

AGENDA
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, December 11, 2025 - 3:00 PM
Community Rooms

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.

CALL TO ORDER/ROLL CALL

DISCUSSION ITEMS

- 1. Introduction of Planning Commission Appointees (Kim Anderson, Jim Henderson, Katy Cornell)**
- 2. Soundview Forest Stormwater Park Grant**
Suggested Motion: N/A
 - a. Staff Report: NPDES Coordinator Michael Abboud
 - b. Clarifying Questions
 - c. Public Comment
 - d. Council Deliberation and Action
- 3. Trailside Apartments (Rush Development) Utility Extension Agreement**
Suggested Motion: N/A
 - a. Staff Report: Public Works Director Jeff Langhelm, PE
 - b. Clarifying Questions
 - c. Public Comment
 - d. Council Deliberation and Action
- 4. City Insurance Provider Change**
Suggested Motion: N/A
 - a. Staff Report: City Administrator Katrina Knutson
 - b. Clarifying Questions
 - c. Public Comment
 - d. Council Deliberation and Action
- 5. City Business Hours**
Suggested Motion: N/A
 - a. Staff Report: City Administrator Katrina Knutson
 - b. Clarifying Questions
 - c. Public Comment
 - d. Council Deliberation and Action

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 Study Sessions

We welcome comment at Council study sessions following the staff report and clarifying questions of each discussion item. Comments must be related to the discussion item at hand.

When the mayor calls for public comment, please come forward to the table (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 two 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.

