out of the enforcement of this Agreement.
- J. Integration. The written provisions and terms of this Agreement shall supersede all prior verbal statements of any officer or representative of the City, or any prior agreements between the parties and such statement or prior agreements shall not be effective or be construed as entering into, forming a part of, or altering this Agreement in any way. The entire agreement between the parties is contained in this Agreement document.
- K. Severability. In the event that any provision of this Agreement shall be

determined by a court of competent jurisdiction to be invalid, the remaining provisions shall remain in full force and effect.

- L. Notice. Notice given pursuant to this Agreement shall be given in writing to the parties as follows:

If to Judge:
Sandra L. Allen
3016 N. Narrows Dr. Unit 414
Tacoma, WA 98407

If to City:
City Administrator
3510 Grandview Street
Gig Harbor, WA 98335

- M. No waiver or modification of this Agreement shall be valid unless in writing and duly executed by both parties. The failure of either party to insist upon strict performance of any of the provisions of this Agreement shall not be construed to be a waiver or relinquishment of said Agreement provision, and the same shall remain in full force and effect.

Dates this _____ day of _____, 2025

CITY OF GIG HARBOR

Mary Barber, Mayor

Sandra Allen, Municipal Court Judge

ATTEST:

APPROVED AS TO FORM:

Joshua Stecker, City Clerk

Daniel P. Kenny, City Attorney

UPCOMING GIG HARBOR CITY MEETINGS
ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

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

Day	Date	Time	Group	Agenda Items
M	Nov. 10	5:30pm	City Council Meeting	<i>See Agenda</i>
M	Nov. 10	5:30pm	Historic Preservation Commission	• Masonic Lodge
TH	Nov. 13	3:00pm	City Council Study Session FULL	• Crescent Creek Park Master Plan – Preferred Concept (30 min) • YMCA Sports Complex Services Agreement (30 min) • Representative Adison Richards (15-min)
TU	Nov. 18	11:00am	Arts Commission	
TH	Nov. 20	3:00pm	City Council Study Session	• Public Works Staffing Study (30-min) • ITS Staffing Study (30-min) • Laguna's on the Bay Utility Extension Agreement (10 min) • Executive Session
TH	Nov. 20	5:30pm	Planning Commission	• Phase 2 Code Development
M	Nov. 24	5:30pm	City Council Meeting	Consent: • Professional Services Contract with Grette & Associates for Burnham Dr Mitigation Monitoring • Professional Services Contract with HDR Consultants for LS#14 Design and Permitting • Resolution 1347 Adopting 2025 Active Transportation Plan Business: • Public Hearing: Second Reading of Ordinance 1556 Amending 2025-26 Budget • Contract for Municipal Court Judge • First Reading of Ordinance 1557 Comcast Franchise Agreement • Resolution 1346 Summer Lane Wastewater Comprehensive Plan Technical Amendment
W	Dec. 3	5:30pm	Parks Commission	
TH	Dec. 4	5:30pm	Planning Commission	
M	Dec. 8	5:00pm	Reception	Reception honoring outgoing councilmembers
M	Dec. 8	5:30pm	City Council Meeting	Presentation: Oath of Office for Incoming Councilmembers Consent: • Court Security Contract • Second Reading and Adoption of Ordinance 1557 Comcast Franchise Agreement Business: • Crescent Creek Park Master Plan – Adoption
TH	Dec. 11	3:00pm	City Council Study Session	• Soundview Forest Stormwater Park Grant (20 min)

UPCOMING GIG HARBOR CITY MEETINGS
ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

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

Day	Date	Time	Group	Agenda Items
				• Board/Commission Discussion • Trailside Apartment Utility Extension Agreement (10 min)
TU	Dec. 16	11:00am	Arts Commission	
TH	Dec. 20	5:30pm	Planning Commission	
F	Jan. 9	8:00am	City Council Retreat	
M	Jan. 12	5:30pm	City Council Meeting	
TH	Jan. 15	3:00pm	City Council Study Session	
M	Jan. 26	5:30pm	City Council Meeting	Business: • Council Committee Assignments • Election of Mayor Pro Tempore Staff Report: Quarterly Finance & Budget Reports
TH	Jan. 29	3:00pm	City Council Study Session	

City of Gig Harbor Three-Year Strategic Plan 2025-2027

Adopted by Resolution 1340, July 14, 2025

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

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