Map of Parcel – 7601 Soundview



Stormwater Park Examples

Manchester Stormwater Park (q'áq'ad Park) – Kitsap County



Point Defiance Stormwater Treatment – Parks Tacoma





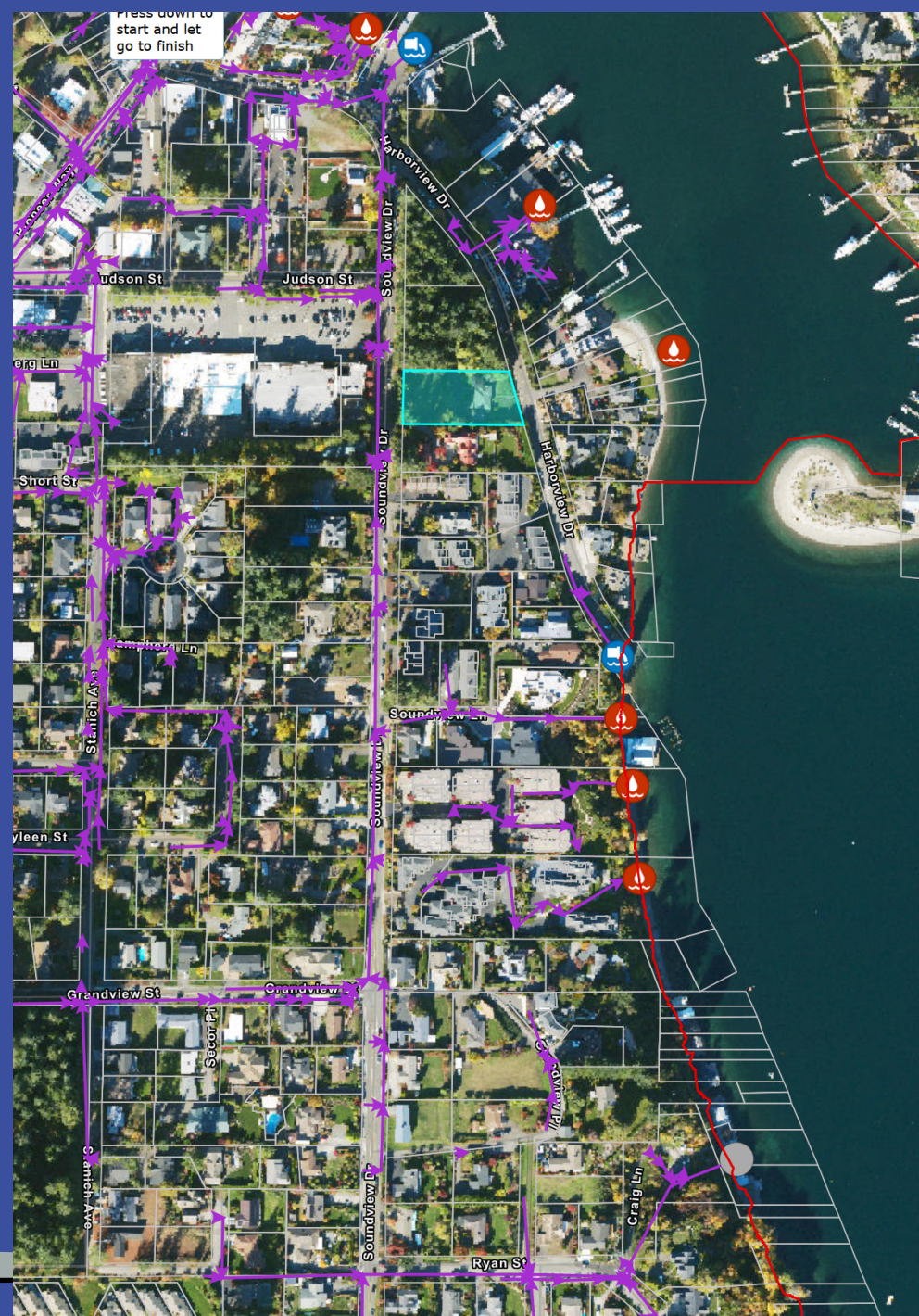
Stormwater Park Feasibility Grant

Michael Abboud – NPDES Coordinator

What is the Project?

- Evaluate feasibility of a Stormwater Park at 7601 Soundview Drive
- Identify stormwater treatment options for uphill runoff
- Explore compatible community and recreational uses
- Produce a conceptual plan for a preferred design
- No obligation to follow through on constructing the preferred design





Where is the Funding From?

- \$110,000 grant from the Puget Sound National Estuary Program
- Pass-through funding from Environmental Protection Agency (EPA)
- Managed through Washington Department of Ecology
- No matching funds required from the City
- \$10,000 city stormwater funds to support land survey



Why This Site?

- City-owned property south of Soundview Forest Park
- Property purchase agreement requires public use of the site by 2028
- Strategic location to treat runoff from Soundview Drive
- Potential alignment with Judson Street Subarea Plan



Next Steps

- Gather Council feedback on project direction
- Sign grant agreement
- Develop and release a Request for Qualifications (RFQ)
- Select consultant and begin feasibility study



Questions?

RESOLUTION NO. XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO EXTENDING SEWER SERVICE OUTSIDE THE CITY, AUTHORIZING THE EXECUTION OF ONE SEWER UTILITY EXTENSION AGREEMENT WITH RUSH DEVELOPMENT, TO A HUNDRED AND TWENTY (120) UNIT MULTI-FAMILY APARTMENT DEVELOPMENT IN PIERCE COUNTY, WASHINGTON.

WHEREAS, This resolution replaces City of Gig Harbor resolution 1313 approved on May 28th, 2024 and recorded with Pierce County on August 28th, 2024; and

WHEREAS, Rush Development is in the process of permitting through Pierce County a development consisting of five (5) multifamily residential apartment buildings and an amenity clubhouse subdivision outside city limits but inside the City's urban growth area and have requested one hundred and twenty-two (121) Equivalent Residential Units (ERU's); and

WHEREAS, Rush Development has requested connection to the City of Gig Harbor's sewer utility to serve their subdivision known as Trailside Apartments and located at 5726 & 5730 Baker Way, parcel 3001200020 and parcel 3001200030; and

WHEREAS, RCW 35.67.310 authorize the City to provide sewer utility services to property beyond the City limits; and

WHEREAS, Chapter 13.34 of the Gig Harbor Municipal Code (GHMC) requires the property owner seeking a utility extension to enter into a utility extension agreement with the City as a condition of a utility extension; and

WHEREAS, the City has identified a segment of the sewer conveyance system within Burnham Drive that may have a possible deficiency with the capacity, which the

city is currently verifying the capacity at this segment and should have a determination of capacity in this segment of sewer conveyance within the next 12 months; and

WHEREAS, the City currently has capacity at the treatment plant to provide the requested utility connections; and

WHEREAS, the City currently has capacity at the treatment plant to provide the requested utility connections; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council hereby authorizes the Mayor to execute the Utility Extension Agreement attached hereto as Exhibit A, with the owner, Rush Development.

Section 2. The City Council finds that the requirements Chapter 13.34.040(B) GHMC have been met.

Section 3. Based on a city-identified segment of the sewer conveyance system within Burnham Drive that may have a possible deficiency with the capacity, the city is verifying the capacity at this segment. Once this verification is completed, if it is determined that the capacity of the segment is exceeded with Rush Development's Trailside Apartment project, the project will be required to pay a pro-rata share of the improvements required to provide additional capacity in the segment. If it is verified that the segment has not exceeded capacity, then nothing will be owed. Any pro-rata share payment would be calculated by the city as a percentage of the total estimated sewer flows from Rush Development's Trailside Apartments relative to the additional capacity gained in the segment of sewer conveyance in Burnham Drive. The pro-rata share payment must be paid prior to the date of the city awarding a public works construction

contract that provides additional capacity for this segment of sewer conveyance in Burnham Drive.

Section 4. The City Council hereby directs the City Clerk to record the Utility Extension Agreement against the Property legally described in Exhibit A of the Utility Extension Agreement, at the cost of the applicant.

PASSED by the City Council this ____ day of ____ 2026.

APPROVED:

MAYOR MARY BARBER

ATTEST/AUTHENTICATED:

CITY CLERK, JOSH STECKER

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL: _____
RESOLUTION NO. XXXX

AFTER RECORDING RETURN TO:

The City of Gig Harbor
Attn: City Clerk
3510 Grandview Street
Gig Harbor, WA 98335

WASHINGTON STATE COUNTY AUDITOR/RECORDER'S INDEXING FORM

Document Title(s) (or transactions contained therein):

Utility Extension, Capacity Agreement and Agreement Waiving Right to Protest LID

Grantor(s) (Last name first, then first name and initials)

Rush Development

Grantee(s) (Last name first, then first name and initials)

City of Gig Harbor

Legal Description (abbreviated: i.e., lot, block, plat or section, township, range)

Lots 2 and 3, Canterwood Division Eleven, Phase 2, recorded under recording number
200904235002, records of Pierce County, Washington.

Assessor's Property Tax Parcel or Account Number: 3001200020 & 3001200030

Reference Number(s) of Documents assigned or released: _____

**UTILITY EXTENSION, CAPACITY AGREEMENT
AND AGREEMENT WAIVING RIGHT TO PROTEST LID**

THIS AGREEMENT is entered into this _____ day of _____, 2026, between the City of Gig Harbor, Washington, a municipal corporation of the State of Washington (the "City"), and Rush Development, a WA Profit Corporation (the "Owner").

RECITALS

WHEREAS, the Owner is the owner of certain real property located in Pierce County which is legally described as set forth in Exhibit "A" and shown in the location map in Exhibit "B" attached hereto and incorporated herein by this reference; and

WHEREAS, the Owner's property is not currently within the City limits; and

WHEREAS, the Owner desires to connect to the City sewer utility system, hereafter referred to as the "utility," and the City is willing to allow connection only upon certain terms and conditions in accordance with Title 13 of the Gig Harbor Municipal Code, as now enacted or hereinafter amended; and

WHEREAS, on December 11, 2025, the City Council held a Council meeting on this Utility Extension Capacity Agreement; NOW, THEREFORE,

FOR AND IN CONSIDERATION of the mutual benefits and conditions hereinafter contained, the parties agree as follows:

TERMS

1. Warranty of Title. The Owner warrants that Owner is the owner of the property described in Exhibit 'A', which is attached hereto and incorporated herein by this reference, and is authorized to enter into this Agreement.

2. Extension Authorized. The City hereby authorizes the Owner to extend service to Owner's property from the existing utility line on Canterwood Blvd (street or right-of-way) at the following location: 5726 & 5730 Baker Way NW, Gig Harbor WA, 98332
_____.

3. Costs.

A. Owner will pay all costs of designing, engineering, and constructing the extension. All construction shall be done to City standards and according to plans approved by the City Engineer. Any and all costs incurred by the City in reviewing plans and inspecting construction shall be paid for by the Owner.

B. Based on a city-identified segment of the sewer conveyance system within Burnham Drive that may have a possible deficiency with the capacity, the city is verifying the capacity at this segment. Once this verification is completed, if it is determined that the capacity

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of the segment is exceeded with Rush Development's Trailside Apartment project, the project will be required to pay a pro-rata share of the improvements required to provide additional capacity in the segment. If it is verified that the segment has not exceeded capacity, then nothing will be owed. Any pro-rata share payment would be calculated by the city as a percentage of the total estimated sewer flows from Rush Development's Trailside Apartments relative to the additional capacity gained in the segment of sewer conveyance in Burnham Drive. The pro-rata share payment must be paid prior to the date of the city awarding a public works construction contract that provides additional capacity for this segment of sewer conveyance in Burnham Drive.

4. Sewer Capacity Commitment. The City agrees to provide to the Owner sewer utility service and hereby reserves to the Owner the right to discharge to the City's sewage system 121 ERU's; provided however, that the City retains the authority to temporarily suspend such capacity where necessary to protect public health and safety, or where required to comply with the City's NPDES permit, or any other permits required by any agency with jurisdiction. These capacity rights are allocated only to the Owner's system as herein described. Any modification to this system must first be approved by the City. Capacity rights acquired by the Owner pursuant to this Agreement shall not constitute ownership by the Owner of any facilities comprising the City sewage system. The City agrees to reserve to the Owner this capacity as set forth in GHMC 13.34.030.

5. Capacity Commitment Payment.

A. The Owner agrees to pay the City within 30 days of City Council approval of this Agreement and prior to the Mayor's execution of this agreement the sum of \$ 264,618.00, which is fifteen percent (15%) of the current general facilities charge, to reserve the above specified capacity. This payment shall reserve the specified capacity for a period of up to three years from the date of the Mayor's execution. The original agreement amount of \$ 242,928.00 was paid on 06/12/2024, leaving a balance of \$19,521.00.

B. In the event the Owner has not made connection to the City's utility system by the date set forth above and no extension of the commitment period occurs as outlined below, such capacity commitment shall expire and the Owner shall forfeit one hundred percent (100%) of this capacity commitment payment to cover the City's administrative and related expenses.

C. In the event the Pierce County Boundary Review Board should not approve extension of the City's sewer system prior to the expiration of the commitment period, the Owner shall be entitled to a refund of the capacity commitment payment (without interest), less a five percent (5%) administrative fee.

6. Extension of Commitment Period. The Owner may extend the capacity commitment period for the life of the underlying development application or the underlying development approval upon payment of a capacity commitment payment of 100% of the value of the current general facilities charge. At the time of actual connection, per GHMC 13.34.040(7), if the sewer general facilities charge has increased, the Owner shall pay the difference between what was paid for the capacity commitment payment and the actual cost of the current general facilities charge.

7. Permits; Easements. Owner shall secure and obtain, at Owner's sole cost and expense, any and all necessary permits, easements, approvals, and licenses to construct the extension, including, but not limited to, all necessary easements, excavation permits, street use permits, or other permits required by state, county and city governmental departments including, but not limited to, the Pierce County Public Works Department, Pierce County Environmental Health Department, State Department of Ecology, Pierce County Boundary Review Board, and City of Gig Harbor.

8. Turn Over of Capital Facilities. If the extension of utility service to Owner's property involves the construction of water or sewer main lines, pump stations, wells, and/or other City required capital facilities, the Owner agrees if required by the City to turn over and dedicate such facilities to the City, at no cost, upon the completion of construction and approval and acceptance of the same by the City. As a prerequisite to such turn over and acceptance, the Owner will furnish to the City the following:

- A. Record drawings in a form acceptable to the City Engineer;
- B. Any necessary easements, permits or licenses for the continued operation, maintenance, repair or reconstruction of such facilities by the City, in a form approved by the City Attorney;
- C. A bill of sale in a form approved by the City Attorney; and
- D. A bond or other suitable security in a form approved by the City Attorney and in an amount approved by the City Engineer, ensuring that the facilities will remain free from defects in workmanship and materials for a period of two years.

9. General Facilities Charges. The Owner agrees to pay the applicable general facilities charges, in addition to any costs of construction, as a condition of connecting to the City utility system at the rate schedules applicable at the time the Owner physically connects his/her property to the system. Any commitment payment that has not been forfeited shall be applied to the City's general facilities charges. Should the Owner not connect 100% of the Sewer Capacity Commitment, the Capacity Commitment payment shall be credited on a prorated percentage basis to the general facilities charges as they are levied.

10. Service Charges. In addition to the general facilities charges, the Owner agrees to pay for utility service rendered according to the rates for services applicable to properties outside the city limits as such rates exist (which is presently at 150% the rate charged to customers inside city limits) or as they may be hereafter amended or modified.

11. Annexation.

- A. Owner understands that annexation of the property described on Exhibit 'A' to the City will result in the following consequences:
 - i. Pierce County ordinances, resolutions, rules and regulations will cease to apply to the property upon the effective date of annexation;

- ii. City of Gig Harbor ordinances, resolutions, rules and regulations will apply to the property upon the effective date of annexation;
- iii. Governmental services, such as police, fire and utility service will be provided to the property by the City of Gig Harbor upon the effective date of annexation;
- iv. The property may be required to assume all or any portion of the existing City of Gig Harbor indebtedness, and property tax rates and assessments applicable to the property may be different from those applicable prior to the effective date of annexation;
- v. Zoning and land use regulations applicable to the property after annexation may be different from those applicable to the property prior to annexation; and
- vi. All or any portion of the property may be annexed and the property may be annexed in conjunction with, or at the same time as, other property in the vicinity.

B. With full knowledge and understanding of these consequences of annexation and with full knowledge and understanding of Owner's decision to forego opposition to annexation of the property to the City of Gig Harbor, Owner agrees to sign a petition for annexation to the City of the property described on Exhibit "A" as provided in RCW 35.14.120, as it now exists or as it may hereafter be amended, at such time as the Owner is requested by the City to do so. The Owner also agrees and appoints the Mayor of the City as Owner's attorney-in-fact to execute an annexation petition on Owner's behalf in the event that Owner shall fail or refuse to do so and agrees that such signature shall constitute full authority from the Owner for annexation as if Owner had signed the petition himself. Owner further agrees not to litigate, challenge or in any manner contest, annexation to the City. This Agreement shall be deemed to be continuing, and if Owner's property is not annexed for whatever reason, including a decision by the City not to annex, Owner agrees to sign any and all subsequent petitions for annexations. In the event that any property described on Exhibit 'A' is subdivided into smaller lots, the purchasers of each subdivided lot shall be bound by the provisions of this paragraph.

12. Public Works Standards and Utility Regulations. Owner agrees to comply with all of the requirements of the City's public works standards relating to sewer and utility regulations when developing or redeveloping all or any part of the property described on Exhibit "A", and all other applicable sewerage standards in effect at the time.

13. Liens. The Owner understands and agrees that delinquent payments under this agreement shall constitute a lien upon the above-described property. The lien shall be as provided in RCW 35.67.200, and shall be enforced in accordance with RCW 35.67.220 through RCW 35.67.290, all as now enacted or hereafter amended.

14. Termination for Noncompliance. In the event Owner fails to comply with any term or condition of this Agreement, the City shall have the right, at any time, to enter onto the Owner's property and for that purpose disconnect the sewer, in addition to any other remedies available to the City.

15. Waiver of Right to Protest LID. (If applicable)

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A. Owner acknowledges that the entire property legally described in Exhibit 'A' would be specially benefited by the following improvements (specify):

**Extension of public Sanitary Sewer Gravity Main from Canterwood Blvd into the
Canterwood-Baker Way Development, located at 5726 & 5730 Baker Way, Gig Harbor,
WA 98332**

B. Owner agrees to sign a petition for the formation of an LID or ULID for the specified improvements at such time as one is circulated and Owner hereby appoints the Mayor of the City as his attorney-in-fact to sign such a petition in the event Owner fails or refuses to do so.

C. With full understanding of Owner's right to protest formation of an LID or ULID to construct such improvements pursuant to RCW 35.43.180, Owner agrees to participate in any such LID or ULID and to waive his right to protest formation of the same. Owner shall retain the right to contest the method of calculating any assessment and the amount thereof, and shall further retain the right to appeal the decision of the City Council affirming the final assessment roll to the superior court. Notwithstanding any other provisions of this Agreement, this waiver of the right to protest shall only be valid for a period of ten (10) years from the date this Agreement is signed by the Owner.

16. Specific Enforcement. In addition to any other remedy provided by law or this Agreement, the terms of this Agreement may be specifically enforced by a court of competent jurisdiction.

17. Covenant. The conditions and covenants set forth in this Agreement and incorporated herein by the Exhibits shall run with the land and the benefits and burdens shall bind and inure to the benefit of the parties. The Owner, and every purchaser, assignee or transferee of an interest in the Property, or any portion thereof, shall be obligated and bound by the terms and conditions of this Agreement, and shall be the beneficiary thereof and a party thereto, but only with respect to the Property, or such portion thereof, sold, assigned or transferred to it. Any such purchaser, assignee or transferee shall observe and fully perform all of the duties and obligations of the Owner contained in this Agreement, as such duties and obligations pertain to the portion of the Property sold, assigned or transferred to it. All costs of recording this Agreement with the Pierce County Auditor shall be borne by the Owner.

18. Attorney's Fees. This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. In any suit or action seeking to enforce any provision of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs, in addition to any other remedy provided by law or this agreement. Venue of such action shall lie in Pierce County Superior Court or the U.S. District Court for Western Washington.

19. Notices. Notices and correspondence to the City and Owner shall be sufficiently given if dispatched by pre-paid first-class mail to the addresses of the parties as designated below. Notice to any person who purchases any portion of the Property from the Owner shall be required to be given by the City only for those property purchasers who provide the City with written notice of their address. The parties hereto may, from time to time, advise the other of

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any new addresses for notice and correspondence.

TO THE CITY:

City Clerk
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335

TO THE OWNER:

Rush Development
6622 Wollochet Drive
Gig Harbor, WA 98335

20. Severability and Integration. This Agreement and the Exhibits attached hereto constitute the agreement between the parties on this subject matter, and there are no other understandings, verbal or written, that modify the terms of this Agreement. If any phrase, provision, or section of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, or if any provision of this Agreement is rendered invalid or unenforceable according to the terms of any statute of the State of Washington which became effective after the effective date of this Agreement, such invalidity shall not affect the other terms of this Agreement.

DATED this _____ day of _____, 2024.

OWNER:

CITY OF GIG HARBOR

By: _____
Its _____
(Owner, President, Managing Member)

By: _____
Its Mayor

Attest:

City Clerk, Josh Stecker

Approved as to form:
Office of the City Attorney

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the _____ of _____, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

Printed: _____
Notary Public in and for Washington
Residing at: _____
My appointment expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF P I E R C E)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the

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Mayor of Gig Harbor, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

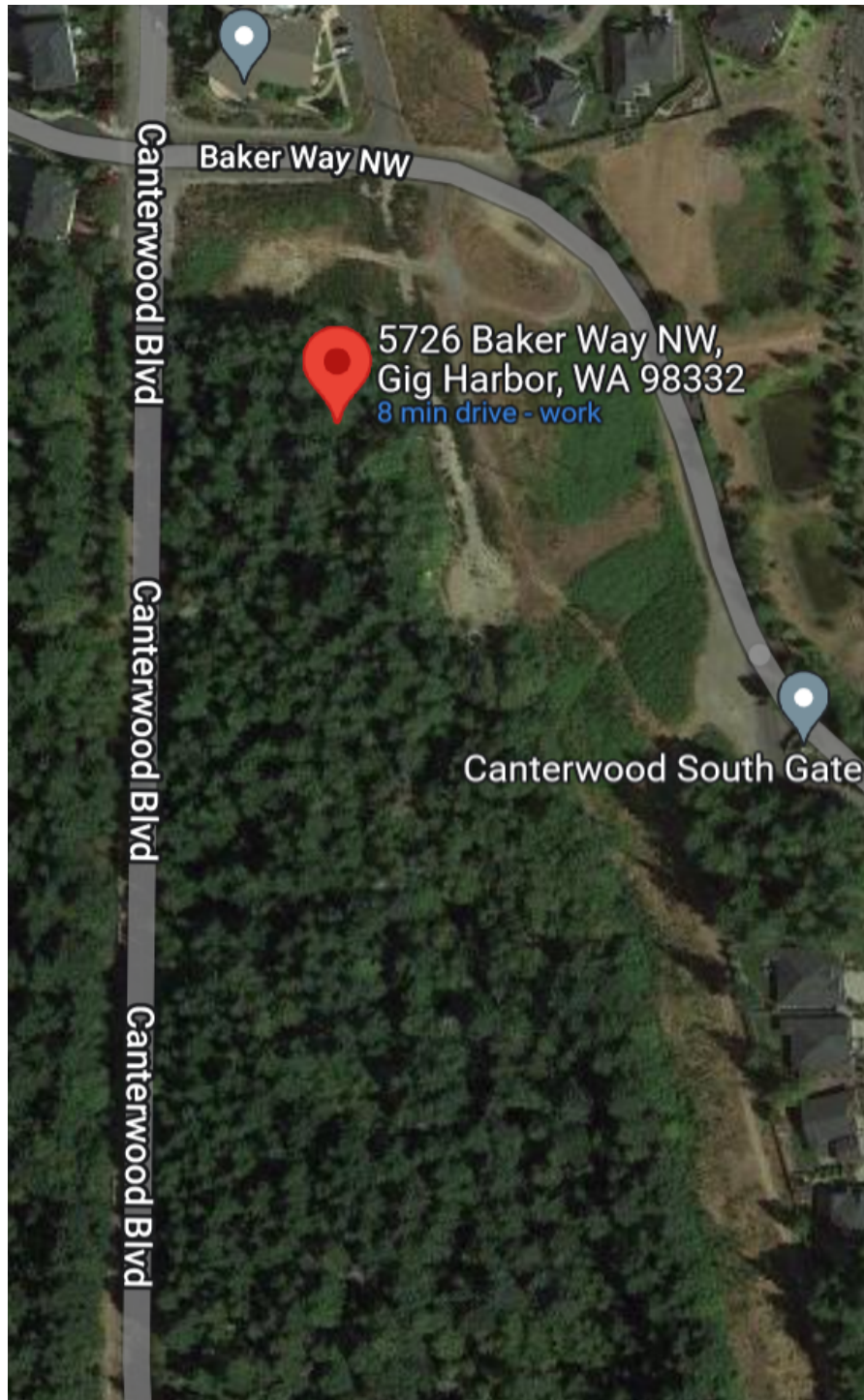
DATED: _____

Printed: _____
Notary Public in and for Washington
Residing at _____
My appointment expires: _____

EXHIBIT A
PROPERTY LEGAL DESCRIPTION

Lots 2 and 3, Canterwood Division Eleven, Phase 2, recorded under recording number 200904235002, records of Pierce County, Washington.

**EXHIBIT B
PROPERTY LOCATION MAP**



To: Mayor and City Council
From: City Administrator, Katrina Knutson, EMPA
Subject: Evaluation of Insurance Provider Options

Purpose

This report provides the City Council with a comprehensive review of the City's current insurance provider, Association of Washington Cities (AWC) RMSA (Risk Management Service Agency), compared to the Washington Cities Insurance Authority (WCIA), and presents a recommendation on transition to WCIA.

Reason for Review / Fiduciary Responsibility

As part of the City's fiduciary responsibility to taxpayers, staff periodically review significant ongoing costs, including insurance and risk-management expenditures. In 2024, the city paid \$824,362 in annual premiums to RMSA. For 2025, RMSA applied a 9% rate increase, raising the City's annual cost to \$896,754.

This increase applied across the board to all members, regardless of claims history. Gig Harbor had minimal claims and no major liability events yet received the same increase as higher-loss jurisdictions.

Given the magnitude of the cost increase and the City's duty to ensure public resources are used effectively, staff compared RMSA's program against WCIA. WCIA has provided a cost indication of \$757,000 for 2027 — lower than RMSA's current rate, despite offering significantly broader coverage.

This combination of rising cost, uniform increases, and limited alignment with Gig Harbor's loss experience made a full review not only appropriate but necessary.

Summary of RMSA

RMSA is a member-owned municipal risk pool providing liability, property, and risk-management services.

Key features include:

- Liability limit: **\$15 million**
- Property limit: **\$250 million**
- Claims above retention handled by **industry carriers**
- Strict compliance requirements (terminations, land use moratoria, mandatory training) with penalties
- Assessments based on property values, worker hours, and loss experience — but subject to poolwide increases regardless of the City's individual performance
- Potential for supplemental assessments

Summary of WCIA

WCIA is a larger, member-governed pool offering enhanced coverage and risk management.

Key features include:

- Liability limit: **\$20 million**
- Property limit: **\$400 million**, no margin clause
- In-house claims adjusters for the full life of all claims
- Unlimited Pre-Defense Review (HR & Land Use)
- 150+ annual trainings, \$175k in member grants
- Optional replacement cost for police/fire vehicles
- More stable cost trajectory historically
- Pricing indication for Gig Harbor: **\$757,000**

Financial Comparison

Provider	Annual Cost	Coverage	Notes
RMSA 2024	\$824,362	Lower	Baseline
RMSA 2025	\$896,754	Same as 2024	9% increase , applied evenly across all cities
WCIA 2027 (Indicated)	\$757,000	Higher	Includes \$20M liability & expanded services

Fiscal Impact

WCIA's cost projection of \$757,000 represents annual savings of approximately **\$140,000** compared to RMSA's current rate, with improved coverage.

Recommendation

Staff recommend transitioning to WCIA.

Executive Summary

City staff are currently scheduled and available to the public from 8:00 a.m. to 5:00 p.m., Monday through Friday. It is requested that city council review a modification to the City's official operating hours, shifting to 8:00 a.m.–4:30 p.m. Monday through Friday. This 30-minute change reflects the evolving needs of our workforce, aligns with common regional practices, and advances our Strategic Plan commitment to foster a healthy city organization.

Background and Need for Change

Historically, the City of Gig Harbor maintained 8:00 a.m.–5:00 p.m. hours during a time when many employees lived close to city limits. In recent years, the cost of housing in and around Gig Harbor has increased significantly, forcing many staff members (across all departments and levels) to live further from work. As a result, commute times have lengthened substantially.

Employees who are traveling long distances at the end of the day often arrive home later in the evening, reducing time for family responsibilities, rest, and community life. Over time, long commutes and extended workdays contribute to increased stress, diminished sleep quality, and burnout. All of which negatively affect both mental and physical health.

A modest adjustment to the City's hours of operation can help alleviate these pressures without reducing service quality to our community. Ending the workday 30 minutes earlier offers employees the opportunity to manage commutes more safely and to better balance work with personal and family needs.

Strategic Alignment

This proposal directly supports the City's #1 foundational item in the adopted Strategic Plan: **Foster a healthy city organization.**

Specifically, it advances the following goals:

- Be an exceptional employer
- Retain existing workforce
- Attract qualified applicants
- Ensure a safe work environment

A workforce that feels supported, respected, and valued is more engaged, more productive, and more committed to delivering high-quality public service. Research consistently shows that employees with stronger work–life balance demonstrate improved concentration, higher morale, and greater willingness to go above and beyond for their employer. Our ability to retain talented staff and attract qualified new applicants, depends on organizational practices that reflect modern realities and demonstrate genuine care for employee well-being.

Regional Context

Many surrounding jurisdictions have already adopted reduced or modified public-facing hours to support employee well-being and operational efficiency.

Pierce County Jurisdictions

- Sumner: Mon–Thu 8–5; Fri Closed
- DuPont: Mon–Thu 9–4; Fri by appointment only
- Orting: Mon–Fri 9–5
- Lakewood: Mon–Fri 8:30–5
- Puyallup: Mon–Fri 8–5
- University Place: Mon–Fri 9–4
- Fircrest: Mon–Fri 8–5
- Tacoma (PDS): Mon–Thu 9–1 by appointment; Fri Closed
- Fife: Mon–Thu 8:30–5; Fri Closed
- Pierce County: Mon–Fri 8:30–4:30

Kitsap County Jurisdictions

- Kitsap County: Mon–Fri 8–4:30
- Poulsbo: Mon–Fri 8–4:30
- Port Orchard: Mon–Fri 8–4:30
- Bainbridge Island: Mon–Thu 8–4; Fri Closed
- Bremerton: Mon, Tue, Thu, Fri 9–4; Wed Closed

Gig Harbor’s proposed schedule remains fully consistent with these regional standards and ensures continued accessibility to the public.

Public Impact

Public services will remain robust and accessible within standard municipal business hours. This change is not expected to impact service delivery, meeting schedules, or statutory obligations. Departments will continue to provide flexibility for inspections, public meetings, and any after-hours requirements. In a multi-month review by staff, an average 0-2 people entered the Civic Center between 4:30-5pm each day.

Organizational Benefits

The expected benefits of adjusting official hours include:

- Improved employee well-being and reduced commute-related stress
- Lower long-term burnout risk and improved morale
- Increased retention of experienced staff
- Enhanced competitiveness in attracting qualified candidates
- Stronger overall organizational performance
- A staff culture that feels supported, valued, and trusted

A healthier workforce is a more effective workforce. When employees feel that their employer is attentive to their needs, they are more motivated to deliver high-quality service and demonstrate a deeper personal investment in the success of the organization.

Fiscal Impact

There is no direct fiscal impact associated with this change. Potential indirect savings may result from improved retention and reduced recruitment and onboarding costs.

Recommendation

Request the city council consider and discuss this modification. If city council is agreeable to this change, staff will bring an ordinance to your next regular meeting.